



# Policy Manual

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## **I. VACUHO: The Organization**

### **A. Organization Name**

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

### **B. Mission**

The 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 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. Vision**

VACUHO aspires to be a model of service to all Virginia housing professionals. Through developing innovative environments and opportunities for mentoring/networking, intentional dialogue, and shared practices, we advance our profession.

### **D. Commitment to Diversity**

In accordance with the SEAHO region's commitment to diversity, VACUHO upholds the expectations and standards demonstrated in the SEAHO Diversity Statement, "We are inclusive... because being open to all people and perspectives allows us to have a greater positive impact."

### **E. 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.

### **F. Affiliations and Partnerships**

VACUHO is a state-based organization informally associated with the Southeastern Association of College and University Housing Officers (SEAHO) and the Association of College and University Housing Officers – International (ACUHO-I).

VACUHO plans and implements the annual Virginia Student Services Conference (VSSC) with NASPA-Virginia, and VACPA which includes providing leadership to the conference planning committee and sharing any profits from conference revenue.

## G. 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 their term.

## H. VACUHO Communications

VACUHO members have the opportunity to utilize the VACUHO listserv to communicate with one another, ask questions, and receive guidance. Additionally, the VACUHO listserv will be used by the Governing Council to communicate important information, events, and updates. To join the VACUHO listserv, members can send an email to: [sympa@lists.wm.edu](mailto:sympa@lists.wm.edu)

To subscribe to the VACUHO listserv: Send a message to [sympa@lists.wm.edu](mailto:sympa@lists.wm.edu) from the address you want to subscribe to the list.

1. In the subject line of your message, type in: subscribe VACUHO Your First name Your Last Name
2. Leave the message body blank.

The VACUHO listserv is a great place to share position postings, conference updates, and pose conversation topics. To send an email or post to the VACUHO Listserv:

1. From the email address in which you subscribed to the list, send a message to [vacuho@lists.wm.edu](mailto:vacuho@lists.wm.edu)

I removed all inactive emails from the listserv. If you transitioned out of your housing/residence life role or no longer wish to receive listserv emails, please follow the steps below to unsubscribe.

To unsubscribe from VACUHO listserv:

1. From the email address with which you subscribed to the list, send a message to [sympa@lists.wm.edu](mailto:sympa@lists.wm.edu).
2. In the subject line of your email, type: **unsubscribe VACUHO@lists.wm.edu**
3. Leave the message body blank.
4. Send the email.

The Virginia Senior Housing Officers (SHO) are included on a listserv, which includes all SHOs in Virginia. To be included on this listserv, please contact the Senior Housing Officer Representative directly.

## **II. Organization Governing Council & Structure**

### **A. Governing Council Membership**

The Governing Council is comprised of all elected and 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.

### **B. Governing Council Meetings**

The Governing Council must convene a minimum of four times during the calendar year. During the Virginia Student Services Conference, an additional initial meeting may be held to address transition issues. The Governing Council is encouraged to meet virtually to maintain continuity of the organization.

### **C. General Eligibility for Governing Council Positions**

1. Currently employed as a housing and/or residence life staff member at a Virginia higher education institution
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 (one year, two year, or three year cycle dependent on position)

### **D. Expectations for VACUHO Governing Council Positions**

#### **Governing Council members:**

1. **Are expected to attend all Governing Council meetings.**
2. Will develop and implement Annual Goals, while also submitting updates and reports on goal progress.
3. Must understand the position requirements and responsibilities of all Governing Council positions and have a deep understanding of all VACUHO organizational documents.
4. Must positively represent VACUHO at all times.
5. Will develop and maintain documents and notes on position to assist in the transition of position successor
6. Must maintain a holistic view of diversity and human relations, which includes gender, ethnicity, race, age, ability, sexual orientation, religion, etc.

Failure to meet these expectations and requirements may result in removal from office by voting members of the Governing Council. The President will initiate a review when appropriate and removal will occur in accordance with voting policies.

### **E. Governing Council Positions**

#### **Voting Members of the Governing Council (Elected by Membership)**

- a. President-Elect
- b. President
- c. Past-President
- d. Assessment Coordinator
- e. Business Manager
- f. Marketing Coordinator
- g. SEAHO State Representative
- h. Secretary

**Voting Members of the Governing Council (Appointed by President),**

- a. Drive In Conference Chair
- b. Graduate Student Representative
- c. Historically Black College and University (HBCU) Representative
- d. Large School Representative
- e. Senior Housing Officer (SHO) Representative
- f. Small School Representative

**Voting Members of the Governing Council (Appointed by Governing Council),**

- a. Student Leadership Advisor
- b. Virginia Student Services Conference Representative

**Non-Voting Invited Members of the Governing Council (Appointed by President)**

- a. SAGE
- b. Student Leadership Conference Chair

**F. Governing Council Reporting Structure**

The presidential positions assume responsibility for specific Governing Council members.

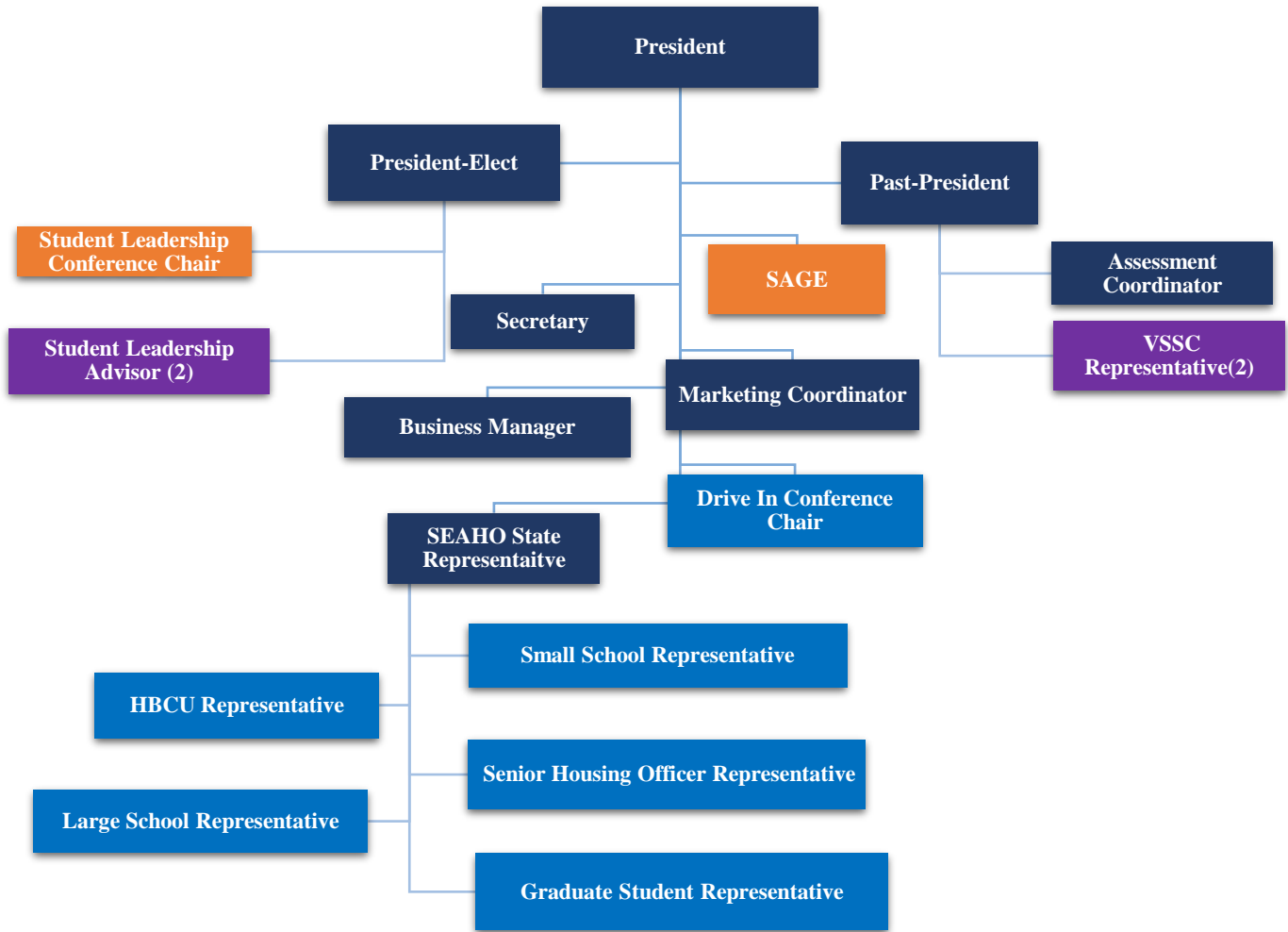
**President:** Past-President, President-Elect, Business Manager, SEAHO State Representative, Secretary, Marketing Coordinator, HBCU Representative, Large School Representative, Small School Representative, Graduate Student Representative, Senior Housing Officer Representative, Drive In Conference Chair and SAGE.

**President-Elect:** Student Leadership Conference Chair, Student Leadership Advisor(s)

**Past-President:** Assessment Coordinator and VSSC Representative(s).



## G. Governing Council Organizational Chart



Dark blue boxes denote elected voting members of the Governing Council. Light blue boxes denote 1 year appointed voting members and purple boxes denoted 2 year appointed voting members of the governing council. Invited and non-voting Governing Council members are in orange boxes.

### **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:**

- Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart.
- Chairs the Governing Council meetings and the Business meeting at the annual conference in absence of the President.
- Serves as the Elections Coordinator. Coordinates the voting process for elected positions as outlined in the General Membership Voting section of this manual.
- Works closely with the VACUHO President.
- Serves as the contact for individuals seeking involvement opportunities with VACUHO.
- Oversees the awards selection process for the VACUHO Student Leadership Presents awards at the VACUHO Student Leadership Conference.
- Solicits bids to host the annual VACUHO Student Leadership conference for the next two years as outlined in the VACUHO manual.
- Assists the President with orientation and goal setting for the year.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.
- Appoints as dictated by terms of service.  
Graduate Student Representatives

##### **Eligibility Requirements:**

- Served one year as a member of the Governing Council or equivalent experience.
- Must receive institutional support from their Senior Housing Officer.

#### **B. President**

##### **Summary:**

The position of President is filled by the President-Elect upon completion of their 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 senior 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:**

- Chairs the Governing Council meetings.
- Chairs the business meeting(s) at the annual conference.
- Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart.
- Appoints as dictated by terms of service:
  - Drive In Conference Chair

- HBCU Representative
- Large School Representative
- Small School Representative
- Senior Housing Officer Representative
- Extends invitations to non-voting members:
  - VACUHO Student Leadership Conference Chair
  - SAGE
- Oversees fiscal management.
- Convenes the Governing Council a minimum of four times a year.
- Convenes ad hoc sessions of the Governing Council for purposes of conducting business or financial matters requiring immediate attention between scheduled Governing Council meetings.
- Coordinates the annual submission of goals and reports for all Governing Council members.
- Prepares and presents an annual report outlining the status of goals for the annual business meeting.
- Maintains regular contact with members through listserv, emails, and personal contact.
- Updates and maintains the Policy Manual.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional 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 their term. The Past-President serves a one (1) year term.

**Position Responsibilities:**

- Orients, trains, and oversees all individuals holding positions as outlined in the organizational chart
- Serves as the chair for annual Awards and Scholarships Committee, which includes coordinating the nomination and selection process of awards and scholarships
- Assists the President with orientation and goal setting for the year
- Serves as the Virginia Student Services Annual Conference Representative in the event the position is vacant.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members
- Appoints as dictated by terms of service.
  - Virginia Student Services Representatives

**Additional 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.

**Position Responsibilities:**

- Collects and disburses the funds of the organization as authorized by the Governing Council according to the Fiscal Policies.
- Initiates discussion with the Governing Council regarding financial matters.
- Creates and publishes an annual budget as approved by the Governing Council.
- Presents the financial report to the organization at Governing Council meetings.
- Prepares an annual submission of goals for this position.
- Prepares and presents an annual report outlining the status of goals for the annual business meeting.
- Complies with General Expectations of Governing Council Members.
- Serves as Registered Agent. Maintains VACUHO's non-stock incorporation status and annual registration to solicit contributions in the state.
- Collaborates with the Secretary & Marketing Coordinator regarding VACUHO branded merchandise and online digital platforms such as the website, registered internet domain and payment systems.

**E. Secretary****Summary:**

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

**Position Responsibilities:**

- Maintains minutes and reports of all organizational activities and VACUHO governing documents.
- Organizes and submits electronic copies of photographs, programs, organizational charts, previous constitutions, minutes, reports, etc. to the Marketing Coordinator for posting and archiving.
- Records the voting at Governing Council and Business meetings.
- Edit all documents/articles for clarity/grammar/content.
- Perform other duties as necessary.
- Complies with General Expectations of Governing Council Members.
- Collaborate with the Business Manager & Marketing Coordinator regarding VACUHO branded merchandise and online digital platforms such as the website, registered internet domain and payment systems.

**F. (SEAHO) State Representative****Summary:**

The SEAHO Representative is an elected position serving a two (2) year term. This position will be elected in November but will not begin their term until the SEAHO Governing Council meeting in February.

**Position Responsibilities:**

- Solicits programs for the SEAHO conference from the state membership.
- Solicits nominations for SEAHO awards.
- Encourages nominations for SEAHO service awards from each VACUHO member institution.
- Attends the October and February SEAHO Governing Council meetings and submits detailed summaries to the VACUHO Governing Council.

- Serves as a liaison between the SEAHO and VACUHO Governing Council.
- Disseminates SEAHO information to the VACUHO membership through the listserv and at the annual VSSC conference.
- Attends the annual SEAHO conference and co-chairs the state caucus with the VACUHO President
- Submits a detailed report/re-cap of the annual SEAHO Conference to the VACUHO Membership.
- Maintains and updates the SHO listing on the SEAHO and VACUHO website by collaborating with the Digital Marketing Coordinator.
- Acts as a resource to state membership on all SEAHO related business/services.
- Establish good relationships with member institutions and support the appointed advisory membership representatives' team to enhance the professional development of the VACUHO Membership
- Perform other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- One year of full-time housing or residence life experience within the SEAHO region or related professional experiences.
- Must receive institutional support to attend SEAHO Mid-Year and annual SEAHO Conference.

**G. Marketing Coordinator**

**Summary:**

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

**Position Responsibilities:**

- Develops and maintains the organization's website, to include hosting, domain registration, content, and layout/design of the site.
- Stay abreast of current technology in order to advise the Governing Council on the best uses of technology for the organization.
- Assists with technology needs and requirements for meetings.
- Oversee the VACUHO membership directory on the website.
- Archives electronic copies of photographs, programs, organizational charts, previous constitutions, minutes, reports, etc. in cooperation with the Secretary and Business Manager.
- Develops and maintains the organization's social media accounts, to include maintaining accounts, creating and posting content, and other administrative duties as assigned.
- Monitors social media presence to maintain a positive digital image.
- Collaborate with the Business Manager and Secretary to ensure the proper use of the VACUHO branded merchandise and goods.
- Stays abreast of current social media & marketing trends to ensure relevancy.
- Recruits and solicits members to serve on a Marketing Team (if deemed necessary).
- Perform other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- Institutional support for Information Technology needs.

## H. Assessment Coordinator

### Summary:

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

### Position Responsibilities:

- Works with the Governing Council and membership to solicit and establish the assessment needs for each two-year term.
- Works in collaboration with the SHO Representative and Past President as deemed necessary by the established assessment needs.
- Reports appropriate data to Governing Council members for the SEAHO report or other documents/websites as necessary
- Reports appropriate data at the annual business meeting
- Coordinates with the Marketing Coordinator to post information related to assessment data and trends & issues.
- Complies with General Expectations of Governing Council Members.
- Performs other duties as necessary.

## I. Student Leadership Advisor(s)

### Summary:

The Student Leadership Advisor is appointed by the Governing Council serving a two (2) year term. The purpose of this position is to assist the President–Elect, Student Leadership Conference Chair, Graduate Student Representative with the planning and implementation of the VACUHO Student Leadership Conference and Student Leadership Certificate Program and oversee the recognition of student leaders who serve our residential students throughout Virginia.

### Position Responsibilities:

- Serves as liaison between residential student leaders such as Resident Assistants, Housing and Residence Life Student Staff, RHA,NRHH members and VACUHO Governing Council.
- Collaborate with the VACUHO Student Leadership Conference Chair, President-Elect, and Graduate Student Representative to plan and implement the Student Leadership Conference.
- Coordinates the award nominations for the VACUHO Student Leadership Conference.
- Select residential student leaders to enroll in the VACUHO Student Leadership Certificate Program.
- Implement a student leadership certificate program in which students earn a certificate of completion from the VACUHO.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

## J. Senior Housing Officer (SHO) Representative

### Summary:

The SHO Representative is appointed by the President. The SHO Representative serves for a one (1) year term.

### Position Responsibilities:

- Represents the interests of SHOs across Virginia on the VACUHO Governing Council.
- Corresponds with Virginia SHOs as directed by the Past President for purposes of communication, surveying or research.
- Works with the Marketing Coordinator to ensure an accurate SHO members list.
- Updates the staff directory and institutional reports on VACUHO Website.
- Facilitates the SHO roundtable discussion at the Virginia Student Services Conference.
- Coordinates the summer SHO Summits at the Drive in Conference.
- Promotes SHO attendance at the Virginia Student Services Conference and Drive in Conference.
- Advises the VACUHO Governing Council on issues related to SHOs.
- Works in collaboration with the Assessment Coordinator and Past President as deemed necessary by the established assessment needs.
- Performs other duties, as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- The SHO Representative must be currently serving at the executive/senior level in a Virginia housing or residence life program.

**K. Graduate Student Representative**

**Summary:**

The Graduate Student Representative is appointed by the President to serve a one-year (1) term. This appointment may be made based on the academic calendar.

**Position Responsibilities:**

- Provides input and perspective on the decisions of the VACUHO Governing Council as it affects graduate students that work in the area of housing and residence life.
- Facilitates the graduate student and new professional's roundtable discussion at the Virginia Student Services Conference or Summer Drive In Conference.
- Collaborates with the Student Leadership Advisor and President-Elect on the implementation of the Student Leadership Initiatives and Conferences.
- Coordinates in collaboration with the Student Leadership Conference Chair the Graduate School Higher Education Program Recruitment Fair at the Student Leadership Conference.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- The Graduate Student Representative must be enrolled as degree seeking masters or doctoral student in a college student personnel program or related discipline at a college or university in Virginia.
- Professionals who graduated within the last 3 years from a graduate program may serve in this role, but priority should be given to a current graduate student.

**L. Small School Representative**

**Summary:**

The Small School Representative is appointed by the President to serve a one-year (1) term. The purpose of this position is to establish good relationships with member institutions under 2999 beds and represent them during VACUHO meetings, discussions, and conferences.

**Position Responsibilities:**

- Upon appointment, meets with the President to assess the institutional communication.
- Creates a list-serv of institutions they represent and communicates regularly with those members.
- Serves in an advisory capacity to the President of VACUHO and the VACUHO Governing Council for their represented institutions.
- Works to keep communication flowing between the Governing Council and institutions.
- Represents concerns of each member institution.
- Encourages article submission, program proposals, and conference attendance.
- Updates staff rosters for each member institution.
- Helps member institutions understand the role of awards (Student Leadership Conference, VACUHO, SEAHO, etc.) and encourages nominations.
- Helps to identify individuals for service on VACUHO committees, as officers and in other appointments.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- The Small School Representative should be a professional from an institution with 2999 or fewer beds.

**M. Large School Representative**

**Summary:**

The Large School Representative is appointed by the President to serve a one-year (1) term. The purpose of this position is to establish good relationships with member institutions over 3000 beds and represent them during VACUHO meetings, discussions, and conferences.

**Position Responsibilities:**

- Upon appointment, meets with the President to assess the institutional communication.
- