MISSION STATEMENT AND PURPOSE

The purpose of the Mid-Atlantic Association of College and University Housing Officers is to serve our members through opportunities for professional development and education, networking and interaction, and access to research and current trend information. Association activities and decisions are based on the principles of inclusion, collaboration, involvement from a diverse population of practitioners, and mentoring of current and future colleagues.

The purpose of this Association shall be:

- To promote high professional standards among those involved in the management of residence hall services and programs.
- To sponsor those activities and services which assist its members and provide for them a means of exchanging and distributing professional information and ideas relating to the administration of the physical, financial, social and educational phases of housing and food service programs.
- To contribute to the growth and development of residence hall staff through exposure to relevant knowledge and association with other professionals.
- To sponsor activities and services which will enable members of this association to gain recognition for contributions (e.g. research programs and development, administrative techniques) which are designed to improve the management of residence hall services and programs.
- To provide mechanisms and stimuli to promote the development of interdependent professional relationships among individuals and institutions involved in the management of residence hall services and programs.
- To support and encourage participation in those activities and programs sponsored by the Association of College and University Housing Officers-International, promote MACUHO involvement in decision making at the ACUHO-I Business Meeting, and encourage participation in related professional organizations.

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DIVERSITY STATEMENT

MACUHO is proud to support a diverse population on our member campuses.

MACUHO is committed to the basic human rights of every individual and values the rich diversity of our members and member organizations. Members and guests of the Association are expected to exhibit appropriate respect toward others, to understand that MACUHO opposes all acts of intolerance which degrade the human spirit, and to question inappropriate behavior. MACUHO encourages participation by all members in all Association programs, events, conferences, workshops, and activities.
EXECUTIVE BOARD POSITION DESCRIPTIONS

President

1. Preside over all meetings of the Association.

2. Preside over all meetings of the Executive Board.

3. In consultation with the Executive Committee, state those MACUHO Strategic Plan goals which they intend to pursue and ensure their inclusion in the first issue of the MACUHO Magazine published after the beginning of their term of office, as well as posting on the Association website.

4. Call at least two meetings of the Executive Board and Leadership Council during their term of office. One such meeting shall occur at the Annual Conference of the Association. Typically, four meetings are called: Pre-Conference, Post-Conference, and in February and June.

5. Work with VP/President Elect to develop meeting agendas for: Budget Approval Meeting (December), Winter Site Visit Meeting (February), Spring Executive Conference Call, Summer Meeting (June), Fall Executive Conference Call (October).

6. Present a report outlining the state of the Association and ensure its inclusion in the first issue of the MACUHO Magazine published after the conference.

7. Represent the Association at the ACUHO-I Annual Conference and Exposition, attend the NEACUHO and CAACURH annual conferences as their guest, and organize the MACUHO regional reception at the ACUHO-I Annual Conference (along with NEACUHO).

8. Attend various MACUHO events, such as, but not limited to, the Student Staff /Live-In Conference, MAPC, and NJCORE, or appoint another officer to attend.

9. Maintain updates regarding conferences and regional news to ACUHO-I via the MACUHO Magazine.

10. Fulfill all duties necessary to ensure that the Association meets the expectations presented in its constitution.

Vice President/President Elect

1. Assume the duties of the President in the latter’s absence or in the event of their resignation.

2. Serve one year as Vice President and assume the Presidency following the Annual Conference.

3. In conjunction with the President, provide direction to the MACUHO Leadership Council and serve the needs and interests of the membership in accomplishing goals set for the year.
4. Work with President to develop meeting agendas for: Budget Approval Meeting (December), Winter Site Visit Meeting (February), Spring Executive Conference Call, Summer Meeting (June), Fall Executive Conference Call (October).

5. Publish and disseminate the Executive Budget and Goals immediately after the Annual Conference alongside the Treasurer.

6. Solicit recommendations for vacant (or upcoming vacant) Leadership Council positions. Organize and execute the nomination process. Work with the President to assure that all Leadership Council positions are filled for the upcoming year. Work with each Director to assure that all respective Chair and/or Coordinator positions are filled for the upcoming year.

7. Conduct New Director and New Leadership Council Member Training for new committee chairs and coordinators. This is the VP/PE responsibility at the end of their term, at the conference they become President.

8. Attend the ACUHO-I Conference, along with the President.

9. Solicit and appoint all Leadership Council positions including any mid-year appointments for vacancies.

10. Attend all Executive Officer and Leadership Council meetings.

11. Other duties as assigned by the President.

Past President
1. Serve as an advisor to the President and VP/President Elect.

2. Solicit and submit, to the Executive Board, a slate of nominees for the following Executive Board members: Vice President/President Elect, Secretary, Treasurer and three of the following Directors: Technology Initiatives, Training and Development, Business Operations and Communications, Strategic Initiatives, Annual Programs, and Membership Development at least sixty days before the Conference.

3. Conduct the Association’s elections at the Annual Conference.

4. Assist the President in research and other projects as needed.

5. Complete necessary paperwork to induct award winners and past-presidents to Foundation of Excellence.

6. Attend all Executive Officer and Leadership Council meetings.

7. Coordinate the annual Past President Basket Raffle. Coordinate the Basket Raffle winner with the next Host Committee.
8. Maintain contact with the Association’s Past Presidents and organize the Senior Housing Officer Roundtable at the Annual Conference.

9. Other duties as assigned by the President.

**Secretary**

1. Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.

2. Record minutes of Executive Officer and Leadership Council meetings and the annual business meeting, as well as any other official meeting of the Association as designated by the President. Distribute the same to the appropriate individuals. Annual business meeting minutes should be completed in accordance with Article V, Section 3 of the Association Constitution. Send a copy of official association meeting minutes to the Archives Coordinator.

3. Collect, assemble, and distribute agendas, goals, and/or budget updates prior to each Executive Board and/or Leadership Council meeting.

4. Maintain the MACUHO History, soliciting entries from Past Presidents as needed. Send copy to Archives Coordinator.

5. Provide new Executive Officer and Leadership Council members with the appropriate manuals at the annual conference or when appointed (if mid-year appointment).

6. Maintain an up-to-date Executive Officer and Leadership Council member list and distribute to Executive Officer and Leadership Council members.

7. Coordinate the Annual Conference Award Process, with direct responsibility for the Ann Webster New Professional Award, the James Hurd Outstanding Service Award, David G. Butler Distinguished Service Award, and Joanne Goldwater Senior Level Professional Award. Coordinate with designated individuals the Commitment to Social Justice, Mid-Level Professional, Housing Operations, and Vendor of the Year awards. Email list serve with nomination process, solicit nominations, prepare materials for the officer meeting in which voting is conducted. Design and order the plaques for the conference.

8. Provide sufficient copies of minutes from the previous years’ business meeting for the Annual Business meeting.

9. Attend all Executive Officer and Leadership Council meetings

10. Other duties as assigned by the President.

**Treasurer**

1. Prepare yearly Budget Request and Goals process by sending out budget forms to Executive Board and Leadership Council. Collect data and prepare for the Budget Allocation meeting with the Officers in October.
2. Develop a process to track all individual committee expenditures. Manage the Additional Funds Requests process by emailing such requests to officers for approval.

3. Maintain appropriate records of all funds dispersal and income and submit periodic reports to the Leadership Council and the members.

4. Maintain a record of all requests for funds written and dispersed on behalf of MACUHO, including checks and credit cards.

5. Balance the checking and savings statements and maintain a ledger of all transactions that take place in these accounts.

6. Maintain a record of all funds in the MACUHO Corporate Partner Program.

7. Work in conjunction with the MACUHO accountant to organize the record keeping functions in such a way as to simplify tax return preparation. Coordinate the selection of the firm as necessary.

8. Maintain appropriate bank accounts for checking and savings in FDIC insured accounts. File all necessary government forms.

9. File all necessary government forms as needed and appropriate.

10. Work with the MACUHO accountant to prepare the annual tax form for tax Exempt Organizations – Form 990 EZ.

11. Have a biannual audit of the Association’s books performed at the close of their term. This is done alongside the newly elected Treasurer.

12. The term of service for the Treasurer will extend to the December after a new Treasurer has been elected. The current Treasurer and new Treasurer will work together starting at the conclusion of elections at the annual conference to ensure a smooth transition.

13. Oversee MACUHO’s investments and foundation accounts, and provide an annual written report to the membership of its status.

14. Other duties as assigned by the President.

**Director of Membership Development**

1. Work with the Engagement Coordinators to plan and execute initiatives that further engage members of our association.

2. Collaborate with Engagement Coordinators for articles toward the MACUHO Magazine and website.

3. Participate in planning and being a resource for engagement group programs.
4. Assist in outreach programs to recruit and retain old and new members of the association.

5. Other duties as assigned by the President.

**Director of Training and Development**

1. Work with the Association and its respective volunteers and committees to further enhance training and development opportunities for both student and professional staff members in our association.

2. Collaborate with the Personal and Professional Development, Recognition and Connection, and Diversity Committees to support the annual conference along with other programs aimed at supporting our development goals.

3. Will initiate new programs utilizing new technology, including but not limited to a webinar series focused on enhancing training opportunities for our members, in addition to existing annual programs.

4. Other duties as assigned by the President.

**Director of Business, Operations, and Communications**

1. Work with the Association and its respective volunteers and committees to further enhance the business operations within the association as well as overseeing the branding and marketing of the organization itself.

2. Develop an integrated marketing communications program and support initiatives such as the development of the MACUHO magazine, recruitment materials, electronic communications, and other promotional elements.

3. Address the operation needs of our members including but not limited to Assignments, Billing, Dining, Maintenance, Operations, and Marketing.

4. Be the liaison to the Coordinator of Sponsorships, the Magazine Editor(s), and the Housing and Facilities Operations Committee.

5. Other duties as assigned by the President.

**Director of Annual Programs**

1. Work with the Association and its respective volunteers and committees to support the planning, development, and execution of vital annual programs for the Association.

2. Collaborate with the Annual Program Committee to support the annual conference along with other annual MACUHO programs aimed at fostering personal connections, networking opportunities, and training.

3. Oversee the Mid-Atlantic Placement Conference and its respective chair(s). Alongside current President, select MAPC hotel site and ensure that conference maintains high quality recruitment and professionalism.
4. Oversee the Student Staff Live-In Conference and its respective chair(s). Alongside current SSLI chair(s), manage SSLI bid process and site selection. Ensure that conference maintains high quality programming, recruitment, and professionalism.

5. Support MACUHO annual programs such as NJCORE, The Philly Exchange, The Inclusion Summit, or any other MAUCHO annual event as directed by the President.

6. Other duties as assigned by the President.

**Director of Strategic Initiatives**

1. Work with the Association and its respective volunteers and committees to support the Strategic Planning and historical knowledge for the association.

2. Collect evaluations from the current annual conference to present data at December Officers meeting and February Leadership Council meeting.

3. Collaborate with the Archives and Strategic Planning coordinators to support the strategic initiatives and execution of the Strategic Plan.

4. Collaborate with the Director of Membership Development and the Engagement Coordinators to create long term goals and development for the association for our membership.

5. Other duties as assigned by the President.

**Director of Technology Initiatives**

1. Work with the Association and its respective volunteers and committees to support use of technology within the association, its officers, and committees.

2. Collaborate with all committees to insure the effective and efficient use of technology in all programs and services offered to the association and its members.

3. Be the liaison to the Webmaster, System Administration Coordinator and the Social Media Coordinator.

4. Other duties as assigned by the President.
LEADERSHIP COUNCIL POSITION DESCRIPTIONS

Duties of All Committee Chairs and Coordinators

1. Prepare a statement of committee Goals related to the Strategic Plan and monitor progress toward goal achievement for the year.

2. Prepare a committee budget and monitor expenditures.

3. Ensure that all committee members are fully informed of committee progress.

4. Provide reports at Leadership Council meetings and a written reports at designated points and the end-of-the-year.

5. Attend Leadership Council and/or Executive Committee meetings and contribute to overall improvement of MACUHO.

6. Prepare and distribute minutes of all committee meetings to appropriate Executive Committee liaison and Archives Coordinator.

Engagement Coordinators

1. Reports to Director of Membership Development.

2. Assist the Leadership Council in meeting the goals of MACUHO and serve as an ambassador for MACUHO.

3. Attend ALL meetings of the Leadership Council

4. Coordinate and attend all Engagement Coordinator sponsored activities and services concerning assigned engagement level group.

5. Represent the concerns and interests of assigned engagement level group to the Leadership Council and Executive Board.

6. Recruit new institutional memberships and new professionals to MACUHO. Promote involvement and interest in the Annual Conference.

7. Be knowledgeable of the MACUHO Constitution and By-laws.

8. Assist with the nomination process for MACUHO officers as directed by the Past President. Assist the Past President with the election process at the Annual Business Meeting.

9. Assess engagement level needs and develop activities, communication, etc. to meet those needs. Encouraged to plan/organize at least ONE social and/or professional event(s) in assigned engagement level group per year to help members meet each other and develop skills in the housing and residence life field.
10. Develop a budget for any activities sponsored. Submit budget updates prior to February, June and fall meetings.

