



By-Laws

Great Lakes Association of College and University Housing Officers, Inc.

Article I Name and Scope

Section 1:

The name of this Association shall be the **Great Lakes Association of College and University Housing Officers, Incorporated**, and shall be commonly known and referred to as **GLACUHO**.

Section 2:

GLACUHO is a regional housing association serving the states of Illinois, Indiana, Michigan, and Ohio.

Article II Purpose

Section 1:

To better prepare housing officers to meet the diverse and changing needs of those we serve, with primary concern for residential students.

GLACUHO exists to provide housing officers the opportunity to learn, lead and serve.

Section 2:

To contribute to the improvement of the college and university residential experience.

GLACUHO promotes the development of the region's individual and institutional members in order that those professionals and institutions will provide improved services to students and other constituents.

GLACUHO intends to be inclusive and comprehensive in defining "housing" and is committed to an organizational structure that addresses the needs of professionals in all aspects of housing in multiple institutional structures.

Section 3:

To advance and communicate professional knowledge and standards in the field of student housing.

GLACUHO provides leadership and direction to further the housing profession. The housing profession serves many constituents in addition to traditional college students, including but not limited to families, conference participants, apartment residents, and guests. GLACUHO

will also educate its members regarding appropriate standards of service and behavior and will advocate for the attainment of standards recommended by organizations such as the Association of College and University Housing Officers-International (ACUHO-I), the Council for the Advancement of Standards (CAS), and others as appropriate.

Section 4:

To provide opportunities for the education of and professional development of housing officers.

GLACUHO assists housing officers at all levels by providing opportunities to learn, develop, and apply information. An emphasis is placed on education by increasing knowledge and skills specific to housing through research and resource development. Professional development focuses on opportunities for service, involvement, and leadership afforded to individual housing officers.

Section 5:

To sponsor activities and services which assist housing officers in the exchange and distribution of information and ideas.

GLACUHO offers a variety of venues in which housing officers can network, share existing knowledge and explore emerging concepts about the housing profession. The venues are provided throughout the year and include a variety of media and formats.

Section 6:

To be supportive of the goals and purposes of the Association of College and University Housing Officers-International (ACUHO-I) according to the terms of the ACUHO-I Affiliation Agreement.

Article III

Membership and Dues

Section 1:

Membership in GLACUHO shall be open to housing officers employed by institutions of higher education located within the states of Illinois, Indiana, Michigan, and Ohio. A housing officer is any staff or faculty member of an institution of higher education or employee of a commercial student housing enterprise whose responsibilities directly involve college and university housing.

Section 2:

Members shall be defined as institutions. Associate members are defined as employees of the member institutions. When all or part of an institution's housing is provided by a commercial student housing enterprise, the following membership guidelines will apply:

- a. If the only housing by an institution is provided by a commercial student housing enterprise (private company), then the private company may become a member if the institution's designated authority approves in writing that the private company may represent the institution. If approved, the private company would be entitled to the same rights as an institutional member.

- b. If both the institution and a private company provide campus housing, then the institution's Senior Housing Officers (SHOs) will determine if the private company's employees will be included within the membership of the institution; or if the private company may separately represent the institution and become a recognized GLACUHO member. If the latter occurs, the private company will be entitled to the same rights as an institutional member provided the host institution's SHO specifies in writing that the private company may represent the institution.
- c. If both the institution and a private company provide campus housing for the institution but the Senior Housing Officer does not wish to include the private company's employees within the institution's membership, then the private company may become affiliate members as defined in Article III, Section 4.

Section 3:

Member institutions are considered active in GLACUHO based on their attendance at the most recent Annual Conference. GLACUHO member institutions may hold simultaneous membership in other housing associations.

Section 4:

Affiliate membership may be granted by the Board of Directors in the case of governmental, non-profit or commercial organizations engaged in activities directly related to the purposes of this Association. Affiliate membership includes all companies who exhibit with GLACUHO.

Section 5:

There shall be no dues associated with membership in GLACUHO.

