



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

VACUHO



Policy Manual

Adapted October 2004; Amended November 2008



Table of Contents

Organizational Chart:

I. The Organization

- A. Name
- B. Mission Statement
- C. Policy Manual Purpose

II. Membership

- A. Institutional Membership
- B. Executive Board Membership
- C. The Executive Board
- D. The Governing Council
- E. Invited Non-Voting Members

III. Governing Council Responsibilities

- A. President-Elect
- B. President
- C. Past President
- D. Business Manager
- E. Secretary/Historian
- F. SEAHO Representative/Editor
- G. Technology Coordinator
- H. Chief Housing Officer Representative
- I. VACURH Advisor
- J. RA Conference Chair
- K. Graduate Student Representative
- L. Regional Ambassadors
- M. Annual Conference Co-Chair
- N. Annual Conference Program Co-Chair
- O. Members At-Large

IV. Committees

- A. Professional Development Chair
- B. Awards and Scholarships

V. Meetings

- A. Governing Council Meetings
- B. Annual Conference Business Meeting
- C. Committee Meetings

VI. Voting Policies

- A. Executive Voting Policies



Table of Contents (cont)

- B. Electronic Voting Option
- C. Electronic Institutional Membership Listserve Voting Option
- D. General Membership Voting

VII. Election Procedures

VIII. Nominations

IX. Finance Policies

X. RA Conference Host Policies

XI. Scholarships

- A. VIRGINIA STUDENT SERVICES CONFERENCE FEE SCHOLARSHIP
- B. VACUHO RA CONFERENCE FEE SCHOLARSHIP
- C. REGIONAL ENTRY LEVEL INSTITUTE FEE SCHOLARSHIP

XII. VACUHO Awards

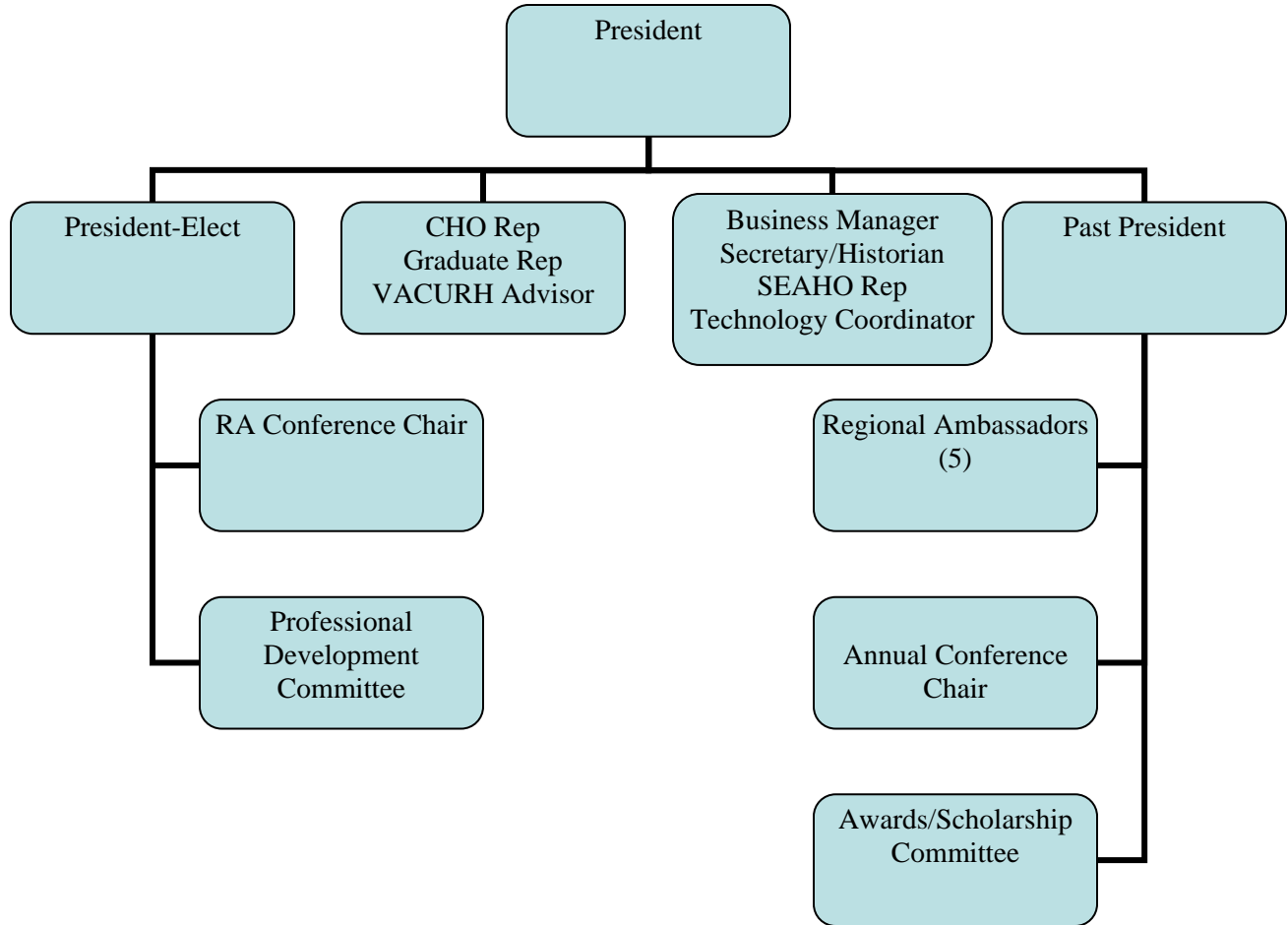
- A. General Information
- B. Outstanding Professional
- C. The Pam Winfrey New Professional Award
- D. Outstanding Graduate Student
- E. Outstanding Contribution to VACUHO
- F. VACUHO Service Awards
- G. VACUHO Career Achievement Awards
- H. Best of VACUHO
- I. Nomination Procedures

Future Suggested Edits



POLICY MANUAL

VACUHO Organizational Chart





Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

I. The Organization:

A. Name:

The name of the organization established by the constitution is the Virginia Association of College and University Housing Officers (VACUHO).

B. Mission:

Virginia Association 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 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.

C. VACUHO Policy Manual:

The VACUHO Policy Manual contains the policies and procedures for the day-to-day operations of the organization. Detailed Governing Council job descriptions, election information, financial policies, organizational forms, Governing Council voting procedures, annual conference and RA conference guidelines and other such information are included in this document. This document is to be maintained by the president and updated as needed. Changes to the policy manual must be approved by a majority vote of the Governing Council. Changes to the policy manual 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.