11. Prepare and implement an engagement level meeting during the annual conference.

12. Update applicable information on the MACUHO webpage. Utilize website blog capabilities for local connections.

13. Other duties as assigned by Executive Board.

**Sponsorship Coordinator**

1. Reports to the Director of Business, Operations, and Communications.

2. Promotes and manages Corporate Partner Program (CPP).

3. Maintains a central database of all MACUHO Sponsorships; work with the Treasurer to collect and manage donations.

4. Works with Host Chairs and Exhibit & Displays Chairs to coordinate and maximize sponsorship potential.

5. Submits sponsorship information to Magazine Editor.

**Magazine Editor**

1. Reports to Director of Business Operations and Communications.

2. Produce an online Magazine to the membership four times per year. Post Magazines on website. Gather articles from members and advertisements from Corporate Partners.

3. Advise Executive Board toward any design changes or challenges with developing a quality MACUHO Magazine.

4. Other duties as assigned by Executive Board.

**Archives Coordinator**

1. Reports to the Director of Strategic Initiatives.

2. The Archives Coordinator is responsible for maintaining a record of all of the minutes, conference programs, membership lists, office lists, President’s report, and past records in order to maintain a history of the organization.

3. The Archive Coordinator shall also maintain a copy of all research questionnaires, etc., compiled by any MACUHO committee.

4. Partner with Secretary and Webmaster to maintain online archives.

5. Other duties as assigned by Executive Board.
**Strategic Planning Coordinator**

1. Reports to Director of Strategic Initiatives.
2. Coordinate the gathering and dissemination of research-based information to the membership.
3. Communicate with the membership regarding what housing-related information is considered necessary or relevant to them.
4. Implement, analyze, and publish research projects on a regular basis to meet the above need.
5. Focus information gathering at the regional level.
6. Communicate with President to set aside time at Leadership Council meetings to do strategic planning with the entire board.
7. Meet and communicate with Officers as needed to set 5 year plan for the Association.
8. Update the Executive Board & Leadership Council on reviews of the current strategic plan; solicit objectives, goals, and initiatives from board and council members when developing new strategic plan.
9. Provide annual progress report on Strategic Plan implementation. Assist with creating and implementing new Strategic Plan every 5 years.
10. Other duties as assigned by Executive Board.

**Webmaster**

1. Reports to the Director for Technology Initiatives
2. Create, maintain, and update conference group pages; set access, shell setup, and guidance for conference leadership.
3. Make recommendations toward enhanced web development and usage, tracking data to share with the Executive Board on website traffic.
4. Manage other eCommerce as necessary (various store items, event tickets, etc.).
5. Other duties as assigned by Executive Board.

**Systems Administration Coordinator**

1. Reports to the Director for Technology Initiatives.
2. Implement MACUHO mass communication and updates.
3. Update website content, particularly toward conference registrations and access.
4. Manage access control and provide technology training for new Leadership Council members.
5. Create, manage, process, and update forms, submissions, and applications.

6. Other duties as assigned by Executive Board.

**Social Media Coordinator**

1. Reports to the Technology Initiatives

2. Maintain social media accounts as it relates to MACUHO sponsored events and news.

3. Work with leadership on branding committees and conferences.

4. Alongside Secretary, maintain and distribute style and branding guidelines for MACUHO

5. Serve as a resource for leadership for logo design and development

6. Work with leadership members to help promote events, announcements, and news.

7. Other duties as assigned by Executive Board.

**Annual Conference Coordinator**

1. Report to the President and/or Vice President/President Elect.

2. Utilize Host Manual for all planning, implementation, and assessment of the Annual Conference

3. Prepare and promote conference marketing.

4. Serve as point of contact for all comments, questions, or concerns related to Annual Conference.

5. Maintain registration numbers and budget updates

6. Report all activity of the Host committee, including facility, schedule, and budget updates.

7. Communicate with all committees and coordinators regarding their needs for the annual conference.

8. Serve as liaison between Host Site and Executive Board/Leadership Council

9. Lead the Host committee to fulfill all responsibilities and obligations in executing the Annual Conference.

10. Submit a final report, including financial accounting of the Annual Conference, to the Leadership Council at the February Meeting. The Director of Annual Programs will provide guidance on reporting requirements and past report samples.

11. Other duties as assigned by Executive Board.
COMMITTEE CHAIRS

Exhibits and Displays Chair
1. Reports to the Director of Business, Operations, and Communications.

2. Maintain a database of participating exhibitors at the Annual Conference.

3. Solicit exhibitor support.

4. Communicate appropriate fees and relevant information to exhibitors prior to the conference.

5. Work alongside Annual Conference Coordinator to ensure appropriate communication to conference exhibitors. Assist conference site with exhibitor setup, display, and takedown.

6. Collect exhibitor fees and deposit them with the MACUHO Treasurer at the Annual Conference.

7. Conduct an annual exhibitor evaluation of the annual exhibits show.

8. Complete a report on exhibitor activity following the conference. Assist in coordinating the Exhibitor Reception at the annual conference.

9. Coordinate with the Annual Conference Coordinator and Annual Program Committee the scheduling of the exhibits and display areas to optimize the opportunity for conference participants to see and interact with vendors.

10. Other duties as assigned by Executive Board.

Housing & Facilities Committee Co-Chairs
1. Report to the Director of Business, Operations, and Communications.

2. Disseminate important, up-to-date information to the region relating to housing operations.

3. Serve as clearing house for housing operations and conferences concerns.

4. Solicit and present housing/operation sessions at the annual conference.

5. Recruit new members for the committee.

6. Build and maintain a close relationship with Facilities (AAFA, APPA) organizations.

7. Attend ALL meeting of the Leadership Council.

8. Other duties as assigned by Executive Board.
Diversity Committee Co-Chairs
1. Report to the Director of Training and Development.

2. Communicate regularly with committee members in order to continue support and commitment.

3. Gather materials and organize information with PPD (i.e., giveaways, handouts, and resource materials) for the Common Ground room at the annual conferences.

4. Organize nomination process for the Commitment to Social Justice Awards for professional and student staff. Collect nominations and select winner. Notify the Secretary at least 30 days prior to the annual conference so that plaques can be ordered.

5. Serve as an advocate for diversity-related issues. Work with other MACUHO committees to integrate diversity in all committee work.

6. Be available to MACUHO members as a resource of information (literature, publications, and speakers) related to issues of diversity and multiculturalism.

7. Collaborate with the Director of Annual Programs in the management of the annual MACUHO Inclusion Summit.


9. Other duties as assigned by Executive Board.

Recognition and Connections Committee Co-Chairs
1. Reports to the Director of Training and Development.

2. Support recognition and connection efforts at the annual conference included but not limited to the Mentor/Mentee (LINK) program and the Get Connected program.

3. Manage the ORB (Our Region’s Best) Awards by sending out nomination letters/emails and select three winners. Notify winners and winning nominators and purchase awards. Coordinate winners’ attendance at the Student Staff conference. Submit an article to the MACUHO magazine and notify the PR departments of winners’ institutions.

4. Coordinate Academic Excellence Awards recognition by sending out emails requesting submissions. Mail/email certificates to recipients and submit list of all recipients to be posted in MACUHO Magazine.

5. Promote annual national RA Appreciation Day via email, social media, magazine, website etc. Coordinate/plan RA Appreciation Day contest and purchase/mail-out prize to winners.

6. Gather materials and organize information with PPD (i.e., giveaways, handouts, and resource materials) for the Common Ground room at the annual conferences.
7. Work to continuously recognize the work of professionals in the field and connect professionals throughout the region through involvement in MACUHO sponsored events and programs.

8. Maintain a close relationship with CAACURH and NACURH. Support communication and work as a liaison between them and MACUHO.


10. Other duties as assigned by the Executive Board.

**Personal and Professional Development Committee Co-Chairs**

1. Report to the Director of Training and Development.

2. Support personal and professional development efforts at annual conference, including but not limited to the New Delegate Orientation and the organization of the Common Ground room.

3. Support personal and professional development efforts for the association throughout the year including but not limited to the development of educational webinars and new member education.

4. Coordinate a Case Study competition at annual conference, working with the Annual Conference Coordinator on registration materials. Coordinate room and program proposal with Annual Program Committee and secure judges – traditionally, this is the current Past President, NEACUHO Representative, an Expert in Residence, and a member of Local Arrangements. Prepare all supporting material for the competition. Coordinate awards of winners.

5. Develop committee budget and goals annually, meeting with committee members as necessary.

6. Attend **ALL** meetings of the Leadership Council.

7. Other duties as assigned by Executive Board.

**Lisa A. Pierce Volunteer Incentive Program for Students Co-Chairs**

1. Report to the Director of Training and Development.

2. Engage in the recruitment, selection, and supervision of the Lisa A. Pierce Volunteer Incentive Program for Students (VIPS) for the annual conference.

3. Actively engage VIPS throughout the year.

4. Establish regular communication with CAACURH concerning the recruitment of VIPs.

5. Attend **ALL** meetings of the Leadership Council.
6. Attend Annual Conference.
7. Other duties as assigned by Executive Board.

**Mid-Atlantic Placement Conference (MAPC) Committee Chairs**
1. Reports to the Director of Annual Programs.
2. Plan and execute the Mid-Atlantic Placement Conference each spring.
3. Appoint co-chairs for conference to coordinate major areas as appropriate (such as, candidate registration, employer registration, interview scheduling, marketing).
4. Submit MAPC conference budget and submit to the Executive Board for review.
5. Other duties as assigned by Executive Board.

**Annual Program Committee Co-Chairs**
1. Report to the Director of Annual Programs.
2. Coordinate program slate for the annual conference.
3. Initiate call for programs and lead committee in selecting a diverse program offering.
4. Recruit and select a Keynote Speaker and Experts in Residence (EIR) for the annual conference. (NOTE: Preference is that there are two EIRs with different expertise that be shared during the conference, during presentations, informal meals, and social events.
5. Work with Treasurer to develop Keynote Speaker and EIR contracts.
6. Collaborate with Director of Annual Programs in coordinating yearly program slate for MACUHO annual events, such as the Student Staff Live-In Conference, to ensure programmatic continuity.
7. Organize Professional Development Programs for the first day of the conference.
8. Collaborate with Annual Conference Coordinator to ensure programming needs are met.
9. Collect A/V needs from presenters, and secure A/V equipment for program rooms.
10. Committee will also collect from presenters an electronic copy of conference programs to be posted on the association website following the Annual Conference.
11. Provide necessary information to Annual Conference Coordinator as it related to the Program Booklet/Guidebook at Annual Conference.
12. Organize recognitions at Annual Conference for presenters and meet with committee to select programming award recipients.


15. Other duties as assigned by Executive Board.

**Student Staff Live-In Conference Co-Chairs**

1. Reports to the Director of Annual Programs.

2. Plan and execute the Student Staff Live-In Conference each year.

3. Submit SSLI conference budget and submit to the Executive Board for review.

4. Collaborate with Annual Program Committee for the SSLI program slate.

5. Provide conference wrap up report to Executive Board and Leadership Council at Budget Approval Meeting (December) or as directed by Director of Annual Programs.

6. Attend SSLI Conference.

7. Other duties as assigned by Executive Board.
MACUHO Executive Board Agreement Form  
2018-2019

I understand that as a member of the MACUHO Executive Board, I am making a commitment to:

1. Make every reasonable effort to attend all Executive Board meetings:
   - Post Conference Leadership Council/E-Board Meeting, October 26, 2018 (Erie, PA)
   - December 2018 Executive Board Meeting, November 30th, 2018 (Bucknell University)
   - 2019 Conference Site Visit/Winter Meeting, February 11th and 12th (Atlantic City, NJ)
   - Summer Summit, June 13 & 14, 2019 (Penn State - University Park, PA)
   - Executive Board and Director Meeting - Late September TBA
   - Pre-Conference Leadership Council Meeting, October 22, 2019 (Atlantic City, NJ)
   - 2019 MACUHO Annual Conference, October 23-25, 2019 (Harrah’s in Atlantic City, NJ)
   - Monthly Conference Calls/GoToMeetings

2. Fulfill my positional expectations as described in the MACUHO Constitution and Bylaws, Executive Board Reference Manual, and other MACUHO publications. This includes regular communication with individuals and groups associated with my position (ie, committee members, co-chair, etc.)

3. Participate in Executive Board meetings, sharing information about my position with the Board and vice versa.

4. Submit Goals and Budget requests during the yearly budget process and provide timely updates prior to each Executive Board meeting.

5. Accept responsibility for all financial transactions related to my position.

6. Maintain open communication, including a monthly update, with the Executive Officers, other Executive Board members, and the Leadership Council.

7. Act as a mentor to new professionals in the field, including participation in the LINK Program at the Annual Conference.