Article IV

Annual Conference

Section 1:

Beginning with the 2020 Annual Conference, the annual conference site will be located in a city within the region taking place within one of the four states of the association, Illinois, Indiana, Ohio or Michigan. The Conference Host Committee Chair and Assistant Chair, in consultation with the GLACUHO Board of Directors, will secure a conference site through a request for proposals (RFP) by utilizing Convention and Visitor Bureaus (CVB) first, and contacting housing venue(s) and conference venues should a local CVB not be named. The Conference Host Committee Chair and Assistant Chair will work to secure housing accommodations in conjunction with the RFP process of choosing a conference site. This process does not disqualify higher education institutions from being host sites.

Section 2:

The Annual Conference shall include an Association Business Meeting convened and chaired by the President that is open to all attendees present, and four separate State Meetings convened by the State Delegates that are each designated for the attendees who represent the institutions located in each of the corresponding states.

Article V Implementation of Business

Section 1:

An Association Business Meeting shall be convened at each Annual Conference for the purpose of conducting the business of the association. A quorum shall consist of a simple majority of all registered member institutions at the Annual Conference. Each registered member institution shall be allowed one vote on subsequent matters of business. The institution shall determine who will be a voting member from the delegates present. A simple majority of those present shall constitute passage of a motion.

Section 2:

All registered Annual Conference attendees may participate in discussion and/or ask questions from the floor provided they are recognized as a speaker by the President.

Section 3:

The Association Business Meeting at the Annual Conference will be conducted in accordance with Roberts Rules of Order. At their discretion, the President may invoke an exception to Roberts Rules of Order according to the needs of the association. The President shall appoint a parliamentarian for the meeting.

Section 4:

Any matter of business which the Board of Directors may wish to refer to the membership, at times when the Annual Conference is not in session, may be submitted to all member institutions by correspondence if the business cannot be deferred until the next Annual Conference. For mail or electronic ballot purposes, the definition of member institutions shall include all institutions in attendance at the preceding Annual Conference.

Article VI Elected Officers

Section 1:

The Elected Officers are decided by a vote of the Association's membership and shall consist of the Past-President, President, President-Elect, Secretary, Treasurer, Committee Chair Delegate, and State Delegates.

To occupy an Elected Officer position, an associate member must be a housing officer as defined in Article III, Section 1. All officers shall serve for the term specified provided they retain their status as a housing officer as defined in Article III, Section 1, and fulfill the responsibilities of their office. Elected Officers positions begin office at the close of the Annual Conference after they are elected. Further requirements for holding an elected office in GLACUHO are outlined in the association's official Leadership Manual. Elected Officers should demonstrate strong skills in professionalism, organizational leadership, strategic execution, collaboration, effective written and oral communication, and administrative effectiveness.

In addition, Elected Officers must meet the following requirements for the position:

Section 2: The President-Elect must have a minimum of five years of full-time experience in housing and residence life prior to the start of their term. The President-Elect must have served as a Board Member, Committee Chair, or Task Force Chair in the GLACUHO Region.

Section 3:

The Treasurer must have a minimum of five years of full-time experience in housing and residence life prior to the start of their term. The Treasurer must have served as a Board Member, Committee Chair, or Task Force Chair in the GLACUHO Region. The treasurer must have knowledge of basic principles for financial budgeting, accounting, and reporting.

Section 4:

The Secretary must have a minimum of two years of full-time experience in housing and residence life prior to the start of their term.

Section 5:

The State Delegates must have a minimum of two years of full-time experience in housing and residence life prior to the start of their term. State Delegates must be employed at a member institution in the state they represent for the duration of their term.

Section 6:

The President-Elect shall be elected through an online election, and shall serve in the role until the next Annual Conference. The President-Elect shall automatically progress to the position of President the succeeding year, and to the position of Past-President the year following. The successful President-Elect candidate must fully commit to the three-year term they will serve.

Section 7:

The Secretary shall be elected through an online election, and serve a two-year term. The Secretary is elected on the odd year and can seek re-election to this office.