II. Membership:

A. 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.

B. Executive Board Membership:

The Executive Board provides programmatic and administrative continuity for VACUHO, coordinates the activities of the various committees, Regional



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Ambassadors, and liaisons with other professional associations. 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.

C. The Executive Board:

President
President Elect
Past President
Business Manager
Secretary/Historian
Southeastern Association of Housing Officers (SEAHO) Representative/Editor
Technology Coordinator

D. The Governing Council Membership:

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

General Eligibility Requirements for Governing Council Positions:

1. Employed by a Virginia housing and residence life program.
2. Knowledge, skills, and abilities consistent with the position responsibilities
3. Support of home institution for meeting and conference attendance and related travel.
4. Commitment to serve a complete term.
5. Exceptions to General Eligibility Requirements will be made by the Executive Board.

Expectations for all VACUHO Governing Council Positions:

1. Meetings
2. Annual Goals/Reports
3. Awareness/Understandings of Organizational Documents
4. Represents VACUHO in all aspects



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

The Governing Council:

President
President Elect
Past President
Business Manager
Secretary/Historian
SEAHO Representative/Editor
Technology Coordinator
Chief Housing Officer Representative
Graduate Student Representative

Southeast Regional Ambassador
Northern Regional Ambassador
Central Regional Ambassador
Southwest Regional Ambassador
Capital Region Ambassador
Professional Development Committee Chair and members
Members-at-Large

E. Invited Non-voting Members:

VACURH Advisor
RA Conference Chair
Annual VIRGINIA STUDENT SERVICES Conference Co-Chair
Annual VIRGINIA STUDENT SERVICES Conference Program Chair

III. Governing Council Responsibilities:

A. President-Elect

Summary:

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.

Position Responsibilities:

1. Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart.
2. Serves as the Elections Coordinator. Coordinates the voting process for elected positions as outlined in the General Membership Voting section of this manual.
3. Works closely with the VACUHO President.
4. Assists VACUHO in maintaining a holistic view of diversity and human relations which includes, gender, ethnicity, race, age, ability, sexual orientation, religion, etc.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

5. Serves as the contact for individuals seeking involvement opportunities with VACUHO.
6. Oversees the awards selection process for the VACUHO RA Conference for selection by the Governing Council. Presents awards at the VACUHO RA Conference.
7. Plans a “Careers in Housing and Residence Life” interest session for the VACUHO RA Conference.
8. In conjunction with the Regional Ambassadors, solicits bids to host the annual VACUHO RA conference for the next two years as outlined in the VACUHO manual.
9. Assists the President with orientation and goal setting for the year.
10. Performs other duties as necessary.
11. Complies with General Expectations of Governing Council Members.

Eligibility Requirements:

- Served one year as a member of the Governing Council or equivalent experience in another related professional organization.
- Currently employed in a Virginia housing and residence life program.

B. President

Summary:

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.

Position Responsibilities

1. Chairs the Governing Council meetings.
2. Chairs the business meeting(s) at the annual conference.
3. Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart.
4. Appoints as dictated by terms of service:
 - Committee chairs
 - CHO Representative
 - Graduate Student Representative
 - VIRGINIA STUDENT SERVICES Annual Conference Co-Chair
 - Regional Ambassadors
5. Extends invitations to Non-voting members:
 - VACURH Advisor
 - RA Conference Chair(s)



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

- Annual VIRGINIA STUDENT SERVICES Conference Co-Chair
 - Annual VIRGINIA STUDENT SERVICES Conference Program Chair
6. Oversees fiscal management.
 7. Convenes the Governing Council a minimum of four times a year.
 8. Convenes ad hoc sessions of the Executive Board for purposes of conducting business or financial matters requiring immediate attention between scheduled Governing Council meetings.
 9. Coordinates the annual submission of goals and reports for all Governing Council members.
 10. Prepares and presents an annual report outlining the status of goals for the annual business meeting.
 11. Maintains regular contact with members through listserves, Regional Ambassadors, and personal contact.
 12. Updates and maintains the Policy Manual.
 13. Performs other duties as necessary.
 14. Complies with General Expectations of Governing Council Members.

Eligibility Requirements:

Must meet all requirements of the President Elect.

C. Past President

Summary:

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.

Position Responsibilities:

1. Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart.
2. Serves as the chair for annual Awards and Scholarships Committee.
3. Assists the President with orientation and goal setting for the year.
4. Serves as the Annual Conference Co-Chair in the event the position is vacant.
5. Performs other duties as necessary.
6. Complies with General Expectations of Governing Council Members.

Eligibility Requirements:

Must meet all requirements of the President Elect.

D. Business Manager

Summary:

The Business Manager is an elected position serving a two (2) year term.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Position Responsibilities:

1. Collects and disburses the funds of the organization as authorized by the Executive Board or Governing Council according to the Finance Policies.
2. Initiates discussion with the Executive Board regarding financial matters.
3. Creates and publishes an annual budget as approved by the Governing Council.
4. Presents the financial report to the organization at Governing Council meetings.
5. Prepares an annual submission of goals for this position.
6. Prepares and presents an annual report outlining the status of goals for the annual business meeting.
7. Complies with General Expectations of Governing Council Members.
8. Serve as Registered Agent. Maintain VACUHO's non-stock incorporation status and annual registration to solicit contributions in the state.

E. Secretary/Historian

Summary:

The Secretary/Historian is an elected position serving a two (2) year term.

Position Responsibilities:

1. Maintains minutes and reports of all organizational activities.
2. Organizes and submits electronic copies of photographs, programs, organizational charts, previous constitutions, minutes, reports, etc. to the Technology Coordinator for posting and archiving.
3. Creates and maintains a calendar of VACUHO events.
4. Assists Governing Council members with correspondence including mailings to new professionals in the state, informational pieces or emails to VACUHO members.
5. Records the voting at Governing Council and Business meetings.
6. Prepares promotional pieces for VACUHO membership, committees, appointments and officer opportunities.
7. Edit all documents/articles for clarity/grammar/content.
8. Prepares and submits quarterly report on VACUHO activities for submission to the SEAHO report.
9. Performs other duties as necessary.
10. Complies with General Expectations of Governing Council Members.



POLICY MANUAL

F. SEAHO Representative/Editor:

Summary:

The SEAHO Representative/Editor is an elected position serving a two (2) year term.

