

Constitution of the Virginia Association of College and University Housing Officers (VACUHO)

ARTICLE I - NAME

The name of the organization established by this constitution is the VIRGINIA ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS (VACUHO).

ARTICLE II - MISSION

Virginia Association of College and University Housing Officers is dedicated to the education and professional development of housing and residence life staff at institutions of higher education in Virginia.

VACUHO is committed to:

- Promoting the housing and residence life professions within student affairs.
- Providing affordable professional development opportunities.
- Promoting the standards established by the Association of College and University Housing Officers – International (ACUHO-I).
- Serving as a liaison between members and other state, regional and national organizations.
- Promoting philosophies of non-discrimination, equal opportunity and equal access to services, and participation and leadership within the organization.
- Facilitating the pursuit and exchange of new information, theories, practices and delivery of housing and related services.

ARTICLE III: INSTITUTIONAL MEMBERSHIP

Institutions of post-secondary education providing a residential housing program in Virginia are institutional members. Membership will entitle one vote per institution at the annual business meeting. All housing and residence life staff at member institutions are members.

ARTICLE IV: VACUHO POLICY MANUAL

The VACUHO Policy Manual is an extension of the organization's constitution. It contains the policies and procedures for the day-to-day operations of the organization. Detailed Governing Council position descriptions, election information, financial policies, organizational forms, voting procedures, nomination procedures and other such information are included in this document. The Policy Manual is to be maintained by the President and updated as needed. Changes to the Policy Manual may be done so by a 2/3-majority vote by the Governing Council, and will be reported to the membership via email, posted on the website and included in the President's report at the end of his/her term.

ARTICLE V: LEADERSHIP

Section 1. Executive Board

The Executive Board provides programmatic and administrative continuity for VACUHO, coordinates the activities of the various committees, Regional Ambassadors, and liaisons with other professional associations. The officers of the Executive Board shall consist of:

1. President Elect
2. President
3. Past President
4. Business Manager
5. Secretary/Historian
6. Southeast Association of Housing Officers (SEAHO) State Representative and SEAHO State Editor
7. Technology Coordinator

All members of the Executive Board will be elected by majority vote at the annual business meeting. The results will be announced at the annual business meeting. All Executive Board members of VACUHO must be employed full-time in housing or residence life at an institution of higher education in Virginia throughout their term of office. In the event that the officer is unable to complete a term, the President will appoint a replacement for the remainder of the term. In the event that the President is unable to complete a term, the President-Elect will complete the term of the President.

Position responsibilities for the Executive board can be found in the Policy Manual.

1. **PRESIDENT ELECT:** The President-Elect is elected as outlined under the election procedures. This position requires a three (3) year commitment consisting of one year as President-Elect, one year as President, and one year as Past President.
2. **PRESIDENT:** The position of President is filled by the President-Elect upon completion of her/his term. The President serves for a one (1) year term and then assumes the role of Past President for one (1) year. The President shall be the chief executive officer of the organization, chairperson of the Governing Council, presiding officer at all business meetings, and shall represent VACUHO in all aspects.
3. **PAST PRESIDENT:** The position of Past President is filled by the President upon completion of her/his term. The Past President serves a one (1) year term.
4. **BUSINESS MANAGER:** The Business Manager is an elected position serving a two (2) year term.

5. SECRETARY/HISTORIAN: The Secretary/Historian is an elected position serving a two (2) year term.
6. SEAHO STATE REPRESENTATIVE and EDITOR: The SEAHO Representative/Editor is an elected position serving a two (2) year term.
7. TECHNOLOGY COORDINATOR: The Technology Coordinator is an elected position serving a two (2) year term.

All terms of office will become effective at the close of the annual state conference with the noted exception of the SEAHO Representative/Editor. The term of office for this position will become effective at the close of the annual SEAHO conference.

Section 2. Governing Council

The Governing Council is comprised of the Executive Board and all other appointed positions and committee chairs of VACUHO. The Governing Council will provide programmatic and administrative continuity for the association and coordinates the activities of the various committees and liaisons with other professional associations.

- 1) President Elect
- 2) President
- 3) Past President
- 4) Business Manager
- 5) Secretary/Historian
- 6) SEAHO State Representative and SEAHO State Editor
- 7) Technology Coordinator
- 8) Chief Housing Officer Representative
- 9) Graduate Student Representative
- 10) Four Regional Ambassadors
- 11) Professional Development Committee Chair

Invited Non-voting Members

- 12) VACURH Advisor
- 13) RA Conference Chair
- 14) Annual VACUHO/VASPA Conference Chair
- 15) Annual VACUHO/VASPA Conference Program Chair

Position responsibilities for the Governing Council can be found in the Policy Manual.

8. CHIEF HOUSING OFFICER (CHO) REPRESENTATIVE: The CHO Representative is an appointed position by the president. The CHO Representative serves for a one (1) year term.
9. GRADUATE STUDENT REPRESENTATIVE: The Graduate Student Representative is appointed by the President to serve a one-year (1) term.