Section 8:

The Treasurer shall be elected through an online election, and serve a three-year term. The Treasurer is elected every three years and can seek re-election to this office.

Section 9:

State Delegates shall be elected through an online election, for a two-year term. State Delegates can seek re-election to this office.

Section 10:

The Committee Chair Delegate shall be elected through an online vote to a two-year term. The Committee Chair Delegate is elected every two years and can seek re-election to this office.

Section 11:

Elected Officer Vacancies:

- a. Any Elected Officer who vacates their role as a housing officer as defined in Article III, Section 1 during their term of office due to a loss of or change in employment must

notify the President within five business days of such a change occurring. If the affected Elected Officer is the President, they will notify the President-Elect and Past-President.

- b. If the Elected Officer intends on seeking alternative employment with an interest in retaining their position, they may be granted a period of six (6) weeks to reinstate their housing officer status within the association. If the Elected Officer is unable to do so at the expiry of this timeframe, they may be asked to vacate their position.
- c. The President may, at their discretion, grant exceptions and/or extensions to the six (6) week timeframe and permit an Elected Officer the ability to retain their position depending upon the needs and interests of the association. In the event that the Elected Officer is the President, any discretion to grant such an exception and/or extension will rest with the President-Elect and Past-President.
- d. In the event of a vacancy in the office of President, the President-Elect shall automatically assume the role President and complete the term of office for which they were elected.
- e. In the event of a vacancy in the office of President-Elect, the President, with the approval of the Board of Directors, will appoint an individual to fill the unexpired term. However, that appointee shall not progress automatically to the position of President. An election shall take place at the next immediate Annual Conference for the position of President, who will then assume office at the conclusion of the conference if they are elected by the membership.
- f. The President will make recommendations to the Board of Directors to fill any other Elected Officer vacancies that occur under any other circumstances. In the event of vacancy, the President, with the approval of the Board of Directors, will appoint an individual to fill the unexpired term.

Section 12:

In the event an Elected Officer is not fulfilling their responsibilities outlined as a member of the Board of Directors, the Elected Officers, in consultation with the Ex-Officio Board Members, may remove an officer from their position and proceed with filling the created vacancy pursuant to Article VI, Section 6. Removal shall require a two thirds majority of the voting officers of the Board of Directors.

Article VII Elections

Section 1:

The President-Elect, Secretary, Treasurer, Committee Chair Delegate, and State Delegates are elected by a simple majority online vote.

Section 2:

The elections for any vacant position will take place between May 1st and May 31st. This process will be administered online by the President. Each elected position will then serve in a

transition period from their election until immediately following the Annual conference at which time they will begin their role until the Annual Conference at end of their term.

Section 3:

If the election is contested with two candidates under consideration for an Elected Officer position and the membership's vote results in a tie, the President will cast a vote in the affirmative for a candidate of their choosing to settle the election.

Section 4:

If three or more candidates are under consideration for an Elected Officer position and the first round of voting by the membership does not result in one candidate receiving a simple majority, a runoff election process will be invoked.

- a. The runoff election will involve only the two candidates who received the highest number of votes from the membership after the first ballot. All other candidates will be removed from consideration after being immediately notified of their status.
- b. The President will announce the names of the candidates between which the runoff election shall occur to the membership by email. A second round of voting by the membership will then take place and will follow the regular elections procedure outlined in Article VII, Sections 1, 2, and 3.

Section 5:

Article VII, Section 5:

State Delegate elections are held through an online vote in which each member institution has one vote. The election is won by obtaining a simple majority online vote. In the event of a tie, the current State Delegate would cast the deciding vote. If the current State Delegate is running for re-election and there is a tie, the President will cast a vote in the affirmative for a candidate of their choosing to settle the election.

Section 6:

If three or more candidates are under consideration for a State Delegate position and the first round of voting by the membership does not result in one candidate receiving a simple majority, a runoff election process will be invoked.