Position Responsibilities:

1. Solicits articles for the SEAHO report on behalf of the state of Virginia.
2. Solicits programs for the SEAHO conference from the state membership.
3. Solicits nominations for SEAHO awards.
4. Encourages nominations for SEAHO service awards from each VACUHO member institution.
5. Attends the mid-year SEAHO Governing Council meeting.
6. Represents Virginia to SEAHO.
7. Disseminates SEAHO information to the VACUHO membership.
8. Attends the annual SEAHO conference and chairs the state caucus.
9. Acts as resource to the state membership on all SEAHO related business/services.
10. Performs other duties as necessary.
11. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

- Two years of full-time housing or residence life experience within the SEAHO region or related professional organizations.

G. Technology Coordinator

Summary:

The Technology Coordinator is an elected position serving a two (2) year term.

Position Responsibilities:

1. Develops and maintains the organization's website, to include hosting, domain registration, content, and layout/design of the site.
2. Oversees existing VACUHO listserves.
3. Stays abreast of current technology in order to advise the Governing Council on the best uses of technology for the organization.
4. Oversees the VACUHO membership directory on the website.
5. Archives electronic copies of photographs, programs, organizational charts, previous constitutions, minutes, reports, etc. in cooperation with the Secretary/Historian.
6. Assisting in the recruitment and transition of a Technology Coordinator successor.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

7. Recruits and solicits members to serve on a Technology Team (if deemed necessary).
8. Performs other duties as necessary.
9. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

- Institutional support for Information Technology needs.

H. Chief Housing Officer (CHO) Representative

Summary:

The CHO Representative is an appointed position by the president. The CHO Representative serves for a one (1) year term.

Position Responsibilities:

1. Represents the interests of CHOs across Virginia on the VACUHO Governing Council.
2. Corresponds with Virginia CHOs as directed by the President for purposes of communication, surveying or research.
3. Works with the Technology Coordinator to ensure an accurate CHO members list.
4. Serves on the VIRGINIA STUDENT SERVICES program committee to help foster an enticing conference for CHOs.
5. Facilitates the CHO roundtable discussion at the VIRGINIA STUDENT SERVICES conference.
6. Advises the VACUHO Governing Council on issues related to CHOs.
7. Performs other duties as necessary.
8. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

- The CHO Representative must be currently serving at the director level in a Virginia housing or residence life program.

I. VACURH Advisor

Summary:

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.

Position Responsibilities:

1. Serves as liaison between VACURH and VACUHO.
2. Encouraged to submit quarterly reports regarding the work and progress of VACURH.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

3. Encourage VACURH Board attendance to the Annual VACUHO/ VASPA Conference and the VACUHO RA Conference.
4. Performs other duties as necessary.
5. Complies with General Expectations of Governing Council Members.

J. RA Conference Chair

Summary:

The RA Conference Chair is appointed by the Chief Housing Officer of the host institution to serve a one (1) year term.

Position Responsibilities:

1. Recommends a date for the conference to the Governing Council.
2. Coordinates meeting location, meals, programs, budget, marketing, accommodations, award nominations, registration and entertainment for the conference.
3. Manages finances and prepares conference budget.
4. Advises VACUHO by the spring meeting if \$500 seed money is required.
5. Provides VACUHO with a post conference report to include budget and conference overview.
6. Forwards all conferences proceeds to VACUHO within 60 days after the close of the conference.
7. Assists in the transition of the incoming RA Conference Chair.
8. Performs other duties as necessary.
9. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

- The RA Conference Chair must be employed full time by a Virginia housing program.

K. Graduate Student Representative

Summary:

The Graduate Student Representative is appointed by the President to serve a one-year (1) term.

Position Responsibilities:

1. Provides input and perspective to the decisions of the VACUHO Governing Council as it affects graduate students that work in the area of housing and residence life.
2. Works with the Technology Coordinator to establish communication with housing and residence life graduate students in Virginia.
3. Facilitates the graduate student roundtable discussion at the VIRGINIA STUDENT SERVICES conference.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

4. Performs other duties as necessary.
5. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

- The Graduate Student Representative must be enrolled as a full-time degree seeking masters or doctoral student in a college student personnel program or related discipline at a college or university in Virginia.

L. Regional Ambassadors

Summary:

The Regional Ambassadors are appointed by the President for a two-year (2) term. There are five (5) Regional Ambassador positions: Northern, Southeastern, Central and Southwestern and Capital. The purpose of these positions is to establish good relationships with member institutions, reach out to those institutions going through transition and/or not involved, and provide a point of contact for institutions.

Position Responsibilities:

1. Upon appointment, meets with the Past President to assess the institutions in the region. A list of institutions needing site visits will be created. Other institutions, that are involved and have recently been visited, will not need a site visit during that year.
2. Sends a letter to ALL institutions in region, announcing who they are, their role, and their purpose.
3. Maintains a log of contacts including, person, dates, and times to ease transition in roles each year.
4. Corresponds with new housing and residence life professionals and graduate students in their region, welcoming them and promoting participation in VACUHO.
5. Works to keep communication flowing between the Governing Council and regional institutions.
6. Represents issues for each member institution in their region.
7. Encourages article submission, program proposals, and conference attendance.
8. Updates staff rosters for each member institution in their region.
9. Assists members with VACUHO's on-line services.
10. Helps member institutions understand the role of awards (RA Conference, VACUHO, SEAHO, etc.) and encourages nominations.
11. Helps to identify individuals in their region for service on VACUHO committees, officers and other appointments.
12. Performs other duties as necessary.
13. Complies with General Expectations of Governing Council Members.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Additional Eligibility Requirements:

- The RA should be a professional within the state committed to visiting other institutions and/or making contacts via phone and email. Before being appointed, RA must meet with Past President and submit a list of goals and tentative travel schedule.
- The regional ambassadors must have the support of their home institution to complete 1 to 10 site visits per year.
- Depending on the availability of funds, VACUHO will provide up to \$100 to reimburse for travel expenditures.
- Preference is given to individuals who are employed in the region they desire to represent.

	Southeastern	
Christopher Newport University	Norfolk State University	Virginia Wesleyan College
College of William & Mary	Old Dominion University	
Hampton University	Regent University	
	Capital	
Randolph Macon College	University of Richmond	Virginia State University
Saint Paul's College	University of Virginia	Richard Bland
Virginia Union University	Virginia Commonwealth University	
	Northern	
Bridgewater College	George Mason University	Marymount University
Christendom College	James Madison University	Shenandoah University
Eastern Mennonite University	Mary Baldwin College	University of Mary Washington
	Central	
Averett University	Longwood University	Southern Virginia University
Hampton-Sydney College	Lynchburg College	Sweet Briar College
Liberty University	Randolph Macon Women's College	Washington & Lee University
	Southwestern	
Bluefield College	Hollins University	University of Virginia's College at Wise
Emory & Henry College	Radford University	Virginia Intermont College
Ferrum College	Roanoke College	Virginia Tech
	Jefferson College	

M. Annual VACUHO Conference Chair:

Summary:

The Annual VACUHO Conference Chair is appointed by the President for a one (1) year term. This individual in this position works in collaboration with the Annual Conference Chair from VASPA on the combined Virginia Student Services Conference (VSSC) jointly sponsored by VACUHO and VASPA.

Position Responsibilities:

1. Negotiate and secure hotel conference accommodations.
2. Negotiate and secure conference meals.
3. Secure adequate meeting space.
4. Arrange entertainment as necessary for the association.
5. Coordinate associate activity.
6. Coordinate the printing and mailing of the annual conference program and other materials related to the conference.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

7. Coordinate conference registration.
8. Coordinate printing, distribution, collection, and tabulation of the comprehensive conference evaluation.
9. Coordinate the collection and awarding of complimentary gifts in consultation with the program committee.
10. Arrange for keynote speaker(s).
11. Works closely with the program committee chair.
12. Prepares a summary of events, programs, speeches, etc. from the Virginia Student Services conference as a resource to future conference chairs.
13. Performs other duties as necessary.
14. Complies with General Expectations of Governing Council Members.

Additional Eligibility Requirements:

1. The annual conference co-chair must have completed a minimum of one year as a member of the Virginia Student Services conference planning committee.

N. Annual Conference Program Co-Chair:

Summary:

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.

Position Responsibilities:

1. Works to encourage programs on diversity and multiculturalism at the annual conference.
2. Works closely with the program co-chair from VASPA.
3. Solicits program proposals.
4. Selects a slate of programs that provides a good representation of housing and residence life focused sessions.
5. Performs other duties as necessary.
6. Complies with General Expectations of Governing Council Members.

O. Members At-Large

Summary:

The Members At-Large are appointed by the President for a one-year (1) term. There are typically no more than five (5) Members At-Large serving on any given year. This position is meant to serve as an introduction to the organization and as preparation for leading committees and/or holding governing council positions in the future.

Position Responsibilities:



POLICY MANUAL

1. Attend all governing council meetings.
2. Assist with the logistics and planning of locations for governing council meetings.
3. Work with committees on various projects as needed.
4. Assist with special projects as needed.

IV. Committees:

A. Professional Development:

Summary:

The Professional Development Committee Chair is appointed by the President for a one (1) year term.

Position Responsibilities:

1. Coordinates the Colleague Connection, a mentor program at the annual conference.
2. Works with the Regional Ambassadors to assure timely and accurate information is available on the Institutional Resource Guide.
3. Works with Regional Ambassadors to encourage member institutions to arrange site visit opportunities among Virginia colleges and universities.
4. Serves on the Annual Conference Program Committee encouraging programs that address the specific needs of housing and residence life.
5. Assists with the coordination of regional and/or state drive-in workshops as directed by the Governing Council.
6. Performs other duties as necessary.
7. Complies with General Expectations of Governing Council Members.

B. Awards and Scholarships:

Summary: The Awards and Scholarships Committee is chaired by the Past President.

Position Responsibilities:

1. Distributes information regarding the awards and scholarships.
2. Encourages nominations from all member institutions through the regional ambassadors.
3. Works with the Technology Coordinator and the Secretary/Historian for the archiving and posting of previous award recipients.
4. Works to encourage submissions of service awards from each institution.
5. Establishes award nomination deadline, minimally one (1) month prior to the annual conference.
6. Contacts Past Presidents to serve on the awards committee assuring an odd number of committee members to avoid ties in the voting process.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Members of the Awards Committee must be in place at least two (2) months prior to the annual conference.

7. Works with the Annual Conference Program Co-Chair and the Annual Conference Co-Chair to schedule the presentation of the awards during the conference.
8. Writes the presentations with an explanation of the award as well as the background of the recipients. Appoints various members of the Governing Council to make the presentations.
9. Purchases appropriate items that will signify the awards in coordination with the Business Manager.
10. Make presentations of VACUHO service pins to Governing Council members and Committee Chairs during the annual conference.
11. Collects scholarship applications and selects recipients.
12. Informs scholarship recipients, in writing being sure the Technology Coordinator is apprised for purposes of electronic archiving.
13. Coordinates with the Business Manager for the awarding of any scholarship funds.

V. Meetings:

A. Governing Council

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

Preferably, Regional ambassadors will assist in arranging hosting institutions for the four meetings so that each meeting will be held in a different region of VACUHO.

At least $2/3$ of filled positions must be in attendance at a Governing Council meeting in order to conduct official organizational business and in accordance with organizational voting policies. **Each Governing Council member is required to attend 3 out of 4 meetings.** Failure to meet this expectation may result in removal from office. The President will initiate a review when appropriate and removal will occur in accordance with voting policies.

B. Annual Conference Business Meeting

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

This meeting should be held at some point during the annual conference at which time the general membership will hear annual reports from elected positions as well as vote on constitutional changes, new initiatives, investment strategies and the election of new officers.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Each member institution must send at least one representative from their school to serve as the voting member during this business meeting. The representative is generally the Chief Housing Officer or his/her designee. At a point in time during the conference and prior to the business meeting, the voting representative will self-identify to the President-Elect and receive voting information and a placard.

Due to the nature of the business meeting, there is no minimum number of schools that need to be present in order to conduct VACUHO business. An institution may submit a request to the business manager at least 24 hours in advance of the meeting to vote by proxy.

C. Committee Meetings

According to the constitution, the following are functioning committees of VACUHO:

The Professional Development Committee
The Awards and Scholarships Committee

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

VI. Voting Policies:

A. Executive Voting Policies:

A minimum of 2/3 of the filled Governing Council members must be present at one of the meetings in order to have a quorum to vote.

Voting members of the Governing Council include the following: President, President Elect, Past President, Business Manager, Secretary/Historian, SEAHO Representative, Technology Coordinator, CHO Representative, Graduate Student Representative, Regional Ambassadors, and Committee Chairs.

Of the 2/3 quorum needed to vote, a simple majority vote is needed for a motion to pass.

B. Electronic Voting Option:

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.



POLICY MANUAL

C. Electronic Institutional Membership Listserve Voting Option:

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 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.

D. General Membership 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 President-Elect. The vote can be made via email, verbally via phone, or in writing. At the appropriate time, the President-Elect 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.

VII. VACUHO 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 this policy manual.

All interested members may self-nominate or be nominated by a colleague.

The following table outlines the year in which the Governing Council will have position vacancies based on term of office:



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Odd Years	Even Years
President – Elect	President – Elect
Business Manager	Secretary/Historian
Technology Coordinator	SEAHO Representative/Editor

The member institutions at the annual conference elect the following Governing Council positions:

- The President –Elect
- The Business Manager
- The Secretary/Historian
- The Technology Coordinator
- The SEAHO Representative/Editor

The President appoints the following positions:

- Chief Housing Officer Representative
- Graduate Student Representative
- The Regional Ambassadors
- The Professional Development Committee Chair
- The Annual Conference Chair
- The Members At-Large

The following positions are invited by the President to attend Governing Council meetings:

- The VACURH Advisor
- The RA Conference Chair
- The Annual Conference Program Co-Chair(s)

VIII. Nominations:

The President-Elect will establish and publish a deadline for the submission of nominations.

Nominations will be submitted to the President-Elect.

All candidates shall submit the following to the President-Elect by the deadline:

1. A statement of intent and experience for the position, which should include proposed goals of the candidate.
2. Current résumé.
3. A written acknowledgement from the candidate’s direct supervisor or Chief Housing Officer.

All candidates’ statements of intent will be distributed to each institution’s voting member, will be posted to the VACUHO website and distributed via the list serve.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Each candidate will be introduced during the business meeting at the annual conference and will be provided with 5 minutes each to address the members.

Voting will take place by secret ballot and in accordance with the organizational voting procedures outlined in the voting section of this policy book.

Officer election results are announced at the end of the business meeting and will be announced to the association during the closing luncheon at the annual conference.

If a vacancy occurs in any Governing Council position, the remaining council members shall decide by majority vote the appropriate course of action. The Executive Board may appoint a replacement for one year or the remainder of the term.

IX. Finance Policies:

A. Fiscal Year

The Fiscal year for VACUHO will be from January 1st through December 31st.

B. Bank information

VACUHO has accounts with Bank of America. This includes a checking account. The Business Manager will bring the monthly statements to all Governing Council meetings. The Business Manager has the authority to open new accounts and to transfer money from account to account with the approval of the President-Elect.

C. Signature authority

The Business Manager, President and President-Elect of VACUHO shall have signature authority on all VACUHO accounts and financial investments. It is the responsibility of the current or outgoing Business Manager to coordinate the signature authority process immediately following elections and or appointments to these positions.

D. RA Conference Host Policies

The host committee can request seed money up to \$500 from VACUHO. Any request will need to be approved by the Governing Council.

There is a 90-day closing requirement (this includes seed money).

E. Investment procedures/approval

All investment decisions should be prudent for the VACUHO organization. Purposes for investing are as follows:



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

- To provide funding for professional and educational development through grants and scholarships;
- To offer VACUHO financial stability;
- To use the current revenue to contribute positively to the VACUHO membership.

F. Investment Policies:

The Business Manager will investigate investment options and make recommendations to the Governing Council for approval. The President-Elect, Business Manager and President must approve all investments in writing.

All investments and VACUHO operating budgets will be reviewed once each year as directed by the President.

G. Request for reimbursement:

Any individual or group requesting reimbursement from the VACUHO organization's funds must submit the following form (available on the VACUHO website at www.vacuho.org) to the Business Manager at least two weeks prior to the issuing of a check. All reimbursement requests must fit within one of the specified account line items from the fiscal year's approved budget.

H. Tax Exempt Status (EIN # 20-5933180)

Organizations apply to IRS/Federal Government for "501c tax exempt status" to be exempt from federal taxes. (There are 28 different types/numbers of 501(c) organizations). Tax exempt organizations (501c's) must register to receive "not-for-profit status" from the state so they do not pay sales tax. Not-for-profit status requires 501(c) recognition from the IRS.

ACUHO-I is a 501(c)(6) organization with a 501(c)(3) charitable fund/foundation. "A 501(c)(6) organization is an association of persons having some common business interest, the purpose of which is to promote that common interest and not to engage in a regular business of a kind ordinarily carried on for-profit." (IRS Pub.557). VACUHO would likely be considered a 501(c)(6) organization similar to ACUHO-I. ACUHO-I has an outside accountant and auditor to check its books and file the organization's taxes.

SEAHO has not applied for 501(c) recognition and does not have a 501(c)(3) charitable foundation. It does not have an outside accountant or auditor.

1. VACUHO does not make enough purchases for sales tax savings to be significant.
2. Donors can already write off their donations to VACUHO or the VACUHO RA conference as an advertising expense. They don't seem to be asking for the tax deduction.
3. To become a 501c organization and have a charitable foundation, VACUHO would need to rewrite its constitution to the 501c application using special language about distributing funds to another 501(c)(3) organization in the event of VACUHO's



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

dissolution. (SEAHO could not receive VACUHO's funds because it does not have 501(c)(3) status.

4. If VACUHO becomes a 501(c) organization, VACUHO's accounts would be under greater scrutiny by the IRS and require additional disclosure/reporting. Hiring an accountant/tax professional would be necessary (to document charitable donations for donors to "write-off" their donations, file taxes, prepare books for public inspection, etc.).
5. One estimate for a tax lawyer/firm to process VACUHO's 501(c) application is \$3,000 PLUS \$300-\$750 application fee and a 50% retainer (as of June 2007).

Based on all of this information, it is not necessary or reasonable for VACUHO to seek tax- exempt status. If VACUHO's gross annual receipts are \$25,000 or more, we are required to file an informational 990 or 990EC. Under \$100,000 file 990EC



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

VACUHO

Request for Reimbursement

Date of Request: _____/_____/_____

Date Approved: _____/_____/_____

Individual Requesting Reimbursement: _____

Make Check Payable to: _____

Mail Check to: _____

Amount of Check: \$_____.

Purpose of Expense: _____

Approval of Executive Council Member: _____
(Signature)

Please Attach Receipts and Forward to:
Jerry Roeder, Business Manager
Virginia Association of College and University Housing Officers
1 University Place
Newport News, VA 23606
Phone: (757)594-7125
Fax: (757) 594-7505
Email: jroeder@cnu.edu

For Business Manager's Use:

Date Request Received: _____/_____/_____

Fund Account: _____

Date Check Mailed: _____/_____/_____



POLICY MANUAL

Check Number: _____

X. RA Conference:

It is suggested that the VACUHO RA Conference location rotate through the four Virginia Regions:

- 2005/2009, Southwest
- 2006/2010, Central
- 2007/2011, Southeast
- 2008/2012, Northern
- 2009/2013, Capital

XI. Scholarships:

The Business Manager will maintain a separate account for scholarship funds. All activities in this account will be reported at the governing council meetings. Each year, VACUHO will budget for and transfer funds from the VACUHO general operating budget to the scholarship funds in the amount to match the VACUHO portion of proceeds from the annual silent auction. Matching funds from the VACUHO operating budget for this purpose will not exceed \$500 in each fiscal year.

A. VIRGINIA STUDENT SERVICES CONFERENCE FEE SCHOLARSHIP

The deadline for scholarship consideration is the first Friday in October

Program Guidelines

- VACUHO will offer an Annual Conference Fee Scholarship to up to 5 delegates.
- Recipient selection is the responsibility of VACUHO's governing council.
- The selection process will be supervised by VACUHO's Awards and Scholarship Committee.
- The Governing Council of VACUHO will establish criteria for eligibility and selection. The criteria are as follows:

Eligibility

1. Eligibility shall be limited to:
 - a. New or renewing professionals (first through third years), or
 - b. Entry level persons, or
 - c. Interns and graduate students
2. Related Conditions:
 - a. Ideally, there will be one scholarship recipient per region.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Selection of recipients should represent both public and private institutions.

Successful candidate(s):

1. Must have shown personal initiative to pursue a career in housing and residence life and demonstrated competence such as the following:
 - a. S/he has sought to broaden his/her own base of professional understanding through participation and involvement in other organizations.
 - b. S/he has sought to be a contributing member of the student affairs department by participating in both institutional and departmental committees.
 - c. S/he has been an outstanding advisor to both students and student groups.
 - d. S/he has sought to broaden his/her own understanding of diverse student needs.
2. Must submit an application to the Awards and Scholarship chair by the prescribed deadline. Applications must include:
 - a. A letter indicating why s/he is applying.
 - b. A current resume.
 - c. A one page letter of support from his/her Chief Housing or Student Affairs Officer and/or professor
3. Must be available to attend the annual conference and willing to participate in a Peer Mentor Program.
4. Must be willing to submit an account of his/her conference experience to the VACUHO President following the conclusion of the conference. The summary will be made available for possible publication.

For more information on awards and recognition please contact VACUHO's Past-President.

B. VACUHO RA CONFERENCE FEE SCHOLARSHIP

The deadline for scholarship consideration is the first Friday in October

Program Guidelines

- VACUHO will offer an RA Conference Fee Scholarship to up to 5 delegates.
- Recipient selection is the responsibility of VACUHO's governing council.
- The selection process will be supervised by VACUHO's Awards and Scholarship Committee.
- The Governing Council of VACUHO will establish criteria for eligibility and selection. The criteria are as follows:



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

Eligibility

1. Eligibility shall be limited to:
 - a. RAs who are currently employed at a Virginia college or university
 - b. RAs who are either new or returning
2. Related Conditions:
 - a. Ideally, there will be one scholarship recipient per region.

Selection of recipients should represent both public and private institutions.

Successful candidate(s):

1. Must demonstrate commitment and motivation to the RA position and related responsibilities:
 - a. S/he has sought to broaden his/her own base of understanding through participation and involvement in their department and/or residence hall.
 - b. S/he has demonstrated a commitment to creative and effective programming.
 - c. S/he strives to understand and support the mission of the department.
 - d. S/he has been an outstanding advisor to students.
 - e. S/he has sought to broaden his/her own understanding of diverse student needs.
2. Must demonstrate institutional support for both the scholarship and attendance at the conference:
 - a. A letter indicating why s/he is applying.
 - b. A one page letter of support from his/her supervisor.
3. Priority consideration will be given to those applicants from institutions at which members do not currently attending the RA conference.

For more information on awards and recognition please contact VACUHO's Past-President.

C. REGIONAL ENTRY LEVEL INSTITUTE FEE SCHOLARSHIP

The deadline for scholarship consideration is the first Friday in April

Program Guidelines

- VACUHO will offer a RELI Fee Scholarship to up to 5 delegates.
- Recipient selection is the responsibility of VACUHO's governing council.
- The selection process will be supervised by the VACUHO's Awards and Scholarship Committee.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

- The Governing Council of VACUHO will establish criteria for eligibility and selection. The criteria are as follows:

Eligibility

1. Eligibility shall be limited to:
 - a. Entry level professionals (first through third years).
 - b. Individuals currently working in housing and residence life in a Virginia college or university.
2. Related Conditions:
 - a. Ideally, there will be one scholarship recipient per region.
 - b. Reimbursement will be made to attendee after successful completion of the institute and submission of written response to Past President.

Selection of recipients should represent both public and private institutions.

Successful candidate(s):

1. Must have shown personal initiative to pursue a career in housing and residence life and demonstrated competencies such as the following:
 - a. S/he has sought to broaden his/her own base of professional understanding through participation and involvement in other organizations.
 - b. S/he has sought to be a contributing member of the student affairs department by participating in both institutional and departmental committees.
 - c. S/he has been an outstanding advisor to both students and student groups.
 - d. S/he has sought to broaden his/her own understanding of diverse student needs.
2. Must submit an application to the Awards and Scholarship chair by the prescribed deadline. Applications must include:
 - a. A letter indicating why s/he is applying.
 - b. A current resume.
 - c. A one page letter of support from his/her Chief Housing Officer.
3. Must be available to attend the regional entry level institute.
4. Must be willing to submit an account of his/her the institute experience to the VACUHO Past President following the conclusion of the institute. The summary will be made available for possible publication.

For more information on awards and recognition please contact VACUHO's Past-President.



POLICY MANUAL

D. SCHOLARSHIP REVIEW PROCEDURES

There is a maximum number of scholarships budgeted per year by VACUHO for each category. If, for any scholarship, there are the maximum or less than maximum number of complete, qualified applications, the Past President may recommend to the Governing Council elected body to award all scholarship applications without a formal review committee. However, if there are MORE scholarship applications for any category than the maximum number outlined in this policy manual, the past president MUST convene a review committee. The committee, unless otherwise noted, should consist of the following Governing Council Members:

1. Past President (Chair)
2. Members at Large
3. President Elect
4. Business Manager
5. Technology Coordinator
6. Secretary/Historian
7. SEAHO Editor/Representative

XII. VACUHO Awards

The Professional of the Year Award was first given in 1990 by the Virginia Association of College and University Housing Officers. In 1992 the program was revised to recognize the Outstanding New Professional and the member making the Outstanding Contribution to VACUHO. Additionally, VACUHO service awards were made available so that each institution may recognize one staff member who represents superior performances in support of housing/residence life endeavors on campus.