I affirm that my supervisor is aware of and supports the commitment I have made to MACUHO

____________________________________  ______________________________
Name                                     Date

____________________________________  ______________________________
Signature                                Executive Board Position
MACUHO Leadership Council Agreement Form
2018-2019

I understand that as a member of the MACUHO Leadership Council, I am making a commitment to:

1. Make every reasonable effort to attend all leadership council meetings:
   - Post Conference Leadership Council/E-Board Meeting, October 26, 2018 (Erie, PA)
   - 2019 Conference Site Visit/Winter Meeting, February 11th and 12th (Atlantic City, NJ)
   - Summer Summit, June 13 & 14, 2019 (Penn State - University Park, PA)
   - Pre-Conference Leadership Council Meeting, October 22, 2019 (Atlantic City, NJ)
   - 2019 MACUHO Annual Conference, October 23-25, 2019 (Harrah’s in Atlantic City, NJ)
   - Post Conference Leadership Council Meeting, October 25, 2019 (Atlantic City, NJ)

2. Fulfill my positional expectations as described in the MACUHO Constitution and Bylaws, Executive Board Reference Manual, and other MACUHO publications. This includes regular communication with individuals and groups associated with my position (ie, committee members, co-chair, Director Liaison and/or executive board members, etc.)

3. Participate in Leadership Council meetings, sharing information about my position with the Board and vice versa.

4. Submit Goals and Budget request during the annual budget process and provide timely updates prior to each Leadership Council meeting.

5. Submit Leadership Council Reports by the deadline to the President, Secretary and Director liaison.

6. Accept responsibility for all financial transactions related to my position.

7. Maintain open communication, including a monthly update, with the MACUHO Director liaison assigned to me.

8. Act as a mentor to new professionals in the field, including participation in the LINK Program at the Annual Conference.

I affirm that my supervisor is aware of and supports the commitment I have made to MACUHO

_________________________________________  _______________________________________
Name                                                                                     Date

_________________________________________  _______________________________________
Signature                                                                              Leadership Council Position
October/November (prior/during conference)
- Final Committee Goal and Budget Form update to be submitted to Director, Treasurer, and Secretary two weeks prior to conference
- All committees finalize conference related issues
- Secretary sends out Business Meeting Agenda and any items that will be voted on at conference.
- Pre-Conference Leadership Council Meeting held Tuesday afternoon- incoming committee chairs and coordinators should attend.
- CPP solicitation at annual conference for corporate partners; discuss gold, silver & bronze sponsorship opportunities.
- Annual Conference, include Annual Business Meeting of the Association and election of new officers. Also, training for new, directors, chairs, and coordinators held during conference.
- Post Conference Leadership Council Meeting held Friday morning- new officers hold positions for first time, new Chairs and Coordinators responsible for their areas. Committee Goal and Budget Forms distributed and priorities for the year are discussed.

November
- Committee Goal and Budget Forms are due (approximately one month after Annual Conference)
- Student Staff /Live-In (SSLI) Conference held in September, October, or November

December
- MACUHO Magazine article submissions, web pages updated (due December 1)
- Executive Officer Meeting- set budget for year.
- Annual Conference final financial report due (Past Host)
- Financial activity for previous year is wrapped up; New Treasure takes place (if election year)
- Committees notified of budget for year

January
- Preparations are started for filing financial documents (tax filing, etc.)
- Post Conference Newsletter Posted & Emailed
- Mail/email all current vendors/exhibitors & new companies invitations to become Corporate Partners.

February
- Updates to Committee Goal and Budget Forms to be submitted two weeks prior to Leadership Committee Meeting
- Leadership Council Meeting- site visit to fall conference location
- Election nomination information sent
- Mid-Atlantic Placement Conference (MAPC)
- Annual Conference final evaluation due (Past Host)

March
- MACUHO Magazine submissions, web page updates (due March 1)
- NASPA/ACPA Conferences- MACUHO receptions
- MACUHO Newsletter emailed and posted on Web

**April**
- Executive Officer Meeting- NHTI/RELI Scholarships
- Housing Operations/Conference Services Drive In (Housing Ops/Conference Services)

**May**
- Annual Conference Call for Programs distributed (Program)

**June**
- Updates to Committee Goal and Budget Forms to be submitted two weeks prior to Leadership Council Meeting
- MACUHO Summer Summit
- Annual Conference Program Slate chosen (Program)
- Annual Call for Nominations for Awards and Officers sent to membership
- ACUHO-I, including MACUHO/NEACUHO reception
- MACUHO/NEACUHO Regional Entry Level Institute (RELI)

**July**
- Election slate finalized

**August**
- Annual Conference registration information sent (Host)

**September**
- Pre Conference MACUHO Magazine emailed and posted on Web
- Executive Officer Meeting- award selection, pre-conference planning

**Ongoing**
- Communications between Chairs/Coordinators and Directors
- Engagement Coordinators- updates to engagement areas as appropriate
- Appropriate information sent to the Archives Coordinator
- Solicitation of sites for various conferences (Student Staff, Live In)
### MACUHO MAGAZINE CONTRIBUTION/RESPONSIBILITIES

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Vice President
ADDITIONAL ANNUAL CONFERENCES

The **STUDENT STAFF/LIVE-IN PROFESSIONAL CONFERENCE (SSLI)**, formerly separate conferences called “The RA Conference”, and "The Resident Director’s Conference", began in 1985 and is designed for live-in professionals to collaborate about their respective positions and bring their student staff together for a one-day conference. It is typically scheduled for November and is a one-day drive-in event usually held on a Friday or Saturday. The RAC committee will select a one school to host this conference based on a bid packet.

The **MID-ATLANTIC PLACEMENT CONFERENCE (MAPC)** formerly held as the Mid-Atlantic College and University Placement Service (MACUPS), focuses on networking bachelor, graduate, and masters entry-level professionals in the Mid-Atlantic region. Postings are also welcomed for mid- and upper-level positions and for positions for other Student Affairs offices outside of housing and residence life. The Mid-Atlantic Placement Conference begin in 1994 and serves as a regional placement conference, designed similarly to the NASPA and ACPA national job placement conferences. Typically this conference is held in February.
ANNUAL ASSOCIATION AWARDS

The Mid-Atlantic Association of College and University Housing Officers celebrate the accomplishments of its members and annually recognize outstanding achievements in seven areas. The Association presents the Ann Webster New Professional Award, the Jim Hurd Outstanding Service Award, the Dave G. Butler Distinguished Service Award, the Vendor of the Year, the Commitment to Social Justice Award, the Mid-Level Professional Award, and the Excellence in Operations Award. Nominations are solicited each year by the Association and decisions are made by the elected officers. Awards are presented at the MACUHO Annual Conference.

DAVID G. BUTLER DISTINGUISHED SERVICE AWARD
The David G. Butler Distinguished Service Award is MACUHO’s highest honor, awarded to an individual in recognition of contributions to MACUHO which are lasting and significant over a period of years. The recipient should be a consistent participant in and supporter of MACUHO activities.

JAMES HURD OUTSTANDING SERVICE AWARD
The James Hurd Outstanding Service Award is awarded in recognition of outstanding contributions to MACUHO by an executive board or leadership council member over the past year (since the last Annual Conference).

JOANNE GOLDWATER DISTINGUISHED SENIOR LEVEL PROFESSIONAL AWARD
The Distinguished Senior Level Professional Award is given to a senior housing and/or residence life officer in recognition of significant contributions to their institution, MACUHO, or the housing and residence life field. Requirements: Minimum of 8 years full-time experience in housing and/or residence life; or currently a senior level housing and/or residence life officer.

ANN WEBSTER NEW PROFESSIONAL AWARD
The Ann Webster New Professional Award is awarded in recognition of significant institutional and/or regional contributions to our field by an individual who has worked in housing and residence life for less than 4 years. Award also receives support from ACUHO-I towards attending the ACUHO-I Annual Conference and Exposition the following summer.

VENDOR OF THE YEAR AWARD
Intended to recognize outstanding contribution and commitment to the work and mission of the Association by a vendor. The Vendor of the Year Award is selected by the Exhibits and Displays Chair(s) and is awarded at the conference during the Vendor Luncheon.

COMMITMENT TO SOCIAL JUSTICE AWARD
The Commitment to Social Justice Award is given to an individual in recognition of outstanding work in fostering diversity and social justice education, competency and/or action among students, staff, and/or faculty. The Commitment to Social Justice Award is selected by the Diversity Committee and is awarded at the conference by a Diversity Committee representative.

MID-LEVEL PROFESSIONAL AWARD
The Mid-Level Professional Award is given in recognition of significant contributions to our field by a mid-level professional. The recipient should be someone who has worked full time in the field of housing and residence life for a minimum of 4 years, and currently serves in the position of Associate/Assistant Director, Area Director, Coordinator, Manager, or equivalent. Requirements: Minimum of 4 years full-time experience in housing and/or
residence life; currently in a mid-level equivalent position. No maximum years of experience.

**EXCELLENCE IN OPERATIONS AWARD**
The Excellence in Operations Award is given to an individual that has advanced their institution or the field of housing and residence life by demonstrating excellence and innovation in the areas of housing operations, assignments, and/or facilities management.

**ANNUAL PROGRAM AWARDS**

The **Region's Best** award honors the top evaluated program at the annual conference. The recipient of the Region's Best award presents their program at ACUHO-I the following summer. ACUHO-I provides up to $900 for expenses for the recipient to travel to ACUHO-I and present the winning program at the national conference (split among the presenters). Additionally, MACUHO will contribute up to $1,100 as a reimbursement for conference expenses (maximum of 2 presenters).

The **Best Presentation by a New Professional** award honors the new professional who has received the highest program evaluations at the conference. The recipient receives free registration to the following year's MACUHO annual conference and receives a plaque.

The **Best 30-Minute Program** award honors the top evaluated 30-minute program at the annual conference. MACUHO pays the registration fee for the following year's MACUHO Annual Conference and receives a plaque.

The **Best Poster Presentation** award honors the top evaluated poster presentation at the annual conference. The recipient of the Best Poster Presentation award receives a plaque.
VISION STATEMENT AND MINIMAL STANDARDS FOR CONFERENCES

MISSION STATEMENT
The purpose of the Annual Conference of the Mid-Atlantic Association of College and University Housing Officers is to support the organization’s mission to provide opportunities for professional development and education. It also affords the membership the opportunity to participate in the business of the Association, to recognize those who have served, and to assure the fiscal integrity of the organization through the financial support of our corporate partners and institutional attendees.

VISION STATEMENT
The Annual Conference of the Mid-Atlantic Association of College and University Housing Officers strives to provide a unique environment where everyone who attends brings a shared experience to a “professional family reunion.” By presenting a quality conference on a regional level, MACUHO will be able to offer its members the chance to network and interact with other professionals, enter into a mentoring relationship, learn and share new ideas through research and current trends, encourage involvement in the operation of an organization beyond their institution, while maximizing the fiscal resources available to them. Conference participants should feel recharged and reinvigorated for the work that is done on our campuses.

PRIMARY GOALS FOR MACUHO CONFERENCES
Please provide concrete information as to how your Host Committee will meet these goals.

1. To provide welcoming opportunities for new and repeat conference attendees.
2. To provide top quality educational opportunities for attendees.
3. To provide opportunities for networking amongst colleagues.
4. To provide excellent logistics that satisfies conference attendees. This includes but is not limited to appropriate breakout rooms for sessions, audio visual aids, and healthy, diverse menu options.
5. To provide opportunities for conference attendees to socialize and have fun.

MINIMAL STANDARDS FOR MACUHO CONFERENCES
In 2005, the Association accepted a set of recommendations from the Annual Conference Task Force that were designed to provide direction for the Association and future Host Committees. Stated as standards for future conference, these recommendations are:

- Incorporate the Mission and Vision Statements into all Annual Conference related documents
- Continue to hold the conference in the late October/early November time frame
- Retain the Wednesday through Friday conference schedule
- Site preference should be given to conference centers and hotels
- Appropriate committees should focus on the role of exhibitors, especially in relation to new professionals
- Guidelines developed to manage sponsorships at the conference should be adhered to
- Limit increases in the cost of future conferences
- Educational and networking aspects should be the focus of conferences
- Engagement Coordinators are critical in making members aware of the conference
• Utilize current and future means of electronic communication to publicize conference
• Conference information should be sent directly to all members and not through supervisors
• Arrangements need to be made for online registration and payment for conferences
• Association funds should be used to fund educational activities at the conference, although conference fees or sponsorships can be considered in unique cases
• A one day conference fee should be available for participants with specific needs
• Conference bids must be based on the actual financial results of the two most recently completed conferences
• Consider Host Committees that are not geographically limited or restricted to a small number of institutions
• Individual Host Committees may consider the use of 3rd party firms for contract negotiations and conference planning as may be applicable
CONSTITUTION OF THE
MID-ATLANTIC ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS

ARTICLE I    NAME OF THE ASSOCIATION
The name of this organization shall be the Mid-Atlantic Association of College and University Housing Officers and shall be known as MACUHO.

ARTICLE II   PURPOSE OF THE ASSOCIATION
The purpose of this Association shall be:

Section 1.
To promote high professional standards among those involved in the management of residence hall services and programs.

Section 2.
To sponsor those activities and services which assist its members and provide for them a means of exchanging and distributing professional information and ideas relating to the administration of the physical, financial, social and education phases of housing and food service programs.

Section 3.
To contribute to the growth and development of residence hall staff through exposure to relevant knowledge and association with other professionals.

Section 4.
To sponsor activities and services that will enable members of this association to gain recognition for contributions (e.g. research programs and development, administrative techniques) that are designed to improve the management of residence hall services and programs.

Section 5.
To provide mechanisms and stimuli to promote the development of interdependent professional relationships among individuals and institutions involved in the management of residence hall services and programs.

Section 6.
To support and encourage participation in those activities and programs sponsored by the Association of College and University Housing Officers – International (ACUHO-I), promote MACUHO involvement in decision-making at the ACUHO-I Business Meeting and Annual Conference & Exposition, and encourage participation in related professional organizations.

ARTICLE III              MEMBERSHIP OF THE ASSOCIATION
Section 1.
Membership in MACUHO shall be open to any institution of higher education (community college, four-year college or university) which is accredited by a recognized educational accrediting association, which is located in the states of Delaware, Maryland, New Jersey, Pennsylvania, and West Virginia, and the District of Columbia, that have housing officers involved in the coordination of administration, educational programming, food service, custodial or maintenance activities for students and staff members, maintains membership information with MACUHO, and which owns and/or operates residence halls.

Section 2.
“Member” is equivalent to the terms “Member Institution” and “Affiliate Member”. “Membership” is equivalent to the terms “Institutional Membership” and “Affiliate Membership.” A “delegate” is any person who attends a MACUHO conference, workshop, seminar, meeting, or the like. When all or part of an institution’s housing is provided by a private company, the following membership guidelines will apply:

a. If the only housing by an institution is provided by a 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 Chief Housing Officer will determine if the private company's employees will be included within the membership of the institution; or if the private company may represent the institution and become a recognized MACUHO member. If the latter occurs, the private company will be entitled to the same rights as an institutional member provided the host institution's Chief Housing Officer 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 Chief Housing Officer does not wish to include the private company's employees within the institution’s membership, then the private company may become an Affiliate member.

Section 3.
All staff, faculty or students (undergraduate or graduate) of member institutions who have major involvement in that institution’s residence hall services and programs or related programs may participate in the activities of and benefit from the services of MACUHO. Only full time staff and faculty of member institutions may hold elected positions.

Section 4.
Membership in the Association and its committees is open to all eligible persons regardless of race, color, sex, age, religion, national origin, sexual orientation, gender identity, gender expression or ability.

Section 5.
Lifetime membership will be awarded to retirees. Honorary membership may be awarded by the Executive Committee subject to approval of the membership at their Annual Conference to past representatives who have given outstanding service to the Association. Lifetime and Honorary members will not have voting rights.

Section 6.
Affiliate institutional membership may be granted by the Executive Committee in the case of governmental, nonprofit, or commercial organizations engaged in activities directly related to the purposes of the organization. Affiliate members will not have voting rights.

Section 7.
Membership in MACUHO does not denote membership in the Association of College and University Housing Officers - International (ACUHO-I) as these are separate professional associations.

ARTICLE IV ACTIVITIES AND SERVICES OF THE ASSOCIATION

Section 1.
MACUHO will hold an Annual Conference that shall be open to all members. The membership will be notified as to the time and place for the conference based upon recommendation of the Vice President and approval of the Executive Committee.

Section 2.
On a regular basis, MACUHO will publish a newsletter designed to distribute information and ideas throughout the
Association and provide recognition to Association members for contributions which improve the management of residence halls services and programs.

Section 3.
Under the direction of the President of the Association, the MACUHO Executive Committee will coordinate region-sponsored activities, call to the attention of the membership any appropriate concern or issues, approve recommendations made by the President, approve presidential appointment of special functional committees which shall carry out the proper purpose of MACUHO and make decisions which shall be necessary and proper for carrying into execution the foregoing responsibilities.

ARTICLE V               ANNUAL BUSINESS MEETING OF THE ASSOCIATION

Section 1.
The official Annual Business Meeting of MACUHO will occur at the Annual Conference of this Association. The time and place of the Annual Business Meeting shall be published in the official conference program.

Section 2.
The President of MACUHO will preside over the Annual Business Meeting and will be responsible for preparing and distributing the meeting agenda.

Section 3.
The Secretary of MACUHO will record the minutes of the Annual Business Meeting and distribute to the Executive Committee. The availability of the minutes will be published in the first MACUHO Magazine following the conference and the full minutes will be available on the Association website.

Section 4.
All registered participants at the Annual Conference are welcome to attend the Annual Business Meeting and participate in all discussions and/or debate.

Section 5.
Voting at the Annual Business Meeting will be by institution. One designee from each institution in attendance will serve as its voting member at the Annual Business Meeting.

Section 6.
Should a vote be needed between conferences, the President of MACUHO may authorize, with approval of the Executive Board, a mail-in or electronic (i.e. e-mail, on-line) vote. The format of the voting must be approved by two-thirds of the Executive Board at the time the vote is authorized. Votes will be solicited from the Chief Housing Officer at each school represented at the previous MACUHO conference. Any vote taken by mail or electrically must be reaffirmed at the next regularly scheduled Annual Business Meeting. The ballot will: a) set forth each nominee or proposed action; and b) provide an opportunity to vote for each vacant board position, and for or against each proposed action. Approval by written ballot will be valid only when the number of votes cast by ballot equals or exceeds any quorum required to be present at a meeting authorizing the action. The vote is limited to the subject specified on the ballot.

Section 7.
A quorum, consisting of a voting delegate from no less than one third of the member institutions registered and in attendance at the Annual Conference, will be required to conduct the Annual Business Meeting of MACUHO.

Section 8.
To secure passage, all motions put forward at the Annual Business Meeting will require an affirmative vote by a majority of those institutions represented at that meeting.

**ARTICLE VI GOVERNING BODY OF THE ASSOCIATION**

**Section 1.**
The governing body of MACUHO shall be known as the Executive Board. Its members assume office in accordance with the procedures outlined in this Constitution and its first By-Laws.

**Section 2.**
The Executive Board of MACUHO shall consist of the Executive Officers and the Directors of Membership Development, Training and Development, Business Operations and Communications, Annual Programs, Strategic Initiatives, Technology Initiatives, and the Annual Conference Coordinator. The Executive Board shall have the full responsibility for conducting all affairs of the Association.

**Section 3.**
The Leadership Council shall consist of all appointed positions, including the Chairpersons of all MACUHO standing committees, Engagement Coordinators, MACUHO Magazine Editors, Webmaster and other coordinators.

**Section 4.**
The Executive Officers of MACUHO shall be:

1. President who will serve a term of one year.
2. Vice President/President Elect who will be elected and serve as Vice President for one year prior to assuming the Presidency.
3. Treasurer who will be elected for a term of two years.
4. Secretary who will be elected for a term of two years.
5. Immediate Past President who will serve a term of one year as advisor to the President and the Executive Committee.

**Section 5.**
The ACUHO-I Regional Affiliations Director or designee shall be an ex-officio member of the Executive Committee.

**ARTICLE VII WORK GROUPS OF THE ASSOCIATION**

**Section 1.**
The President and Executive Board may, by administrative action, appoint or disband those volunteer work groups that they determine are necessary or unnecessary for effective functioning of the Association. Current groups are listed on the Association website. Executive Committee liaisons for these committees are also listed on the website. Work groups consist of the following:

- Standing Committees – permanent working committees that make recommendations to both the Executive Board and the membership
- Task Forces – groups that have a specific charge with an established deadline for completion
- Advisory Committee - a group of members that meet to provide the Executive Board or membership with recommendations and/or knowledge in a specific area

**Section 2.**
The President may appoint those ad hoc committees that he/she feels are necessary. Ad hoc committees serve only for the term of the appointing president.

**ARTICLE VIII CONTROL OF FUNDS**

**Section 1.**
The Treasurer shall open and maintain accounts for checking and saving in the name of the Association in FDIC insured banks. The Treasurer shall also be responsible for having a biannual audit of the Association's books performed at the close of the Treasurer’s term of office.

Section 2.
The Treasurer shall provide the members of MACUHO with an annual report of income and expenses at the Annual Business Meeting of the Association and ensure its inclusion in the first issue of the MACUHO newsletter published after the conference, as well as posting on the Association website.

Section 3.
MACUHO 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 purposes of the Association as stated in Article II of this Constitution and only with the approval of the President.

Section 4.
Any negative or positive balance between income and approved expenditures from any hosted events will be assumed by MACUHO.

Section 5.
MACUHO will operate on a January 1 through December 31 Fiscal Year.

Section 6.
Further specific financial details can be found in the MACUHO Finance Document.

ARTICLE IX                          ANNUAL DUES

Section 1.
The Executive Board may recommend to the membership the establishment of annual dues for members of the Association.

Section 2.
The membership will vote on any recommendation made by the Executive Board regarding the establishment of annual dues.

Section 3.
Dues may be established or amended by a 2/3 vote of those member institutions voting.

ARTICLE X                          ACUHO-I / MACUHO STATEMENT OF AFFILIATION

Section 1.
We are an independent Association with a cooperative relationship with the Association of College and University Housing Officers – International (ACUHO-I). Due to shared purposes and interests, MACUHO and ACUHO-I maintain a formal Statement of Affiliation.

Section 2.
Such affiliation is subject to review by the membership at MACUHO’s Annual Business Meeting. A statement of affiliation will be made available to any institutional or associate member upon request.

ARTICLE XI                        DISSOLUTION/PROHIBITED ACTIVITIES

Section 1.
On the dissolution of the Association, the Executive Board, after paying or making provision for the payments of all
the liabilities of the Association, shall dispose of all its assets exclusively to such organizations organized exclusively
for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or
organizations under Section 501 (a)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any
future United States Internal Revenue Law) as the Executive Board shall determine.

Section 2.
No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, officers
or other private persons, except that the Association shall be authorized and empowered to make payments and
distributions in furtherance of the purposes set forth in Article II hereof. The Association shall not participate in, or
intervene in (including the publishing or distributing of statements) any political campaign on behalf of any
candidate for public service. This does not prohibit any person acting as an individual from supporting a political
campaign through whatever legal means available.

ARTICLE XII AMENDMENTS
Section 1.
The Constitution may be amended by a two-thirds vote of those member institutions in attendance at the Annual
Business Meeting of the Association; or in the event of a mail ballot, two-thirds of the member institutions
represented at the previous Annual Conference. Only one vote shall be recorded from each member institution
represented at the Business Meeting at the Annual Conference, or in the event of a mail ballot, one vote per eligible
member institution shall be recorded.

Section 2.
The By-Laws may be amended by a majority vote of those member institutions in attendance at the Annual Business
Meeting of the Association or in the event of a mail ballot, a majority of the member institutions represented at the
previous Annual Conference. Only one vote shall be recorded from each member institution represented at the
Business Meeting at the Annual Conference, or in the event of a mail ballot, one vote per eligible member institution
shall be recorded.

Section 3.
Amendments to this Constitution and its By-Laws may be proposed by any institution that qualifies for MACUHO
membership. Such proposals shall be submitted IN WRITING to the President of the Association at least 60 (sixty)
days before the Annual Conference. If approved by the Executive Board, proposals shall be presented to the
President during the Annual Conference. If the Executive Board votes to not present an amendment to the general
membership, the proposing institution may override this veto by obtaining written support of three additional
member institutions. Any proposals to be presented to the general membership should be included in the
pre-conference newsletter and on the Association’s website. If, for some reason, this is not possible, all information
about the proposed amendment will be sent out to all institutions in MACUHO and the attending delegates at least 3
(three) weeks prior to the Annual Conference.
ARTICLE I • ELECTION AND APPOINTMENT OF EXECUTIVE BOARD MEMBERS

Section 1. Election and Appointment

a. The Vice President/President-Elect shall be elected at the Annual Business Meeting of the Association to serve a three-year term. The Vice President/President-Elect will automatically progress to the offices of President and Past President the succeeding years provided that they remain a member in good standing with the Association.

b. The Secretary and Treasurer shall be elected at the Annual Business Meeting of the Association in alternate years to serve staggered two-year terms.

c. The Directors shall be elected at the Annual Business Meeting of the Association to serve staggered two-year terms, three each in alternate years. The Directors of Membership Development, Annual Programs, and Technology Initiatives will be elected in one year, and the Directors of Business Operations and Communications, Strategic Initiatives, and Technology Initiatives will be elected in the next.

d. The President shall become the Immediate Past President following the Annual Conference for a one-year term.

e. The Annual Conference Coordinator shall be appointed by the Vice President/President-Elect within 60 days of the date of the summer meeting, or when it becomes vacant, for a two-year term.

f. The Immediate Past President shall submit a Slate of Nominees for election to the membership as follows:

1. Preferably at least two names for the office of Vice President/President-Elect to serve a one-year term.
2. Preferably at least two names for the offices of both Secretary and Treasurer to serve a two-year term.
3. Preferably at least two names for the offices of each of the Director positions up for election in that year.

g. If a position for the slate is vacant, the voting representative from any member institution may make nominations from the floor at the Annual Business Meeting. Additional nominations for positions which have confirmed candidates will not be accepted.

h. To be elected, a candidate must receive the highest number of votes cast at the Annual Business Meeting. In the event no candidate receives more than 50% of votes cast, a runoff election will be held between the candidates who received the highest number of votes.