10. REGIONAL AMBASSADORS: The Regional Ambassadors are appointed by the President for a one-year (1) term. There are four (4) Regional Ambassador positions: Northern, Southeastern, Central and Southwestern.
11. PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR: The Professional Development Committee Chair is appointed by the President for a one (1) year term.
12. VACURH ADVISOR: The VACURH Advisor is elected by the VACURH membership. This individual is invited to serve on the VACUHO Governing Council as a non-voting member.
13. RA CONFERENCE CHAIR: The RA Conference Chair is appointed by the Chief Housing Officer of the host institution to serve a one (1) year term.
14. ANNUAL CONFERENCE CO-CHAIR: The Annual Conference Co-Chair is appointed by the President for a one (1) year term. The individual in this position works in collaboration with the Annual Conference Co-Chair from VASPA.
15. ANNUAL CONFERENCE PROGRAM CO-CHAIR: The Annual Conference Program Co-Chair is appointed by the Annual Conference Co-Chairs and is invited by the President for a one (1) year term as a non-voting member of the Governing Council.

ARTICLE VI: MEETINGS

Section 1. Membership:

The general membership convenes once each year during the annual conference at the VACUHO business meeting.

Section 2. Governing Council

The Governing Council must convene a minimum of four times during the calendar year beginning on January 1st. An additional, initial meeting will be held after elections during the annual conference to address transitional issues.

Section 3. Committee Meetings

Committee meetings will be held at the discretion of the Chair.

ARTICLE VII: VOTING

Section 1. Governing Council Voting

A minimum of 2/3 of the Governing Council members must be present at one of the meetings in order to have a quorum to vote. Of the 2/3 quorum needed to vote, a simple majority vote is needed for a motion to pass.

At the President's discretion, he or she may determine the need to vote on an issue prior to a scheduled Governing Council meeting. In this case, the President will outline the issue in an electronic mail message to Governing Council members. Depending on the circumstances, the President will determine a specified period by which the members can discuss the issue over email. Once this period ends, the President will call for a vote. Voting via electronic mail must abide by the same quorum requirements and voting protocol as stated above.

Section 2. Institutional Voting

1. For general membership voting there is no minimum number of institutions that need to be present in order to put a vote before the group.
2. For general membership voting there is one voting member per institution.
3. In all voting matters, a simple majority vote is required to pass a motion.
4. In election voting, each member institution is entitled to one vote. A simple majority of the member institutions is required in order for that position to be officially filled. If no candidate gets a majority of the votes, then the candidate with the lowest percentage is eliminated and a re-vote is cast until a nominee is selected by a majority vote.
5. In order for an institution to vote by proxy, they need to cast their votes at least 24 hours before the business meeting with the VACUHO Business Manager. The vote can be made via email, verbally via phone, or in writing. At the appropriate time, the Business Manager will include the proxy vote in the tally process. If a re-vote is needed in the election of officers and a proxy vote is for a candidate that is eliminated, then the member institution forfeits their right to cast a vote in a run-off process.
6. At the President's discretion, he or she may determine the need to solicit feedback, discuss, or vote on an issue by member institutions. In this case, the President will outline in an electronic mail message the issue that needs feedback on or discussion by the Chief Housing Officers or their designee. If there is a need for a vote by the membership, the President will determine a specified period by which the members of the list serve can discuss the issue over email. Once this period ends, the President will call for a vote and determine the voting protocol. The protocol should follow the general membership voting standards, but the President is authorized to make an exception to the protocol with the permission of the President Elect and Past President.

ARTICLE VIII: ELECTION PROCEDURES

All VACUHO members shall have an equal opportunity to be nominated for vacant Governing Council positions (President-Elect, Business Manager, Secretary/Historian,

SEAHO Representative/Editor, and Technology Coordinator). Nominees must meet the eligibility requirements as set forth in the Policy Manual.

All interested members may self-nominate or be nominated by a colleague. Nomination procedures can be found in the Policy Manual.

ARTICLE IX: REVENUE AND EXPENDITURES

Overall financial policy shall be established and carried out by the Governing Council in accordance with conventional business practices and as specified in the Policy Manual.

ARTICLE X: COMMITTEES

The President and/or the Governing Council will appoint committees from the membership as may be necessary. The following are functioning committees of VACUHO: The Professional Development Committee and The Awards and Scholarships Committee.

ARTICLE XI: DISSOLUTION

In the event of dissolution of this association, the assets will be turned over to the officers of SEAHO or ACUHO-I, in that order.

ARTICLE XII: ADOPTION

This Constitution will be effective upon its adoption by a majority vote of the individuals in attendance at the Association business meeting at which it is presented.

ARTICLE XIII: AMENDMENT

This constitution may be amended by the voting members of the Governing Council.

Voting on amendments to the constitution follow Governing Council voting procedures (ARTICLE VII, Section 1.).

Amended on October 25, 2004