XII. VACUHO Awards

The Professional of the Year Award was first given in 1990 by the Virginia Association of College and University Housing Officers. In 1992 the program was revised to recognize the Outstanding New Professional and the member making the Outstanding Contribution to VACUHO. Additionally, VACUHO service awards were made available so that each institution may recognize one staff member who represents superior performances in support of housing/residence life endeavors on campus.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

A. General Information

Nominations for VACUHO Awards for Professional Excellence are being accepted for presentation and recognition at the annual conference. ANY member of the organization may nominate a fellow member for the Outstanding Professional, New Professional, or Contribution to VACUHO awards.

Please write a letter of nomination and provide information detailing the supporting criteria for each nomination. Your name, position, institution, and contact phone number should be provided.

Questions regarding the nomination process can be directed to the Past President.

B. Outstanding Professional

- Must be currently employed (at time of award presentation) at a post-secondary institution in Virginia. Exception to this would be if the individual has retired from his/her position since the previous conference.
- Must have worked in housing/residence life profession for a minimum of five (5) years.
- Must demonstrate leadership in one or more of the following areas:
 - Implementation of creative programs
 - Supervision/development of staff
 - Teaching
 - Research
 - Mentoring new professionals, para-professionals, fellow employees, and colleagues
- Professional involvement in appropriate regional, state, national organization (SEAHO, ACUHO-I, NASPA, VASPA, ACPA, APPA, National Executive Housekeepers Assoc., etc.)
- Must demonstrate and support ethical principles and standards for College and University Student Housing Professionals.

C. The Pam Winfrey New Professional Award

This award is named for Pamela Winfrey, retired, Director of Facilities and Services at Virginia Tech. Due to Ms. Winfrey's years of service to students at Virginia Tech, to VACUHO (serving as President of the organization), and to her dedication to encouraging new professionals to develop their skills, continue their education either informally or formally, and in encouraging active participation in the VACUHO organization, this award was named in her honor in 2003.



Virginia Association of College & University Housing Officers (VACUHO)

POLICY MANUAL

- Must have worked in housing/residence life capacity for four (4) years or less in a full-time role. Work experience is not restricted to work within the state of Virginia, but most recent work must be at a post-secondary institution within Virginia.
- Must demonstrate achievement in one or more of the following areas:
- Portrays examples of outstanding performance
- Provides leadership in development and implementing new services or programs
- Demonstrates commitment to professional standards, as represented by ACUHO-I statements
- Actively pursues continued professional development
- Engages in activity that is creative, unique, or innovative.

D. Outstanding Graduate Student

Must be a currently enrolled graduate or doctoral student at a Virginia Institution.

Must have demonstrated involvement in one or more of the following areas during their graduate or doctoral studies:

- Planning and/or presenting programs either on the campus level or at a Housing/Residence Life related professional conference.
- Attendance and/or involvement in a Housing/Residence Life related professional organization, including attendance at an annual conference and involvement in a committee.
- Submitting an article for to a Housing/Residence Life related professional publication.

E. Outstanding Contribution to VACUHO

- Must be a member of VACUHO, having been employed in a housing/residence life capacity at a post-secondary institution in Virginia for more than 12 months.
- Must have made a significant contribution to the growth and development of the VACUHO organization through one or more of the following:
- Participation on committees
- Attendance at VACUHO events/representation of organization at other professional meetings
- Demonstrated leadership in housing/residence life field



POLICY MANUAL

- Innovated practices to promote professional development of VACUHO colleagues

F. VACUHO Service Awards

Chief Housing Officers at each college and university are encouraged to nominate one staff member per school to receive an award for service excellence. When deemed appropriate, this nomination can represent superior performance of either a housing/residence life staff member OR a representative from the larger campus community who has been supportive of the housing/residence life endeavors on the campus.

Recognition will be provided in the annual conference program and a certificate will be provided for the Chief Housing Officer to present the individual.

G. VACUHO Career Achievement Awards

At the annual conference, recognition will be given in the program and by certificate to each member who has retired since the previous conference. Chief Housing Officers are encouraged to provide names, positions, retirement date and length of service. This recognition is for any staff member working in a full-time capacity within a housing/residence life program.

H. Best of VACUHO

Any presenter at the annual conference can request to have their program reviewed for the Best of VACUHO Award. The program will be evaluated on a weighted scale based on the evaluations of the program. If selected, the presenter will receive a scholarship waiver to the SEAHO Conference and an automatic bid to present. If the presenter is unable to attend, the award would go to the next best presentation.

The award ONLY covers registration for the conference. The presenter must register for the SEAHO Conference and submit a check request to VACUHO Business Manager for reimbursement of registration fees.

I. Nomination Review Procedures

For all nominations, the Past President MUST convene a review committee. The committee, unless otherwise noted, should consist of the following Governing Council Members:

1. Past President (Chair)



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

2. Members at Large
3. President Elect
4. Business Manager
5. Technology Coordinator
6. Secretary/Historian
7. SEAHO Editor/Representative



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: RELI Scholarship Confirmation Letter

May 6, 2008

Bradley Webb
Marymount University

Dear Brad:

On behalf of the Virginia Association of College and University Housing Officers (VACUHO), it is my sincere pleasure to congratulate you on receiving one of our scholarships for the Regional Entry Leadership Institute (RELI), hosted by SEAHO. Young professionals have received a great deal from attending this retreat in the past and I hope you do as well.

We are pleased to award you \$150, the full cost of registration for the institute. Please remember that receiving this scholarship comes with some extra accountability on your end. At the conclusion of RELI, all scholarship recipients must be willing to submit an account of their experience to the VACUHO President, Ryan Brown (rbrown@regent.edu), within two weeks after completion. This should be a reflection of the experience, benefits received, etc. We also strongly encourage participants to consider presenting on this experience at the Virginia Student Services Conference November 19-21, 2008. Information about presenting is available online at www.virginiastudentservicesconference.org.

Again, congratulations! I have attached a VACUHO Reimbursement form to this letter. Please submit this after paying for the institute and VACUHO will reimburse up to \$150.

Best wishes. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Greg Naylor
Past President, VACUHO



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: Award and Scholarship Announcement, Summer

VACUHO (the Virginia Association of College and University Housing Officers) would like to start soliciting nominations for our annual awards early. VACUHO believes that one of the best services we can provide is recognition to the many professionals and graduate students throughout the commonwealth. To that end, we offer the opportunity to nominate peers for these awards that will be presented at the banquet at VSSC (shameless plug...November, 19-21, 2008, Wintergreen).

Please consider submitting a letter of nomination to us for one of the following awards. All nominations can be sent electronically via email to myself at nayor@lynchburg.edu or online at http://www.vacuho.org/vacuho_awards/awards_index.html.

Outstanding Professional
Pam Winfrey New Professional
Outstanding Graduate Student
Outstanding Contribution to VACUHO

For complete descriptions and criteria, please go to:
<http://www.vacuho.org/awards/guidelines.htm>.

Service Awards

Finally, VACUHO offers the opportunity to recognize that person at your institution and/or on your staff that each year, goes above and beyond the call of duty. VACUHO will present these service awards at the annual VACUHO Business Meeting at the VSSC. We need one name from the CHO of your department. That can be sent to me directly at nayor@lynchburg.edu.

Thanks so much all. Best wishes for a productive and relaxing summer!



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: Award and Scholarship Announcement, Fall

Dear Virginia Colleagues:

I hope that you are all doing well today!! Its that time of the year again to start taking nominations for the annual awards ceremony at the Virginia Student Services Conference (VSSC) in Wintergreen, VA. VACUHO believes that one of the best services we can provide is recognition to the many professionals and graduate students throughout the commonwealth. To that end, we offer the opportunity to nominate peers for these awards that will be presented at the banquet at VSSC (shameless plug...November, 19-21, 2008, Wintergreen, www.virginiastudentservicesconference.org).

Please consider submitting a letter of nomination to us for one of the following awards. All nominations can be sent electronically online at http://www.vacuho.org/vacuho_awards/awards_index.html.

Outstanding Professional
Pam Winfrey New Professional
Outstanding Graduate Student
Outstanding Contribution to VACUHO

For complete descriptions and criteria, please go to:
<http://www.vacuho.org/awards/guidelines.htm>.

Service Awards

Finally, VACUHO offers the opportunity to recognize that person at your institution and/or on your staff that each year, goes above and beyond the call of duty. VACUHO will present these service awards at the annual VACUHO Business Meeting at the VSSC. We need one name from the CHO of your department. That can be sent to me directly at nayor@lynchburg.edu.

Best wishes and get those nominations in!



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: VSSC Scholarship Confirmation Letter

October 6, 2008

Adam Williams
Christopher Newport University

Dear Adam:

On behalf of the Virginia Association of College and University Housing Officers (VACUHO), thank you for applying for the Virginia Student Services Conference Scholarship. We began this scholarship several years ago to ensure that more people could get the opportunity to attend the VSSC with the hopes of beginning a career in higher education administration.

This year, we have received far more applications than we have grants for. We are going to have some difficult decisions ahead and our committee has already begun reviewing applications. We will be in touch with you via email by October 17, 2008 and let you know of the decision.

Thank you again for applying. We look forward to seeing you at the VSSC. Best wishes!

Sincerely,

Greg Naylor
Past-President, VACUHO



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: Instructions for Scholarship Review Team

Dear Governing Council Review Team:

Ok guys, I did not hear from anyone that they could not participate so lets do this thing!
Here is the deal:

1. I will be sending separately several different emails with the applications as attachments. My apologies, but that seems like the only and best way to do this right now.
2. Please review all thoroughly. Remember, our basic criteria for ranking purposes is that the scholarships were designed for NEW professionals at typically under-represented institutions.
3. Rank all of the applications.
4. When ranked, go to our official survey monkey website (http://www.surveymonkey.com/s.aspx?sm=jvmnAllqzCEHJF48j3GCiA_3d_3d) and put in your rankings of ALL candidates. Once done, I will compile the average rank and the top five will receive awards. Since I have written a letter of recommendation for two of these I am not going to vote. I want to ensure that this is a fair process. If there is a tie, I will consult with the President to make the final decision.
5. That's it. Please finish Friday by 2 pm.

Thanks all!



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: RA Conference Scholarship Confirmation Letter

October 13, 2008

Danyelle Taylor
Ferrum College

Dear Danyelle:

On behalf of the Virginia Association of College and University Housing Officers (VACUHO), it is my sincere pleasure to congratulate you on receiving one of our scholarships for the VACUHO RA Conference hosted by Longwood University. I hope that you receive a great deal from this conference this year, as I know many of our students and staff does.

We are pleased to award you the full cost of registration for the conference. Please forward a copy of your registration for the conference to Jerry Roeder, Business Manager for VACUHO NO LATER than October 31, 2008. You can email Mr. Roeder at jroeder@cnu.edu. Once Mr. Roeder receives your confirmation, he will send a check to the RA Conference Planning Committee for your registration costs.

Please remember that receiving this scholarship comes with some extra accountability on your end. At the conclusion of the conference, all scholarship recipients must be willing to submit an account of their experience to the VACUHO President, Ryan brown (rbrown@regent.edu), within two weeks after completion. This should be a reflection of the experience, benefits received, etc.

Again, congratulations! Best wishes. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Greg Naylor
Past President, VACUHO



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Appendix: VSSC Conference Scholarship Confirmation Letter

October 14, 2008

Lauren Kinser
Virginia Intermont College

Dear Lauren:

On behalf of the Virginia Association of College and University Housing Officers (VACUHO), it is my sincere pleasure to congratulate you on receiving one of our scholarships for the Virginia Student Services Conference Scholarship. We began this scholarship several years ago to ensure that more people could get the opportunity to attend the VSSC with the hopes of beginning a career in higher education administration.

We are pleased to award you the full cost of registration for the conference. Please forward a copy of your registration for the conference to Jerry Roeder, Business Manager for VACUHO NO LATER than October 31, 2008. You can email Mr. Roeder at jroeder@cnu.edu. Once Mr. Roeder receives your confirmation, he will send a check to the VSS Conference Planning Committee for your registration costs.

Please remember that receiving this scholarship comes with some extra accountability on your end. At the conclusion of the conference, all scholarship recipients must be willing to submit an account of their experience to the VACUHO President, Ryan Brown (rbrown@regent.edu), within two weeks after completion. This should be a reflection of the experience, benefits received, etc.

Again, congratulations! Best wishes. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Greg Naylor
Past President, VACUHO



Virginia Association of College
& University Housing Officers (VACUHO)

POLICY MANUAL

Future Suggested Edits:

A. List of VACUHO RA Awards

Include if they are named for someone then explain why so we do not lose this information as time goes by.

VACUHO RA Conference Awards: Overall Job Performance, New Resident Assistant, Outstanding Programmer

Conference Spirit Awards: Overall Spirit, Roll Call, Banner, Display, Philanthropy

B. RA Conference Host and Annual Conference Chair

More detailed information for the RA Conference Host & the Annual Conference Co-Chair