Section 2. Vacancies

a. In the event of a vacancy of any Executive Board member with exception of President or Vice President/President-Elect, the President will appoint an individual to complete the remainder of the term in question.

b. In the event of a vacancy in the office of the President, the Vice President/President-Elect shall automatically become President for the remainder of the term of office for which the President was elected. In the event of a vacancy in the office of Vice President/President-Elect, the President will direct the Immediate Past President to convene nominations and select qualified candidates and to conduct a mail or electronic ballot to assure replacement of the incumbent within 60 days of notification of vacancy.

Section 3. Terms of Office
The term of every Executive Board member, with the exceptions of the Treasurer and Annual Conference Coordinator, shall begin at the close of the annual conference immediately following election and conclude at the close of the corresponding annual conference at the end of their term. The Treasurer's term shall end at the close of the fiscal year following the second annual conference after which they were elected and upon completion of the transfer of accounts. The term of the Annual Conference Coordinator shall begin immediately upon appointment and end by the summer meeting of the year following the Annual Conference or once the Coordinator has completed the necessary closure tasks.

ARTICLE II • LEADERSHIP COUNCIL MEMBER APPOINTMENTS

Section 1. The Vice President/President-Elect shall appoint two Engagement Coordinators for each professional-level affinity group.
   a. Appointments shall be made within 60 days prior to the annual Conference. Appointments are effective at the Executive Board meeting immediately following the annual conference.
   b. Engagement Coordinators shall serve a two-year term, except for the first year when this position is created.
   c. The Vice-President/President-Elect shall solicit Engagement Coordinators from anyone currently able to serve each professional-level affinity group.
   d. The Vice President/President-Elect shall stagger the appointment/reappointment of Engagement Coordinator positions each year to provide continuity for each professional-level affinity group.

Section 2. All Coordinators, Committee Chairpersons and Committee Members shall be appointed by the Vice President/President-Elect. Appointments shall be made within 60 days prior to the Annual Conference, with the exception of the Annual Conference Coordinator. Coordinator and Chairperson appointments are effective at the Executive Board meeting immediately following the Annual Conference.
   a. All Coordinator positions and Committee Chairpersons may serve renewable two-year terms at the pleasure of the Association.
   b. The Vice President/President-Elect shall solicit Leadership Council members from the general membership.
   c. In the case of co-chairs/co-coordinators, whenever possible, both should not be replaced at the same time.

Section 3. In the event of a vacancy of any Coordinator or Chairperson position, the Vice President/President-Elect will appoint an individual to complete the remainder of the term in question.

ARTICLE III • DUTIES OF EXECUTIVE BOARD MEMBERS OF THE ASSOCIATION

(Executive Officers)

Section 1. The President shall:
   a. Preside over all meetings of the Association.
   b. Preside over all meetings of the Executive Board and/or Leadership Council.
   c. In consultation with the Executive Board, state those MACUHO Strategic Plan goals which they intend to pursue and ensure their inclusion in the first issue of the MACUHO newsletter published after the beginning of the term of office, as well as posting on the Association website.
   d. Call at least two meetings of the Executive Board and/or Leadership Council during the term of office. One such meeting shall occur at the Annual Conference of the Association.
e. Present a report outlining the state of the Association and ensure its inclusion in the first issue of the MACUHO newsletter published after the conference, as well as posting on the Association website.

f. Represent the Association at the ACUHO-I Annual Conference and Exposition, attend the NEACUHO Annual Conference as their guest, and organize the MACUHO regional reception at the ACUHO-I Annual Conference.

g. Fulfill all duties necessary to ensure that the association meets the expectations presented in its constitution.

h. Plan and organize the Leadership Council and Committee Member Training Program along with the other Executive Officers.

Section 2. The Vice President/President-Elect shall:

a. Assume the duties of the President in the latter’s absence or in the event of the resignation.

b. Serve one year as Vice President and officially assume the Presidency following the Annual Conference.

c. Provide direction to the MACUHO Executive Board and/or Leadership Council and serve the needs and interests of the membership in accomplishing goals set for the year.

d. Complete responsibilities as assigned by the President.

e. Conduct the Time and Place process for the next Annual Conference.

Section 3. The Secretary shall:

a. Serve a two-year term.

b. Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.

c. Record, transcribe, and distribute the minutes of the Annual Business Meeting of the Association in accordance with Article V, Section 3 of the Association Constitution.

d. Record and transcribe the minutes of Executive Board and Leadership Council meetings as well as other official meetings of the Association designated by the President.

e. Work with the Archives Coordinator to ensure all historical data is submitted and stored.

f. Direct and coordinate the update, on a regular basis, of all official documents except for the Finance Document.

g. Coordinate the annual award process.

h. Ensure the MACUHO committee information is updated annually and published on the Association website.

i. Maintain the MACUHO History, soliciting and adding entries from Past Presidents as needed.

Section 4. The Treasurer shall:

a. Serve a two-year term.

b. Assist in preparation of annual committee budgets and ensure proper recording of all expenditures against budgets.

c. Maintain appropriate records of all funds dispersal and income and submit periodic reports to the Executive Committee and the membership.

d. Maintain appropriate bank accounts for checking and savings in FDIC insured accounts.

e. File all necessary government forms.

f. Oversee the work of the accounting firm engaged by the Association and coordinate the selection of the firm as necessary.

g. Have a biannual audit of the Association’s books performed at the close of the term.

h. Ensure the MACUHO Finance Document is updated and published annually.
i. Oversee MACUHO’s investments and provide an annual written report to the membership of its status.

**Section 5. The Immediate Past President shall:**

a. Serve as advisor to the Executive Officers, Executive Board, and Leadership Council.
b. Solicit and submit to the Executive Board a slate of nominees for Vice President/President-Elect, and Secretary or Treasurer, and three Director positions at least thirty (30) days before the Annual Conference.
c. Conduct the Association’s elections at the Annual Conference.
d. Assist the President in research and historical projects as needed.
e. Maintain contact with the Association’s Past Presidents and organize the Senior Housing Officer Roundtable at the Annual Conference.

*(Directors and Annual Conference Coordinator)*

**Section 6. The Director of Membership Development shall:**

a. Work with the Engagement Coordinators to plan and execute initiatives that further engage members of the Association.
b. Collaborate with Engagement Coordinators for articles for Association publications.
c. Assist in outreach programs to recruit and retain old and new members of the association.

**Section 7. The Director of Training and Development shall:**

a. Work with the Association and its respective volunteers and committees to further enhance training and development opportunities for both student and professional staff members in our association.
b. Collaborate with the Personal and Professional Development (PPD), Diversity Committee, and Recognition and Connections (RAC) committees, and the chairs of the Lisa A. Pierce Volunteer Incentive Program for Students (VIPs), to support the annual conference along with other programs aimed at supporting our development goals.
c. Will initiate new programs utilizing new technology, including but not limited to a webinar series focused on enhancing training opportunities for our members, in addition to existing annual programs.

**Section 8. The Director of Business, Operations and Communications shall:**

a. Work with the Association and its respective volunteers and committees to further enhance the business operations within the association as well as overseeing the branding and marketing of the organization itself.
b. Develop an integrated marketing communications program and support initiatives such as the development of newsletter, recruitment materials, electronic communications, and other promotional elements.
c. Address the operation needs of our members including but not limited to Assignments, Billing, Dining, Facilities, Operations, and Marketing.
d. Be the liaison to the Coordinator of Sponsorships, the Magazine, the Housing and Facilities Operations Committee, and the Exhibits and Displays Chair.

**Section 9. The Director of Annual Programs shall:**

a. Work with the Association and its respective volunteers and committees to support the planning, development and execution of vital annual programs for the association.
b. Collaborate with and provide oversight for the Annual Program Committee, Student Staff and Live-In Conference (SSLI), the Mid-Atlantic Placement Conference (MAPC), and regional drive-in conferences along with programs aimed at fostering personal connections, networking opportunities and training.

c. Support programs such as the Inclusion Summit and Housing and Facilities Operations Drive-In.

Section 10. The Director of Strategic Initiatives shall:

a. Work with the Association and its respective volunteers and committees to support the Strategic Planning and historical knowledge for the association.

b. Collaborate with the Archives and Strategic Planning coordinators to support the strategic initiatives and execution of the Strategic Plan.

c. Collaborate with Executive Board and Leadership Council members to create long term goals and development for the Association.

Section 11. The Director of Technology Initiatives shall:

a. Work with the Association and its respective volunteers and committees to support use of technology within the association, its officers, and committees.

b. Collaborate with all committees to insure the effective and efficient use of technology in all programs and services offered to the Association.

c. Be the liaison to the Webmaster, System Administration Coordinator and the Social Media Coordinator.

Section 12. The Annual Conference Coordinator shall:

a. Oversee coordination, planning and execution of the Annual Conference of MACUHO and ensure the Annual Conference achieves its stated purpose and vision.

b. Organize volunteers to join the Annual Conference Committee and execute tasks, including but not limited to, registration, philanthropy, entertainment, budget coordination, sponsorships, marketing and volunteer recruitment.

c. Identify sites and project budgets for future conferences.

d. Compile Annual Conference report to be submitted and approved upon completion of their conference.

ARTICLE IV • DUTIES OF LEADERSHIP COUNCIL MEMBERS

Section 1. The Engagement Coordinators shall:

a. Be responsible for attending meetings of the Executive Board or Leadership Council as needed and coordinating all MACUHO activities and services within their professional-level affinity group.

b. Maintain communication with all MACUHO members that identify within their professional-level affinity group and take steps necessary to ensure that they can adequately represent the concerns and/or interests of those members to the Executive Board and the Director for Membership Development.

c. Serve as liaison with and promote publication of the MACUHO Magazine.

d. Take steps to promote contribution to and interest in the Annual Conference of the Association.

e. Assist in the promotion coordination of the nomination process for MACUHO officers as directed by the Immediate Past President. Assist the Immediate Past President with the election process at the Annual Business Meeting.

f. Assist in the recruitment and engagement of new and existing members as directed by the Director for Membership Development.
Section 2. Committee Chairs and Coordinators shall:
   a. Establish committee goals related to the Strategic Plan and monitor progress toward goal achievement for the year.
   b. Propose a committee budget and monitor expenditures.
   c. Ensure that all committee members are fully informed of committee progress.
   d. Provide reports at Leadership Council meetings and a written end-of-the-year report.
   e. Attend Leadership Council meetings as needed and contribute to overall improvement of MACUHO.
   f. Prepare and distribute minutes of all committee meetings to appropriate Executive Board liaison and Archives Coordinator.

ARTICLE V • MEETINGS OF THE EXECUTIVE BOARD AND LEADERSHIP COUNCIL

Section 1. Meetings of the Executive Board and/or Leadership Council will be held on a regular basis as scheduled by the President. All meetings of the Executive Board and/or Leadership Council are open to any member. Members of the Leadership Council may be asked to attend Executive Board meetings.

Section 2. Meetings may be held by telephone, or other method, so long as all participating members may simultaneously hear and speak with each other. An Executive Board member participating in such a meeting is deemed present for purposes of a quorum.

Section 3. The Executive Board may use telephone, computer, mail, fax, or email to make any decision or take any formal vote or action that is within its power. A clearly stated motion must be sent or presented by the President to all members of the Executive Board, along with clear instructions that this process requires a vote of “yes, no, or abstain” from each member in response. If the formal request is sent by mail or fax, then it must be signed and returned by mail or fax by each member. If it is sent by email then each member must send their vote in an emailed reply, and in that case no signature is necessary. Motions are adopted and effective on the date that all members in office have responded, with the official number of votes needed to pass.

Section 4. Within the Executive Board and Leadership Council, Executive Officers and Directors have voting rights. The Annual Conference Coordinator and members of the Leadership Council are non-voting members. The President shall vote only in cases of a tie.

ARTICLE VI • ELIGIBILITY TO HOLD AND REMAIN IN OFFICE

Section 1. Only residential life and housing officers of member institutions shall be eligible for elected office. Individuals with associate memberships are not eligible for elected office but may serve as committee chairs and on standing and special committees.

Section 2. If a member of the Executive Board is not fulfilling their association job duties, or for just cause, the President or Immediate Past President shall recommend their dismissal to the remaining members of the Executive Board. The Executive Board Member in question shall have five business days to respond in writing prior to the Executive Board making a final determination, with a two-thirds vote needed to approve a removal from office.

ARTICLE VII • DUTIES OF ELECTED OFFICERS

Section 1. Executive Board members have a responsibility to the members of the Organization and as such a duty to seek out and understand the interest of the membership. They shall remain accountable to acting in good faith to serve the interests of the membership and must discharge their duty of loyalty and their duty of diligence in
good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner they reasonably believe to be in the best interest of the Association.

Section 2. No officer or member of the Executive Board will receive any compensation for fulfilling the responsibilities of a member of the Executive Board or of an officer as defined in these by-laws. However, the Association may pay compensation to officers and members of the Executive Board for other services performed as employees or independent contractors as long as the required rules for conflicts of interest are followed. Committee members and their relatives who receive regular compensation from the Association must always constitute less than a majority of the Executive Board. Officers and members of the Executive Board may receive reimbursement for actual expenses incurred in the course of fulfilling their responsibilities.

Section 3. A conflict of interest is always present whenever the Association pays money or other compensation, or provides any tangible benefits, to an officer or member of the Executive Board or to a member of their family. All transactions involving conflicts of interest must be approved using the following procedures: 1) Conflict of interest transactions must be approved by the full Executive Board. 2) Executive Board members who have a conflict of interest in any matter must a) declare the existence of any direct or indirect conflict of interest, b) disclose its nature on the record, and c) abstain from voting on that matter. The minutes must record this to show that it was done. 3) The rest of the Executive Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the Association and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes. 4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all the members of the Executive Committee who do not have a conflict of interest involved in that issue, provided no less than two disinterested members vote to approve the transaction. All Executive Board Members must sign a disclosure of all conflicts of interest and update it if that disclosure needs to be changed.

Ratified January 1986
Amended 1992
Amended September 1993
Amended October 1999
Amended November 2001
Amended October 2011
Amended October 2018
Amended February 2019
MACUHO FINANCE DOCUMENT

Updated October 2014

I. Goal
The goal of the MACUHO Finance Document is to establish a set of guidelines and recommendations which will provide a structure for the consistent and healthy fiscal management of MACUHO.

II. Financial Philosophy
The financial philosophy of MACUHO is stated in the MACUHO Constitution, Article XIII, and Section 3, which states that MACUHO funds shall be used to defray the normal operating expenses of this Association. Use of MACUHO funds is limited to those cases where such expenditures clearly support the accomplishment of the purposes of the Association.

It is therefore essential for MACUHO to be self-supporting in its services and activities and to maintain adequate operating and reserve funds to provide for its regular operations and to provide for potential financial shortfalls.

Follow up by the appropriate Executive Board and Leadership Council members regarding these financial guidelines is essential for the consistent and healthy fiscal management of MACUHO.

III. Financial Background
A. Incorporation
MACUHO is a non-profit, federal income tax-exempt association and is incorporated in the state of Pennsylvania. The entity number with the state is 2977658. Filings of the corporation update form and fee payment, as well as periodic updates to the state of changes in officers, are the responsibility of the Treasurer. The renewal form and $70 fee payment are sent to Pennsylvania Department of State, Bureau of Corporations and Charitable Organizations. Their address is P.O. Box 8039, Harrisburg, PA, 17105-8039, their phone number is (717) 787-1057, and they can be found on the web at www.dos.state.pa.us/corps. Copies of the incorporation documents can be found in the treasurer files.

Corporation status is filed every ten years; the next filing date is scheduled for December 2020. Since the Association is incorporated in Pennsylvania, a Pennsylvania address must always be listed as the mailing address on the form. The current address on file with the state is 2 N. Homestead, Yardley, PA 19067. The renewal form is then mailed to that current address. The form must be forwarded to the Treasurer for information updates if necessary and fee payment.

B. Tax Exemption
MACUHO is federal income tax-exempt. Our tax I.D. number is 23-3067470. We are not exempt from state sales tax in any state or district in the region.

C. Fiscal Year
MACUHO’s fiscal year is the same as the calendar year (January 1 to December 31).

D. Insurance
MACUHO is covered under Annual Commercial and General Liability (CGL) and Director and Officer’s Insurance. All insurances run October to October with renewals usually due on or around October 20.

The President is responsible for renewing our insurance policies, but may delegate this task to the treasurer. Our policies are currently written by Philadelphia Insurance Companies, with Marsh and McClennan acting as agent. The president/treasurer maintains the current contact information.

E. Taxes
The Treasurer is responsible for filing the Association’s taxes each year. This can be started after the fiscal year closes (December 30) and the final bank statement is reconciled, or may be submitted to our tax preparer on a quarterly basis. Taxes must be filed by May 15. They must be sent to Ogden, UT. We use Fischer Cunnane & Associates as our tax preparer, located at 11 Turner Lane, West Chester PA, 19380, (610) 431-1003. Donna Urian, Joanne Hess, or Elizabeth Eblacker are our contacts. Information may be faxed or submitted electronically to the preparer—Fischer Cunnane has a web portal that can be used to provide information. The user name for the portal is treasurer@macuho.org. Password information will be passed between treasurers.

F. MACUHO Funds
The Treasurer is responsible for managing the Association’s funds in an insured checking account. Such an account gives MACUHO immediate access to funds to pay the expenses of the Association and generates some interest. Currently our one checking and two savings accounts are with Wells Fargo. The last four digits of each account are 8082 (Checking), 1504 (Business Market Rate Account), and 5088 (Business Market Rate Savings). The Treasurer is responsible to deposit all payments to MACUHO and to make payments for all expenses. It is recommended that one year’s operating funds (approximately $50,000) remain in the checking account at all times. The Treasurer, with Board approval, is authorized to open and close accounts and invest funds as appropriate.

All e-commerce transactions are handled through www.macuho.org.

G. Funding Sources
MACUHO financial operations are funded from the following sources: Exhibitor fees paid for booths at the Annual Conference (less expenses), funds collected from vendors through the annual Corporate Partner Program, Annual Conference and other conference surpluses (after expenses), publication advertisements, interest income and other MACUHO activities.

H. Contracts
If a signed contract will be required to provide for goods or services, the contract should be reviewed by the President and the Treasurer. Only the President or the President’s designee is permitted to sign contracts on behalf of the Association.

IV. Conference Financial Guidelines
A. Conference Registration Fees
All conferences, including the Annual Conference and with the exception of MAPC, shall be planned and executed in such a manner that registration fees and vendor sponsorships cover all conference costs. While MAPC is considered a service to the region, and any deficit related to MAPC is covered in the operating budget, MAPC should be planned and executed in such a manner that as much of the conference costs are covered as possible.

B. Delegate Fees
In the event the Executive Board approves a surcharge for a conference (i.e. scholarship fee, delegate add-on fee, etc), any unallocated monies collected via that surcharge should be returned to the MACUHO Treasurer for deposit into the MACUHO operating/checking account or to supplement the MACUHO savings/reserve. The need for the
surcharge should be reviewed periodically and assessed in times of financial need for the Association as approved by the Executive Board.

C. **Exhibitor Fees**
All exhibitor income and expenses are to be itemized by the Exhibits and Displays Coordinator using the Committee Budget Worksheet. Exhibitor income and expenses are to remain separate from the Host Committee budget. Exhibitor income received from the annual conference is to be used to support the services and activities of MACUHO. All exhibitor income is to be deposited by the MACUHO Treasurer into the MACUHO operating/checking account.

Exhibitor expenses (i.e. conference host costs, professional set up/take down expenses, pipe and drape, electric, costs accrued by the Exhibits and Displays Coordinator) are to be paid by the Treasurer from the MACUHO operating/checking account. Exhibitor donations to sponsor certain MACUHO events should be reflected against the budget of the host committee as sponsorship.

D. **Vendor Sponsorship**
The Conference Host Committee shall have the right to seek sponsorship from vendors to assist in defraying conference costs. Host must consult with the Sponsorship Coordinator during this process to ensure that Corporate Partners and/or other vendors are not being over-tapped for contributions.

Additionally, upon the approval of the President and the Executive Board, a portion of vendor income raised through exhibitor fees may be designated for use by the Annual Conference Host Committee to contain annual conference costs or to adequately meet annual conference costs in the event of a short fall.

E. **Credit Card Transaction Fees**
Any conference that allows participants to charge their registration fee to a credit card must add a credit card transaction fee to their registration costs and charge the fee to all individuals, regardless of the method of payment. The credit card transaction fee is used to help offset the fees charged by our payment processor, BluePay.

Current credit card transaction fees are $8/person for the Annual Conference; $5/person for all other conferences. The Executive Board reserves the right to review and modify credit card transaction fees as appropriate and/or necessary.

F. **Program Committee**
All Program Committee costs are to be financed through the MACUHO operating/checking account. The Committee Budget Worksheet should be used and submitted to the Executive Board for review and approval. The Chairs of the Program Committee are responsible for budgeting for the registration fee(s) to the ACUHO-I Conference for the winner(s) of the Region’s Best Award, which will include registration, room, and transportation up to a maximum of $1000.00 per person (for 2 or more people, a $2000.00 maximum to be divided among all presenters). ACUHO-I also reimburses Region’s Best Award winners to present at the ACUHO-I Annual Conference and Exposition, so this needs to be coordinated with that group. The winner is responsible for contacting the Treasurer who will pay the registration fee from the MACUHO operating/checking account. See Section I for further detail.

G. **Host Committee**
The Host Committee budget must remain separate from the Program Committee budget and the MACUHO operating/checking account in all respects. The Annual Conference Host Committee Budget Worksheet should be used in preparation for the Time and Place bid submission to the Director of Annual Programs and/or Vice President/President Elect.
Following the annual conference, a preliminary budget report should be submitted to the Executive Board by the December budget meeting. It is important that this report be as timely and accurate as possible, since it will have an impact on the Association’s fiscal report for year close (12/31 of each year is the close of MACUHO’s fiscal year for tax filing purposes.) A final report is due at the February Board Meeting. It should be sent to the Director of Annual Programs and President before the meeting for review.

H. Regional/Drive-In/Committee Sponsored Conferences
All MACUHO committees sponsoring conferences must plan and execute their conferences in such a fashion that the registration fees and sponsorships cover all conference costs. Certain programs and their costs may be budgeted as committee expense and paid for out of the operating budget with Board approval (for example, the Lisa Pierce VIPs Program). Any net income realized following committee-sponsored conferences reverts to the MACUHO checking account. All committees should utilize the detailed Budget Planning Guidelines for the Annual Conference Host Committee and all other MACUHO Committees Sponsoring Conferences when planning their conferences.

All MACUHO Committees sponsoring conferences must receive approval to hold the conference and for conference fees to be charged to the membership from the Executive Board prior to establishing final conference fees and opening registration.

A final budget report following the conference should be forwarded to the Treasurer no later than sixty days following the close of the conference.

V. Annual Conference Financial Guidelines
In addition to the above guidelines, the Annual Conference also is subject to other potential considerations:

A. ACUHO-I Representatives (President, Executive Director, Regional Affiliations Director, etc.)
Per MACUHO’s Affiliation agreement with ACUHO-I, if an official ACUHO-I representative attends the Annual Conference and is from a region outside MACUHO, MACUHO will pay the conference registration, meals, and lodging, and the representative will pay for his/her own travel with funds provided by ACUHO-I for such expenses. When the ACUHO-I representative is from the MACUHO region, it is expected that the representative’s institution will cover his/her costs of attendance unless the institution is unable to do so, in which case MACUHO will cover these costs.

The MACUHO President shall have the power to extend invitations to one or more ACUHO-I representatives as funds permit. He/she will officially invite the individual to the Annual Conference, send the appropriate registration materials with the invitation and instruct the individual to register accordingly. The Host Committee Chairs and the Treasurer should be copied on the invitations.

B. NEACUHO President
The NEACUHO President or his/her designate is provided conference registration, meals, lodging and transportation when attending the MACUHO Conference. All bills are to be paid by the Treasurer from the MACUHO operating budget (per agreement 9-20-90 with the NEACUHO President).

The MACUHO President shall officially invite the NEACUHO President to the Annual Conference, send the appropriate registration materials with the invitation and instruct the NEACUHO President to register accordingly. The Host Committee Chairs and the Treasurer should be copied on the invitations.

C. MACUHO President
The sitting MACUHO President is provided conference registration, meals, lodging and transportation to the Annual Conference. All bills are to be paid by the Treasurer from the MACUHO operating budget.
D. CAACURH Director and Advisor
The CAACURH Director and the CAACURH Regional Advisor are provided registration and lodging for Annual Conference. All bills are to be paid by the Treasurer from the MACUHO operating budget. It is expected that the CAACURH representatives present during a program session at the Annual Conference in exchange for this accommodation.

The MACUHO President shall officially invite the CAACURH Representatives to the Annual Conference, send the appropriate registration materials with the invitation and instruct the individuals to register accordingly. The Host Committee Chairs and the Treasurer should be copied on the invitations.

E. Conference Registration for Program Presenters
It is MACUHO policy that any person who presents at the Annual Conference must register for and pay a registration fee to attend the conference.

F. Host Institution(s) Senior Student Affairs Officers
Vice Presidents, Deans of Students, et al. from conference host institutions, who are present for a portion of the Conference (i.e. a meal, opening banquet etc.) to support their institution and to welcome the region are not expected to pay the conference registration fee.

VI. Operating Budget Financial Guidelines
A. Budget Process
The MACUHO budget process begins at the October board meeting. It occurs in two phases: (1) development of the initial budget, which is submitted to the Treasurer and Director liaison for feedback by the Tuesday board meeting at the annual conference; and (2) development of the final budget, which is usually due to the Treasurer and Director liaison around the last day in November. Communication between the respective Director liaison and Leadership Council member is key in the process.

Following this document are the budget forms and spreadsheets that are to be completed in developing the budget. They are reviewed below:

- The **Past Year’s Budget Form** spreadsheet is used as a record of a committee’s/chairs expenses for the fiscal year that is about to close. The Requested Budget column is what the committee/chair proposed to the Executive Board this past year. The Approved Budget column is what the Executive Board voted for and allocated to the committee/chair for this past fiscal year. The Actual Expense column is what the committee/chair actually spent this past fiscal year. The Actual Expense column should reflect any approved additional funds or any overtures. The Notes column is for explaining any differences between the Approved Budget and Actual Expenses columns.

- The **Proposed Budget** spreadsheet is the committee’s request for funds for the upcoming fiscal year. The Proposed Budget should match the goals and objectives that are set for the year, with itemization of every objective under every goal. This allows the officers to fully understand how the committee/chair wishes to spend the money. Any rationalization for the expenses should be placed on the Annual Goals Form. Only the Requested Budget column should be completed on this form. The remaining columns are for Treasurer use only.

- The **Annual Goals** document is due at the same times the initial and final proposed budgets are due to the Treasurer. This document allows for the committee/chair to set its’ goals and objectives for the fiscal year. This includes routine meetings, annual events and new initiatives. Regardless of whether the goal or objective will require funds, all goals and objectives that the committee /chair hopes to achieve must be placed on the Annual Goals Form. These goals and specific objectives are
designed to help itemize budget needs. Committees/chairs may be asked to update the status of their goals periodically throughout the year.

- The *Operational Calendar* spreadsheet is due along with the Annual Goals and budget proposal documents. This serves as the overview of what the committee/chair will do during the year. From this calendar, a master Executive Board Operational Calendar is developed and shared. This allows for everyone on the Executive Board to know what is happening on a monthly basis in each area. It will include deadlines, etc. so all committees/coordinators are on the same page.

### B. Budget Guidelines and Approval

At the October Board meeting, the Executive Board should discuss and set any guidelines that might govern the existing budget process. Directors and the Treasurer are responsible for communicating and ensuring adherence to these guidelines.

The Executive Board approves the final budget for the upcoming fiscal year at its December board meeting. The Executive Board will consider and discuss requests, and reserves the right to modify or deny funding.

Once the final budget is approved, committees/chairs are expected to work within their allotted amounts.

### C. Expenditures/Receipts/Reimbursements

Executive Board and Leadership Council members are authorized to make expenditures from approved budgets. Committee members must receive authorization from committee chairs to make expenditures. Payments for committee/association expenses can be done in two ways: direct payment with a reimbursement to the individual from the Treasurer, or by requesting payment of a deposit, invoice, or signed contract by the Treasurer.

Reimbursement of direct payment of invoices by individuals requires that a receipt be sent to the Treasurer along with a completed Check Request form. Receipts can be original or legible copies. They can be mailed or faxed to the Treasurer. If a receipt is not available, an email to the Treasurer explaining the purchase is required. Check Request forms are on the MACUHO web site.

Invoices can also be sent directly to the Treasurer for payment. Requestors should email the Treasurer that the invoice is coming. The treasurer may cut a check to the vendor, or alternatively, the President, Vice President/President-Elect, and Treasurer each have a debit card that can be used to make payment. If a debit card is used, the receipt must be forwarded to the Treasurer.

### D. MACUHO Check Card Guidelines

The Treasurer is permitted to request check cards for the MACUHO checking account in order to facilitate payment of association expenses. Three check cards are allowed to be in operation at any given time: one for the Treasurer, one for the President, and one for the Vice President/President Elect, whose card should be requested at the start of the person’s term, at the time the person’s name is added to the association accounts at the bank. The check card should be used according to the following guidelines:

- Association debit cards are to be used for valid and budgeted MACUHO expenses only. At no time may a card ever be used for personal expenses.
- Debit cards may be used to deposit MACUHO monies into the bank at an ATM. However, debit cards may not be used to withdraw cash from association accounts for any reason.
- Lost, stolen, or compromised cards must be reported to the Treasurer and to Wells Fargo immediately in order to ensure the protection of MACUHO funds.
- Appropriate receipts and documentation for check card purchases should be received by the Treasurer within 10 days of the purchase, or in person at the next regularly scheduled Executive
E.  Additional Funds Request

Again, once the final budget has been approved by the Executive Board, committees/chairs are expected to work within the confines of their budgets. However, if a committee/chair believes they will over-expend their budget due to unforeseen expenses or would like to fund a new initiative not previously budgeted for, the chair may submit an Additional Funds Request form. The request should be submitted to the Director liaison and the Treasurer in advance of the next regularly scheduled Executive Board meeting. The Executive Board will then consider and vote on the request.

Submitting the form does not guarantee approval, and approvals of these requests are rare, so budgeting for an initiative during the annual budget process is always preferred.

F.  Deposits

All cash and checks collected for MACUHO-related programs and services must be mailed to the Treasurer and deposited in a timely manner using the Deposit Form. All checks should be made out to MACUHO.

G.  Committee Budget Reallocation Policy

Committee chairs and Executive Board members, except those who manage conference host budgets and the Executive Officers budget, have the power to reallocate money within their budget lines with the consent of the Director to whom the chair reports. The chairs will make a formal request to their Director, who will then consult with the Treasurer before making a decision. Generally, the request will be approved as long as the requests does not require an additional expenditure of funds, and the funds being reallocated are aligned with similarly approved and already existing goals and objectives in the budget.

Requests needing additional funds, requests to transfer money from one committee/coordinator budget to another, and budget reallocations requiring the creation of new goals or objectives are not allowed under this policy and will require full board approval.

H.  Alcoholic Beverage Policy

MACUHO recognizes a need to promote the responsible and legal use of alcohol. In considering issues of liability in conjunction with MACUHO activities, the Association adheres to the guidelines listed below. These guidelines are subject to review by the Executive Board as needed and appropriate.

- Association funds may be used for the cost and set-up for cash bar operations. However, no funds may be used to directly purchase alcoholic beverages.
- Donations of alcohol beverages, to be served with a meal, may be accepted where appropriate.
- Exhibitors may sponsor site provided bar service during the program if they desire to do so.
- The host site or contracted licenses provider shall provide bartenders for all bar operations and is responsible for enforcing all federal, state and local laws pertaining to the sale and consumption of alcohol.
- In all cases, there is an expectation that good judgment will be used (i.e. availability of food and non-alcoholic beverages). Any questions or concerns should be directed toward the MACUHO Executive Board for clarification.

VII. Corporate Partner Program Guidelines
A. **Purpose**
The purpose of the Corporate Partner Program (CPP) is to support the success of the annual conference and the Mid-Atlantic Placement Exchange (MAPC) by alleviating the pressure on individual host committees to solicit significant sponsorship funding and providing a coordinate association approach to working with our association partners.

B. **Process and Timeline**
The Sponsorship Coordinator is responsible for the solicitation of corporate partners. The membership process shall begin at the discretion of the coordinator, but the solicitation process ends on May 1st of the current calendar year. Benefits will not be adjusted retroactively for corporate partners who join the program after date-specific recognition opportunities or deadlines have passed (e.g. MAPC, MACUHO Magazine).

C. **Corporate Partner Program Funds and Reporting**
The Treasurer is responsible for managing the Association’s CPP funds in an insured account separate from the insured checking account. The Treasurer will provide the sponsorship coordinator with an accurate accounting of monies deposited in the account for planning and decision-making purposes.

D. **Corporate Partner Rates and Levels**
The Sponsorship Coordinator, subject to the approval of the Executive Board, shall have the power to define the levels of participation in the CPP and the corresponding fee for each level. Said levels and rates shall be reviewed periodically as necessary and appropriate.

E. **Annual Allotment of Funds**
CPP funds raised in one calendar year will be allocated to the Annual Conference and MAPC that will occur during the following calendar year according to the following breakdown:

- Annual Conference: 80%
- MAPC: 15%
- CPP Reserve: 5%

The annual conference host committee is guaranteed a minimum allocation of $6000 and MAPC is guaranteed a minimum allocation of $1000. Should the CPP raise less than $7000 in a given fiscal year, the additional funding required to reach the minimum allocation amounts would be drawn from the Corporate Partner Program Reserve. Final allotments are communicated to the Executive Board at the June meeting. The Executive Board, in consultation with the Sponsorship Coordinator, is responsible for setting allocation amounts and must approve any adjustments to these allotments.

F. **Corporate Partner Program Reserve Fund**

1. **Purpose:**
The Corporate Partner Program Reserve Fund is designed to provide insurance that the annual conference and MAPC will receive their minimum allotment of CPP funds even if the funds raised in the previous fiscal year are lower than average.

2. **Minimum:**
The CPP reserve must maintain a minimum balance of $3500 at all times.

3. **Guidelines for Allocation of Funds from Reserve:**
The CPP reserve is not intended to supplement or replace existing association reserve funds. When the total CPP fund balance exceeds $6000, the Sponsorship Coordinator may elect to present a proposal for the use of reserve funds in excess of $3500 to the Executive Board for approval. The Executive Board must approve the use of CPP funds.
CPP reserve funds may only be allocated to initiatives associated with the Annual Conference or MAPC. Said allocations must enhance or improve the events; reserve funds may not be allocated to replace existing budget allocations.

Although the Executive Board must approve a proposal to use excess CPP reserve funds when the account exceeds $6000, the actual disbursement of these funds may occur in a future year. Possible examples of this include, but are not limited to:

- sponsoring a future year’s annual conference in a cost-prohibitive location;
- increasing the number of VIPs (after first expending funds from the ACUHO-I Foundation Lisa Pierce VIPs Program Endowment);
- providing targeted scholarships to attendees;
- supplementing the keynote speaker budget; and/or
- purchasing new supplies/materials or MAPC.
ACUHO-I AND MACUHO REGIONAL AFFILIATION AGREEMENT

The Association of College and University Housing Officers-International, hereinafter referred to as ACUHO-I, recognizes affiliated associations as independent and separate associations. It is at the discretion of each region to determine its interest in affiliating with ACUHO-I.

ACUHO-I promotes cooperation among the international Association, its central office, and regional associations located within the United States. These include:

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Responsibilities of ACUHO-I to MACUHO

1. Provide Professional awards, as follows:

ACUHO-I will provide one (1) new professional award to each affiliate organization to support attendance at the ACUHO-I Annual Conference and Exposition. The objectives for this award reimbursement are: to recognize new professionals in the housing field/or new to the organization/conference; to help delegates connect with other professionals through networking opportunities; to facilitate mentoring and to provide access to new knowledge. The amount of the award will be $1,000 (United States) for an affiliated region in North America. The award is considered a “reimbursement” to the awardee to offset some of the conference expenses, such as registration, hotel accommodations, travel, etc. This award may be awarded to one attendee, or split among several, at the affiliate’s discretion. For the purpose of this award, “new professional” is generally defined as a housing officer with five years or less full-time experience in the field or when not applicable, new to the organization/conference. This award is awarded only for the year it is offered and may not be saved for later use if unused. Affiliates are to refer to the full details provided by ACUHO-I about award description, specific criteria and processes. Name of recipient is to be forwarded to the ACUHO-I Central Office by April 30.

ACUHO-I will provide one (1) “Best Of” Program award to each affiliate organization to support attendance at the ACUHO-I Annual Conference and Exposition by the presenter(s) of the program identified as the “best of” program at the affiliate conference. This award provides an opportunity for affiliates to send their finest program presentations that will enhance the program slate at ACE. The award is a “reimbursement” to the awardee to offset some of the conference expenses, such as registration, hotel accommodations, travel, etc. An objective for this award reimbursement is to provide exposure to ACUHO-I and ACE, often to professionals 1 who may enjoy their first formal connection to the association. ACUHO-I proudly showcases these program sessions at ACE in recognition of the positive contributions the affiliate organizations and conference series make to the housing profession. The ACUHO-I Foundation, in partnership with named major donor(s), provides the funding to ACUHO-I to support this special award. Therefore, it is expected that affiliates articulate to awardees and its members that this award is sponsored by ACUHO-I and advertise it by the correct award name. If an affiliate provides additional funding or elects to incorporate another award in combination, that fact must be differentiated when the awards are given. The amount of the award will be $1000 (United States) for an affiliated region in North America. This award is awarded only for the year it is offered and may not be saved for later use if unused. The selected primary presenter must be a housing officer. Corporate partners/members are not eligible. Affiliates are to refer to the full details provided by ACUHO-I about award description, specific criteria and processes. Name of recipient is to be forwarded to the ACUHO-I Central Office by April 30.
2. **Provide information and services at no charge**

   Provide link to MACUHO Website from the ACUHO-I Website.