- a. The runoff election will involve only the two candidates who received the highest number of votes from the membership after the first ballot. All other candidates will be removed from consideration after being immediately notified of their status.
- b. The President will announce the names of the candidates between which the runoff election shall occur to the membership by email. A second round of voting by the membership will then take place and will follow the regular elections procedure outlined in Article VII, Section 5.

Article VIII

Non-Voting Board Members

Section 1:

The Ex-Officio Members of GLACUHO are appointed by the President with the consultation and approval of the GLACUHO Board, and shall consist of the Exhibitor Liaison, the Technology Coordinator, Committee Chairs and Assistant Committee Chairs.

To occupy an Ex-Officio Member position, an associate member must be a housing officer as defined in Article III, Section 1. All officers shall serve for the term specified provided they meet the definitions of membership and are a housing officer as defined in Article III, Section 1, and fulfill the responsibilities of their office. All newly appointed Ex-Officio Members will begin office at the close of the Annual Conference. Further requirements for holding an appointed Ex-Officio Member position in GLACUHO are outlined in the association's official Leadership Manual.

Section 2:

Vacancies:

- a. Any Ex-Officio Member who vacates their role as a housing officer as defined in Article III, Section 1 during their term of office due to a loss of or change in employment must notify the President-Elect within five business days of such a change occurring.
- b. If the Ex-Officio Member intends on seeking alternative employment with an interest in retaining their position, they may be granted a period of six (6) weeks to reinstate their housing officer status within the association. If Ex-Officio Member is unable to do so at the expiry of this timeframe, they may be asked to vacate their position.
- c. The President may, at their discretion, grant exceptions and/or extensions to the six (6) week timeframe and permit an Ex-Officio Member the ability to retain their position depending upon the needs and interests of the association.
- d. The President will make recommendations to the Board of Directors to fill any other Ex-Officio Member vacancies that occur under any other circumstances.

Section 3:

In the event an Ex-Officio Member is not fulfilling their responsibilities, the Board of Directors, in consultation with the Ex-Officio Members, may remove the Ex-Officio Member from their position and proceed with filling the created vacancy pursuant to Article VIII, Section 2. Removal shall require a two-thirds majority of the voting officers of the Board of Directors.

Article IX

Duties and Membership of the Board of Directors

Section 1:

The GLACUHO Board of Directors shall coordinate Association sponsored activities; call to the attention of the membership any situation likely to affect operational concepts or concerns and any situation likely to affect student concerns or welfare; approve recommendations made by the President; approve Presidential appointment of Standing and/or special functional committees which shall carry out the proper purpose of GLACUHO; and make decisions which shall be necessary and proper for carrying into the execution the foregoing responsibilities. Specific job description and Association policies are described in The GLACUHO Leadership Manual.

Section 2:

The President of GLACUHO shall call and preside over all meetings and activities of the Board of Directors; preside over the Annual Conference and the Association Business Meeting; serve as liaison to ACUHO-I; officially appoint Committee Chairs, and perform all other duties as designated by the Board of Directors and/or GLACUHO membership. The President determines the Board of Directors reporting structure during their term.

Section 3:

The President-Elect shall preside at all functions in the absence of the President; and perform other duties and responsibilities as assigned by either the President or the Board of Directors. The President-Elect shall solicit nominations and coordinate the elections of the Board of Directors. In addition, the President-Elect shall assist the President to solicit bids for the Annual Conference.

Section 4:

The Secretary shall keep records of the Board of Directors activities and Annual Conference proceedings; provide said records to member institutions and registered delegates; attend all official functions of the board of Directors and GLACUHO; maintain the archives of the Association; and perform all other duties as designated by the Board of Directors. The Secretary will also be responsible for the maintenance of an electronic membership database for the association.

Section 5:

The Treasurer shall receive and disburse funds in the name of GLACUHO; publish an annual financial statement; file annual income taxes and incorporation documents; develop the Association budget, and perform all other duties assigned by the Board of Directors. The Board of Directors shall direct the Treasurer of the specific method(s) of investing GLACUHO funds. The Treasurer shall also convene the Financial Advisory Board (FAB), a body of volunteer advisors from within the association's membership appointed by the Board of Directors.

