

# CONSTITUTION of the Southeastern Association of Housing Officers (SEAHO)

*Approved by the membership February 2020*

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## ARTICLE I

### Name

The name of the organization by this constitution is the Southeastern Association of Housing Officers.

## ARTICLE II

### Mission Statement

SEAHO advances excellence in housing programs and staff by promoting best practices, networking, professional development and involvement opportunities.

### Vision Statement

We are the leading resource for the higher education housing industry in the southeast.

### Value Statements

We are inclusive

*Being open to all people and perspectives allows us to have a greater positive impact.*

- Welcoming and affirming the authentic presence and participation of all members.
- Recognizing that all members deserve the opportunity to fulfill their full potential in service to the SEAHO membership and their home institutions.
- Actively reviewing inclusive practices for all social identities and implementing them, as possible, at official SEAHO gatherings, events, and initiatives.
- Providing proactive educational opportunities and resources for members to address issues of diversity, equity, and inclusion in their daily work.

We are connected

*Sharing ideas, knowledge and resources is critical to the profession*

We are intentional

*Our decisions and actions reflect our mission and vision*

We value collaboration

*Recognizing that working together produces the best results*

We emphasize innovation

*Our member needs are constantly changing with the academic landscape*

We are an ethical organization

*Our actions are critical to member trust*

## ARTICLE III

### Membership

Membership in the Association shall be defined and categorized in two ways: Institutional and Corporate Membership.

1. **Institutional Membership** – Open to all institutions of higher education which have housing officers involved in the administration, operations, facilities management, and residential life in the ten Southeastern states of the United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia). Each member institution shall be granted one (1) voting delegate member, generally served by the Senior Housing Officer of the institution (or delegate).
  - a. **Professional Affiliate Member** – Any individual who is employed by a member institution in the housing operations as defined above, is considered a Professional Affiliate Member of SEAHO.
  - b. **Associate Member** – any individual who is employed by an independently managed residence hall at any institution that qualifies for SEAHO membership who is not representing a registered Corporate Partner.
  - c. **Student Member** – any undergraduate or graduate student who is enrolled at an institution who is employed by or engaged with a member institution in the housing operations as defined above that qualifies for SEAHO membership.
  - d. **Faculty Member** – any faculty member who teaches at an institution that qualifies for SEAHO membership.
  - e. **Emeritus Member** – any individual who has retired from an institution that qualifies for membership or has left employment with a housing operation after significant service to a member institution and/or the Association.
2. **Corporate Membership** – open to any business entity having a commercial interest in the housing profession.
  - **Corporate Partners** – any representative from a “for-profit” or “not-for-profit” business. Corporate partners may neither vote, nor be elected to office, but may serve on a committee or task force as appointed. At the Annual Conference, corporate partners can attend meals only covered by their registration, and may present a program to the membership with a Professional Affiliate Member serving as the primary presenter/contact.

## ARTICLE IV

### Officers and Governing Council

1. Officers: The officers of the Association shall be elected from among Professional Affiliate Members employed in housing-related areas by member institutions and shall be as follows:
  - a. President
  - b. President-Elect
  - c. Past President

- d. Secretary
  - e. Treasurer
  - f. Treasurer-Elect
  - g. Director of Committees
  - h. Director of State Representatives
  - i. Director of Communications
2. **President:** The President shall serve as the senior executive officer of the Association and chair of the Governing Council; preside over all meetings of the Association and the Governing Council; serve as liaison to the Association of College and University Housing Officers –International; perform all other duties as designated by the Governing Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association’s Constitution and Bylaws. Shall chair and steward the development and implementation of the SEAHO Strategic Plan and serve on the SEAHO Budget Review Committee.
  3. **President-Elect:** The President-Elect shall preside at all Association functions in the absence of the President; serve as the chairperson of the Awards and Recognition Committee; prior to installation as President appoint incoming committee chairs, and perform other duties and responsibilities as assigned by either the President or the Governing Council. The President-Elect shall be elected at the annual conference for a three-year commitment of service, which includes one year in each of the offices of President-Elect, President and Past President. Shall serve on the SEAHO Budget Review Committee.
  4. **Past President:** The immediate Past President shall serve as an advisor to the Governing Council and the President; serve as chairperson of the Nominations and Election Committee; coordinate changes to the Constitution, By-Laws and Leadership Manual; and perform other duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.
  5. **Secretary:** The Secretary shall serve as the official correspondent and record keeper for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Secretary is elected for a two-year term. Shall serve on the SEAHO Budget Review Committee.
  6. **Treasurer:** The Treasurer shall serve as the custodian of all association funds and disbursements acting in good faith and serving in a fiduciary role to the Association; maintain a fidelity bond at least equal to the highest balance of association funds during the previous year; maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; serve as an ex-officio member of the Reserve Fund Committee; is the signature authority on all official contracts for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three-year term. The Treasurer-Elect shall serve as the secondary treasurer of the Association and replace the treasurer should the treasurer’s position be vacated during the course of their elected term. The position will act as a “shadow” to the association treasurer during the third year of the elected treasurer in order to learn more about the association’s financial business. Additionally, the Treasurer will serve on the Budget Review Committee and Reserve Fund Committee and shall chair the SEAHO Budget Review Committee.
  7. **Director of Committees:** The Director of Committees is elected for a two-year term to work with SEAHO standing committees; serve as liaison between committee chairpersons and the