   To provide ACUHO-I web access to the MACUHO President and President-Elect that allows access to:
   
   - *The Talking Stick*
   - On-line Membership Directory
   - ACUHO-I Library & Ask Emily
   - Executive Board Roster
   - Central Office Staff contact information
   - Surveys and Updates (i.e. Salary Survey, Economic Impact Study, etc.)
   - Portal containing forms and information for affiliate presidents and president-elects
   - Provide ACUHO-I information, if requested, including e-Announcements.
   - Provide Information through the ACUHO-I Regional Affiliation Director.
   - Executive Board and committee rosters
   - Organization charts (including roles and responsibilities)
   - Newsletters
   - ACUHO-I Foundation information

3. **Provide information to Affiliates (through Regional Affiliations Director) at no charge, as follows:**

   Letter from the ACUHO-I Attorney documenting:
   
   - Proper filing of organization’s IRS form 990 (annually). IRS documents can also be viewed at www.guidestar.org.
   - Proof of insurance (umbrella policy) and directors and officers (annually).
   - Proof of originating incorporation documents, plus any amendments or updates (once / as updated).

   This documentation will be provided to the affiliates each year during the Regional President’s meeting at the ACUHO-I Annual Conference and Exhibition.

   Should special circumstances dictate, ACUHO-I will provide additional documentation regarding the above upon request.

4. **Provide connection to other affiliates through the ACUHO-I Regional Affiliations Director, who will:**

   - Send out and collect official Regional Reports prior to every ACUHO-I Executive Board meeting (dates will be specified after ACE each year). Reports will be forwarded to Executive Board members and ACUHO-I staff.
   - Arrange and facilitate regular regional conference calls to allow regions to discuss common issues and concerns.
   - Maintain a regional President / President-Elect e-mail distribution list.
   - Moderate the regional President / President-Elect Social Group on the ACUHO Social Networking site.
   - Maintain an updated roster of current regional Presidents and President-Elects.
   - Maintain an updated roster of upcoming regional conference dates and locations.
   - Serve as a liaison and resource between the ACUHO-I Executive Board, ACUHO-I Foundation, ACUHO-I Central Office and the regions.
   - Solicit regional information for Talking Stick publication (Regional Award Winners, upcoming Programs and Events, Regional research, etc.).
   - Seek MACUHO input, concerns and suggestions on matters regarding this Agreement and about ACUHO-I.
   - Include MACUHO submissions in Executive Board meeting agendas, as needed and appropriate if the affiliate seeks an agenda request item the Regional Affiliation Director will consider it and seek inclusion on a future EB agenda.
5. **Provide meeting support for ACUHO-I Annual Conference and Exposition, as follows:**

   Schedule meeting time and space for the regional and affiliates’ presidents meeting. Space will be provided for no charge.

   Schedule time for ACUHO-I Executive Board members to meet with all affiliate presidents.

   If the MACUHO president and/or president-elect attend the meeting:

   - Lodging benefits -- One night’s hotel stay will be posted to the ACUHO-I master bill if at conference hotel, or will be reimbursed to the president at the ‘conference hotel’ rate if not staying at a conference hotel. A receipt will be required for reimbursement. ACUHO-I will reimburse two hotel stay nights if both President and President-Elect attend.

   - These benefits are offered as support to attend the affiliates’ presidents meeting; and participation in this meeting is required to receive these benefits.

6. **Other commitments, as follows:**

   - The Regional Affiliations Director will seek MACUHO input, concerns, and suggestions on matters regarding this Agreement and about ACUHO-I.

   - The Leadership Council will include MACUHO submissions in its meeting agendas, as needed and appropriate.

**Responsibilities of MACUHO to ACUHO-I**

1. **Provide ACUHO-I Executive Board presence at MACUHO annual conference, as follows:**

   See #4 for details

2. **Assure information on the MACUHO web site is current and accurate**

   - Work with ACUHO-I Central Office staff to assure the web-link is working properly.
   - Provide link to the ACUHO-I web site in the MACUHO web site.
   - Provide the following information from the MACUHO web site. If not available on the website, provide detailed information to the ACUHO-I Regional Affiliations Director:
     - Updated Executive committee roster
     - Organization chart (including roles and responsibilities)
     - Constitution
     - Newsletters
     - Upcoming conference information
     - Other Information (e.g., initiatives being undertaken) that may be of interest to other affiliates

3. **Provide Information to the ACUHO-I Central Office (through Regional Affiliations Director) at no charge, as follows:**

   Provide the following documentation and/or a letter from the organizations attorney of record, certified accountant or certified auditor acknowledging that the proper paperwork has been filed/completed/policy is in force. These documents will be provided to the Regional Affiliations Director 3 during the Regional President’s meeting at the ACUHO-I Annual Conference and Exhibition each year. If a representative is not in attendance, documentation should accompany the signed agreement.

   - Most current copy of Organizations IRS form 990 (annually).
   - Originating incorporation documents (Articles of Incorporation and Non Profit Tax Status designation if applicable in home country) plus any amendments or updates (once / as updated).
   - Proof of insurance (umbrella policy) and directors and officers (annually).

   Should special circumstances dictate, upon request, MACUHO will provide additional documentation regarding the above.
4. **Appoint Regional Representatives to the ACUHO-I Foundation Board Cabinet:**
   - Per the ACUHO-I Foundation Board Code of Regulations, MACUHO will nominate a representative to the ACUHO-I Foundation Board as a Cabinet member in accordance to the Foundation’s Standard Operating Procedure for Appointing Regional Cabinet Representatives. Nominations will be reviewed by Foundation Trustees and Appointments will be made based upon review of regional nominations. Once appointed, these representatives will serve a minimum of a single two-year term.
   - The regional Foundation Cabinet member may resign at any time by giving written notice to the MACUHO President / President-Elect, as well as notifying the Foundation’s Vice Chair for the Regional Cabinet. MACUHO will be responsible for nominating another representative to fill that position.

5. **Support ACUHO-I presence at MACUHO annual conference, as follows:**
   - Provide complimentary lodging on the nights of the conference (3 nights), registration and meal package for the MACUHO annual conference to the applicable Regional Affiliations Director to the Executive Board designee.
     - ACUHO-I will cover Regional Affiliations Director or Executive Board designee expenses related to air and ground transportation, and for any food and lodging on days before and/or after the conference.
     - MACUHO will cover lodging expenses during the conference, and provide complimentary conference registration and meal package.
     - There will be no requirement for the MACUHO or ACUHO-I to cover any expenses for the Regional Affiliations Director or Executive Board designee attending the annual conference of her/his home region.
     - If invited and able to attend, the ACUHO-I President will attend the MACUHO annual conference. In such case, MACUHO and ACUHO-I agree to the same sharing of expenses as applies to the Regional Affiliations Director, above.
     - If invited and able to attend, the ACUHO-I Executive Director will attend the MACUHO annual conference. In such case, MACUHO and ACUHO-I agree to the same sharing of expenses as applies to the Regional Affiliations Director, above.
   - Provide high-profile exhibit space for ACUHO-I and ACUHO-I Foundation displays and materials to be exhibited (at no charge).

6. **Participate in the ACUHO-I Annual Conference and Exposition, as follows:**
   - The MACUHO president and president-elect will attend the ACUHO-I Annual Conference and Exposition, if possible, and will participate in the scheduled affiliates’ presidents meeting, including the meeting with representatives of the ACUHO-I Leadership Council.
   - Serve as host and convener of the affiliates’ presidents meeting when the conference is held in the MACUHO region. In this instance the MACUHO president will provide minutes of the meeting to the ACUHO-I Central Office, for distribution to the ACUHO-I Leadership Council.

7. **Other Commitments, as follows:**
   - Promote to MACUHO members:
     - Membership in ACUHO-I
     - Attendance at ACUHO-I conferences, institutes, activities and events.
     - Participation in ACUHO-I sponsored placement services, webinars, and on-line events.
     - Contributions to the ACUHO-I Foundation.

There will be no affiliation dues or similar fees assessed to MACUHO or to ACUHO-I. It is intended that both
organizations will benefit from this elective affiliation and each enters into this agreement freely. Reasonable fees for services beyond those described in this agreement may be charged with prior approval.

ACUHO-I and MACUHO each agree to defend, indemnify, and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys’ fees, and costs arising from any claim, action, cause of action or liabilities arising out of or resulting from the negligence or misconduct of the indemnifying party.

This agreement must be reviewed and approved annually by the executive officers of each association. This approval will be coordinated and executed during the ACUHO-I Annual Conference and Exposition, or via online mechanisms. The MACUHO president will receive a copy of the affiliation agreement to review approximately one month in advance of the conference; questions will be directed to the Regional Affiliations Director.

Either party may terminate this agreement upon thirty (30) days written notice; by the MACUHO president to the ACUHO-I executive director, or by the ACUHO-I executive director to the MACUHO president.
MACUHO and CAACURH Memorandum of Understanding

Section A. Recognition of Organizations
The Mid-Atlantic Association of College and University Housing Officers, hereinafter referred to as MACUHO, and the Central Atlantic Affiliate of College and University Residence Halls, hereinafter referred to as CAACURH, recognize their similar missions and goals. In that spirit, the following statements of understanding will be agreed upon.

Section B. Responsibilities of MACUHO to CAACURH
1. Provide Information and Services at No Charge
   a. Provide a link to the CAACURH website from the MACUHO website
   b. Post dates and locations of upcoming CAACURH Regional Leadership and Business Conferences on the MACUHO website
   c. Provide access to the newsletter
   d. Provide the CAACURH Director the following information:
      i. Contact information for the MACUHO Executive Board
      ii. Student Staff Live In (SSL) Conference dates and registration information
      iii. Other documents as relevant and appropriate
   e. Provide the CAACURH Director, Regional Advisor, and Regional NRHH Advisor with the dates and location of the MACUHO Annual Conference upon selection
      i. This information will be used to advise potential Regional Leadership Conference host sites when selecting conference dates

2. Provide MACUHO presence at CAACURH Regional Leadership Conference
   a. The MACUHO President or designee will attend the CAACURH Regional Leadership Conference during the fall term each year
   b. The MACUHO President or designee will present to the National Communications Coordinators on Involvement opportunities with MACUHO and share MACUHO updates (when not present, MACUHO will submit a MACUHO update to the CAACURH Director)
   c. The MACUHO President or designee will present Advisor Resource Training (if eligible) or professional development sessions to the advisors of CAACURH during the Regional Leadership Conference

3. Support CAACURH presence at MACUHO Annual Conferences
   a. Provide complimentary lodging on the nights of the conference and registration for the MACUHO Annual Conference to the CAACURH Director or designee and one CAACURH Advisor.
   b. Provide an opportunity for a CAACURH Advisor to present Advisor Resource Training during the MACUHO Annual Conference
Section C. Responsibilities of CAACURH to MACUHO

1. Provide Information and Services at No Charge
   a. Provide a link to the MACUHO website from the CAACURH website
   b. Post dates and locations of upcoming MACUHO conferences on the CAACURH website
   c. Post dates and promotional material for SSLI and MACUHO Volunteer Incentive Program for Students (VIPS)
   d. Provide any CAACURH related newsletters
   e. Provide MACUHO the following information:
      i. Contact information for the Regional Board of Directors
      ii. Roster of affiliated institutions
      iii. Other documents as relevant and appropriate
   f. Provide MACUHO with the dates and location of the Regional Leadership Conference upon selection

2. Provide CAACURH presence at MACUHO Annual Conferences
   a. The CAACURH Director or designee, and one CAACURH Advisor will attend the MACUHO Annual Conference during the fall semester.
   b. The CAACURH Director or designee will present CAACURH updates at the business meeting (when not present, a CAACURH update will be submitted to the MACUHO President prior to the Annual Conference)
   c. A CAACURH Advisor will present Advisor Resource Training during the MACUHO Annual Conference

3. Support MACUHO presence at CAACURH Regional Leadership Conference
   a. Provide complimentary lodging on the nights of the conference (2 nights) and registration for the CAACURH Regional Leadership Conference to the MACUHO President or designee
   b. Provide opportunities to present Advisor Resource Training (if eligible) or professional development sessions to the advisors of CAACURH during the Regional Leadership Conference

Section D. Fee Agreement
There will be no affiliation dues or similar fees assessed to MACUHO or CAACURH. It is intended that both organizations will benefit from this elective affiliation and each enters into this agreement freely. Reasonable fees for services beyond those described in this agreement may be charged with prior approval.

Section E. Hold Harmless
MACUHO and CAACURH each agree to defend, indemnify, and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorney's fees, and costs arising from any claim, action, cause of action or liabilities arising out of or resulting from the negligence or misconduct of the indemnifying party.

Section F. Affiliation Agreement Timeline
This agreement must be reviewed and approved every three years by the executive officers of each association.

Section G. Agreement Termination
Either party may terminate this agreement upon thirty (30) days written notice; by the MACUHO president to the CAACURH Director, Advisor, and NRHH Advisor or by the CAACURH Director, Advisor, and NRHH Advisor to the MACUHO president.

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<th>CAACURH Organization</th>
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<td>Brian McDougall</td>
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