Section 6:

State Delegates shall attend the Board of Directors meetings; conduct State Meetings; act as a liaison between the Board of Directors and institutions located in their state; work to promote effective communication and representation throughout their state; keep member

institutions of their state informed about all GLACUHO and Board of Directors activities and /or functions; and perform other duties or responsibilities, as assigned by the Board of Directors. Michigan and Illinois State Delegates are elected on the odd year. Indiana and Ohio State Delegates are elected on the even year.

Section 7:

The Past-President shall serve as a member of the Board of Directors, shall serve as an adviser to the Board of Directors and the President, and shall perform other duties and responsibilities as assigned by the President. The Past-President shall solicit nominations and coordinate elections of elected Board members. In addition, the Past-President shall solicit bids for the Annual Conference and coordinate GLACUHO's annual award nomination and selection process.

Section 8:

The Committee Chair Delegate shall coordinate the work of the Committees of the Association; select and appoint committee members, represent the committee chairs on the Board of Directors, and perform other duties and responsibilities as assigned by either the President or the Board of Directors.

Section 9:

The Exhibitor Liaison is appointed on the odd year by the President with the approval from the Elected Officers of GLACUHO, observes the current Exhibitor Liaison from the end of an odd year conference until the end of an even year conference, serves a two-year term beginning on the even year, and may seek reappointment. The Exhibitor Liaison is responsible for communicating association business and activities to exhibitors, and for coordinating all sponsorship efforts connected to the Association. In addition, the Exhibitor Liaison shall promote the continued education and understanding of exhibitor relations. The Exhibitor Liaison shall also convene the Exhibitors Advisory Board (EAB), a body of volunteer advisors from within the association's membership appointed by the Board of Directors.

Section 10:

The Technology Coordinator is appointed on the odd year by the President with the approval from the Elected Officers of GLACUHO, observes the current Technology Coordinator from the end of an odd year conference until the end of an even year conference, serves a two-year term beginning appointed on the even year, and may seek reappointment. The Technology Coordinator maintains the Association website and works with the Annual Conference Chair, the Communications and Marketing Chair and the Exhibitor Liaison to facilitate the dissemination of timely information to the membership. The Technology Coordinator is the administrator of all technological needs and assets of the association.

Section 11:

Committee Chairs and Assistant Committee Chairs are appointed by the President with the approval from the Board of Directors of GLACUHO. Committee Chairs serve a two-year term and may seek reappointment, with the exception of the Contemporary Issues, and Programming and Development Assistant Chairs, and the Conference Host Assistant Committee Chair, each of which serves a single-year term.

The Programming and Development Assistant Chair and Conference Host Assistant Chair serve a single-year term during which they shadow and work in partnership with the Chair. The Assistant Chair moves directly into the Chair position after their term concludes.

Committee Chairs and Assistant Committee Chairs are responsible for overseeing the activities of the members assigned to serve on their specific committee each year, and serve as a liaison between the association's committee members and the Board of Directors.

Section 12:

The current-year Annual Conference Host Committee Chair and Assistant Chair are appointed through the Committee Chair application process. Their term of office will conclude at the end of the association's Winter Meeting immediately following the Annual Conference for which they are serving as Chair in order to ensure that a summary closing report is delivered to the Board of Directors. The Assistant Chair will then transition into the Chair position.

The Annual Conference Host and Assistant Chair will participate in all Board of Directors meetings and activities and serve as a liaison between the host site and the Board of Directors regarding all aspects of the Annual Conference.

Article X

Committees and Task Forces

Section 1:

Standing Committees, as named in Article XI, are permanent working groups that make recommendations to both the Board and the membership regarding the initiatives, activities, and resources they develop and implement. The President-Elect, in consultation with Committee Chairs and the President, selects and appoints individuals from the membership who serve on GLACUHO's Standing Committees.

Section 2:

The President, with the approval of the Board of Directors, may make recommendations regarding the establishment, change, or elimination of GLACUHO's Standing Committees as listed in Article XI. Alterations to the function of Standing Committees may be made at the discretion of the President in consultation with the Board of Directors.

Section 3:

Task Forces are groups that have a specific charge with an established deadline for completion. The President may convene one or more Task Forces during their term of office to address the specific needs and interests of the association. The President selects and appoints individuals to serve. The President may also delegate the establishment and direction of a Task Force to any Board of Directors member at their discretion.

Section 4:

To participate in a Committee or Task Force, members must be a housing officer as defined in Article III, Section 1. In making appointments to either body, the President and President-Elect shall be aware of the desire to ensure balanced representation from the GLACUHO membership and support the principles of affirmative action.

Article XI Standing Committees

Section 1:

The list below shall define GLACUHO's current and active Standing Committees:

Annual Conference
Campus Safety and Crisis Management
Communications and Marketing
Contemporary Issues
Facilities and Operations
Health and Wellness
Inclusion and Equity
Professional Foundations
Programming and Development
Student Learning

Article XII Funding and Expenditures

Section 1:

The operating budget must be submitted by the Treasurer to the Board of Directors for approval at the Summer Meeting. Approval shall require a two-thirds majority of the Board of Directors. To amend the budget, utilize contingency, or in the event the budget is not approved at the Summer Meeting, the President may poll the Board of Directors by mail, e-mail, or phone for vote.

Section 2:

Funding shall come from: a) exhibitors' fees at the Annual Conference; b) a portion of the registration fee determined by the Board of Directors and paid by each person attending the Annual Conference; c) fundraising or sponsorship; d) interest income and e) other GLACUHO activities.

Section 3:

Any negative or positive balance between income and approved expenditures from the Annual Conference will be assumed by GLACUHO.

Section 4:

GLACUHO funds shall be used to defray the normal operating expenses of this Association. Use of these funds shall be limited to those cases where such expenditures clearly support the accomplishment of the Association's purpose as stated in Article II of the By-Laws and only with the approval of the President and Treasurer.

Section 5:

GLACUHO will operate on a July 1 through June 30 fiscal year.

Article XIII

Non-Discrimination Policy Statement

Section 1:

GLACUHO encourages the affiliation and professional development of housing officers without regard to race, color, religion (creed), sexual orientation, gender, gender expression, sex, age, national origin (ancestry), disability, marital status, socioeconomic status, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.

Article XIV

Alteration of By-Laws

Section 1:

These By-Laws may be altered throughout the calendar year on a quarterly cycle (February; May; August; November). For February, May and August, By-Laws may be altered by a simple majority vote of registered institutions at the prior annual conference via an online process. For November, By-Laws may be altered by a simple majority vote of registered institutions in attendance at the Association Business Meeting held at the Annual Conference.

For February, May, and August, proposed alterations must be submitted in writing to the President at least ten (10) days prior to February 1, May 1, and August 1 and approved by the Board of Directors. Prior to voting, proposed alterations will be featured in the State Updates, posted on the GLACUHO website for three (3) weeks, and at least one forum will be created on the GLACUHO website for discussion.

For November, proposed alterations must be submitted in writing to the President at least ten (10) days prior to the Annual Conference and approved by the Board of Directors. All such proposals shall be presented during the Association Business Meeting held during the Annual Conference.

- Drafted February 28, 1989
- Amended November 13, 1990
- Amended November 12, 1991
- Amended November 8, 1994
- Amended November 4, 1996
- Amended November 17, 1997
- Amended November 9, 1998
- Amended November 8, 1999
- Amended November 5, 2001
- Amended July 15, 2002
- Amended October 29, 2007
- Amended November 10, 2008
- Amended November 16, 2009
- Amended May 22, 2014
- Amended November 13, 2017
- Amended May 31, 2018
- Amended August 31, 2018