Executive Board; work with task forces that may be appointed; serve on the SEAHO Budget Review Committee; and perform duties and responsibilities as assigned by the President or the Governing Council. Specific duties are outlined in the SEAHO Leadership Manual.

8. Director of State Representatives: The Director of State Representatives is elected for a two-year term to work with the ten SEAHO State Representatives; serve as liaison between state representatives and the Executive Board; serve on the SEAHO Budget Review Committee; and perform duties and responsibilities as assigned by the President or the Governing Council. Specific duties are outlined in the SEAHO Leadership Manual.
9. Director of Communications: The Director of Communications is elected for a two-year term to work with the Website Management Committee, Marketing and Organizational Promotions Committee, and the SEAHO Report Editorial Board; provide oversight of brand management for the association; develop and execute all technical contracts with third-party vendors; identify and implement technical solutions for the operational benefit of SEAHO; and perform duties and responsibilities as assigned by the President or the Governing Council. Specific duties are outlined in the SEAHO Leadership Manual.
10. Governing Council: The Governing Council shall direct the operation and activities of the Association. The Council has two types of members and shall comprise the following:
  - a. Voting Members –
    - i. The Association officers (President, President-Elect, Past President, Secretary, Treasurer, Treasurer-Elect, Director of Committees, Director of State Representatives, and Director of Communications), each has voting privileges.
    - ii. One representative from each of the ten member states, with voting privileges.
  - b. Non-Voting Members -
    - i. Standing committee chairs, appointed as a non-voting member.
    - ii. SEAHO Report Editor: appointed by the President as a non-voting member.
    - iii. Conference Coordinators from the prior year, current and future annual conferences, appointed as non-voting members.
    - iv. Sage, as a non-voting member.
    - v. Archivist, as a non-voting member.
    - vi. RELI Co-chairs, as non-voting members.
    - vii. Other appointed positions as necessary, as non-voting members.
11. Executive Board: The Executive Board shall direct the operation and activities of the Governing Council. The Executive Board shall comprise the following:
  - a. President
  - b. President-Elect
  - c. Past President
  - d. Secretary
  - e. Treasurer
  - f. Treasurer-Elect
  - g. Director of Committees
  - h. Director of State Representatives
  - i. Director of Communications
  - j. Sage

## ARTICLE V

### Meetings

1. Membership: There shall be a scheduled business meeting during the annual conference. This meeting is open to all members of the association.
2. Governing Council: The Governing Council shall meet at least once a year at a time and place selected by the President.
3. Committee: All committees shall convene as deemed necessary in order to fulfill their designated responsibilities.

## ARTICLE VI

### Association Activities

- The Association shall plan and present an annual conference and such other activities as may be determined to be of service to its members. Specific planning guidelines for the annual conference are found in the Conference Hosting Guide.
- The Association shall plan and implement an annual Entry Level Institute to provide for the development of our new professionals and their retention to the field.

## ARTICLE VII

### Revenues and Expenditures

1. Association Funds
  - a. Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Association and shall be used only in cases where expenditures clearly implement the general objective, mission, and purpose of the Association. Additionally, association funds may be used to defray the normal operating expenses of the Association.
  - b. Association funds shall be maintained in the following accounts.
    - Administrative Fund
      - The Operating account is controlled by the Governing Council and shall be maintained in a FDIC insured account.
      - The Conference account is controlled by the Conference Coordinator in collaboration with the Treasurer and shall be maintained in a FDIC insured account.
    - Reserve Fund
      - The Reserve Fund account is maintained by the Budget Review Committee, with expenditures approved by the Reserve Fund Committee and finalized by a vote of the Governing Council.
      - The Reserve Fund Committee shall be comprised of the three most recent active annual conference coordinators and the three most recent active Association Presidents and approved by the Governing Council.
      - Reserve Funds shall be maintained in a FDIC insured account.
    - Endowment Account as maintained through the ACUHO-I Foundation. The Annual Endowment spending balance shall be controlled by the Governing Council consistent with the mission, values and goals of the organization.
    - Other accounts deemed necessary and appropriate and approved by the Reserve Fund Committee and the Governing Council.

- b. Funds relating to the annual conference shall be under the control of the current conference coordinator and host committee until such time as any surplus is transmitted to the Treasurer to be deposited in Association accounts.
  - c. The disposition of revenues of the Association into established fund accounts shall be determined by the Budget Review Committee accordance with policies established by the Governing Council and this Constitution.
2. Revenues of the Association will consist of:
- a. Net income from the annual conference, including annual conference add-on fee and partial
  - b. Net income from other services and programs provided.
  - c. Income from investments, endowment revenues and interest-bearing accounts of the Association.
3. Expenditures
- a. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be appropriated by the Budget Review Committee in accordance with policies established by the membership and this Constitution.
  - b. Funds necessary for the Annual Operating Budget for use by the Governing Council, the publication and distribution of the Association newsletter, *SEAHO Report*, and other such services deemed necessary and appropriate shall be appropriated by the Governing Council in accordance with policies established by the membership and this Constitution.

## **ARTICLE VIII**

### **Dissolution**

- In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Association of College and University Housing Officers - International.

## **ARTICLE IX**

### **Amendment**

- This Constitution may be amended by a two-thirds majority of the member institutions in attendance at any annual business meeting of the Association.
- All proposed Constitutional amendments must be first approved by the Governing Council by a simple majority vote.

## **BYLAWS**

### **I. Voting**

1. Each member institution in attendance at the annual business meeting shall be entitled to one vote on any issue that comes before the body.
2. All matters coming before the annual business meeting shall be decided by a simple majority vote of the member institutions in attendance.
3. All voting matters shall be sent to the identified Senior Housing Officer's e-mail list for review at

least three weeks prior to the annual conference.

## **II. Elections**

1. The President-Elect, Secretary, Treasurer, Treasurer-Elect, Director of Committees, Director of State Representatives, and Director of Communications shall be elected at the annual business meeting of the Association.
  - a. The President-Elect shall be elected at the annual conference and shall serve until the next annual conference. The President-Elect shall automatically progress to the Presidency in the succeeding year and then to immediate Past President the following year. A three-year commitment is required. Candidates must have served a minimum of two years on the SEAHO Governing Council or equivalent significant and measured service to the association as determined by the Nominations & Election Committee.
  - b. The Treasurer shall be elected for a three-year term. (The first year of the three-year term will serve as the Treasurer-Elect.)
  - c. The Secretary shall be elected for a two-year term.
  - d. The Director of Committees shall be elected for a two-year term.
  - e. The Director of State Representatives shall be elected for a two-year term.
  - f. The Director of Communications shall be elected for a two-year term.
  - g. Candidates must have served at least one term on the SEAHO Governing Council or equivalent significant and measured service to the association as determined by the Nominations & Election Committee.
2. Procedures
  - a. A slate of up to three nominees shall be submitted for each position vacated.
  - b. Nominees shall be contacted and must agree to accept the nomination.
  - c. Slate of candidates and statements shall be posted on the SEAHO website at least three weeks prior to the annual conference.
  - d. To be elected, a candidate must receive a simple majority of the votes cast by the institutional representatives at the annual business meeting.

## **III. Vacancies**

1. In the event of a vacancy of the office of President, the President-elect shall progress to the position of President for the remainder of the term, and then will serve a full term as President, as scheduled.
2. In the event of a vacancy in the office of President-elect, the President shall make an interim appointment until such time as a special election can be held.
3. In the event of a vacancy in any Executive Board position, an appointment shall be made to fill the remainder of their term, with the approval of the Executive Board.

## **IV. Committees**

1. The President, with the concurrence of the Governing Council, shall appoint committees and task forces from the membership of the Association as required by these Bylaws or as may be deemed necessary. Specific duties of each committee are outlined in the SEAHO Leadership Manual.
2. Standing Open Committees of the Association shall be:
  - Annual Conference Host Committee
  - Annual Conference Program Committee
  - Awards and Recognition Committee

- Career Support Services Committee
  - Corporate Partners Committee
  - Diversity, Equity and Inclusion Committee
  - Graduate Issues and Involvement Committee
  - Marketing and Organizational Promotion Committee
  - Nominations and Election Committee
  - Professional Development Committee
  - Research and Information Committee
  - SEAHO Report Editorial Board
  - Website Management Committee
3. The following standing committees will have a Chair and Chair-select. The current committee Chair-select and the President will approve and appoint. The term chairs will recommend a Chair-select and the President will approve and appoint. The term of the Chair-select position will be one year. Following that year, the Chair-select will become the Chair for a one-year term and may request an additional term by appointment of President. Current committee chairs' terms will end at the annual conference.
- Annual Conference Program Committee
  - Career Support Services Committee
  - Corporate Partners Committee
  - Diversity, Equity and Inclusion Committee
  - Graduate Issues & Involvement Committee
  - Professional Development Committee
  - Marketing and Organizational Promotion Committee
  - Research and Information Committee
4. The chairpersons of the following standing committees will also serve as members of the Annual Conference Host Committee:
- Annual Conference Program Committee
  - Corporate Partners Committee

## **V. Other Appointments**

1. The Annual Conference Program Committee Chairperson-Select shall be appointed by the President, in consultation with the incoming Annual Conference Program Chair. The Program Chairperson Select shall automatically progress to the role of the Annual Conference Program Chairperson in the succeeding year.
2. The Sage will be appointed jointly by the President and President-Elect for a two-year term. The Sage will provide support, guidance, organizational memory, historical perspective and continuity to the Governing Council. The Sage will also oversee the work of the SEAHO Archivist. The Sage will attend Governing Council meetings as a non-voting member and serve on the SEAHO Budget Review Committee.

In making the appointment, the President and President-Elect will consider how active in SEAHO the prospective Sage has been, how long they have worked at an institution in the SEAHO region, along with their knowledge of SEAHO's history, traditions, and operations. The Sage will have been active in SEAHO a minimum of five years.

3. The SEAHO Report Editor will be appointed by the President with non-voting privileges for a



three-year term. The *SEAHO Report* Editor solicits and edits articles and submissions and coordinates the production of the publication.

4. The Archivist is a non-voting, appointed position on the Governing Council with a suggested 10-year term of office. The Archivist reports to the SEAHO Sage and provides appropriate care and maintenance for SEAHO's historical artifacts. They are also charged with collecting appropriate documents and artifacts are collected each year, to ensure that our record-keeping is complete moving forward.
6. The Conference Coordinator is appointed by the President as a non-voting position on the Governing Council for a three-year term. The appointee serves as Conference Coordinator-select for the first year, as Conference Coordinator for the second, and Past Conference Coordinator for the third year. A full description of the position can be found in the Conference Hosting Guide.
7. Regional Entry Level Institute (RELI) – Co-Chairs  
The RELI Co-Chairs are appointed annually for a two-year term, ideally in alternating years. The appointees share responsibility for the curriculum and logistics for the annual institute and work collaboratively with the RELI Host school.
8. A SEAHO Representative to the ACUHO-I Foundation Regional Cabinet is nominated by the SEAHO President and approved by the ACUHO-I Foundation Board Chair. This person serves a two-year term and is not a member of the Governing Council. They report to the SEAHO President and liaison with the Annual Conference Coordinator & SEAHO Legacy Fund Champion on fundraising events.
9. The SEAHO Legacy Fund Champion is appointed by the President and is not a Governing Council position. This position provides ongoing connection between the SEAHO Executive Board, the ACUHO-I central office finance staff and the SEAHO representative to the ACUHO-I Foundation. A full position description is included in the SEAHO Leadership Manual.

## **VI. Fiscal Management**

1. The Reserve Fund shall maintain a minimum balance that is equal to twice (2X) the average of the Operation Account from the past three years.

## **VII. Strategic Plan**

1. Every five years SEAHO will develop a new strategic plan.
2. The president will chair the development and implementation process via committee or task force, to begin work at least one year prior to expiration of the current strategic plan.
3. Every five years the President will present a proposed new strategic for membership approval at the annual business meeting.
4. Governing Council members will be charged with serving as champions for specific goals related to their committee or position charge.
5. The strategic plan should be reviewed for progress and accomplishment at least twice each year; at the Governing Council Meetings.
6. The President will present a Strategic Plan Progress Report at the annual business meeting.

**VIII. Amendment**

1. Any Bylaws may be amended by a simple majority of the member institutions in attendance at any annual business meeting of the Association.
  2. All proposed Bylaws amendments must be first approved by the Governing Council by a simple majority vote.
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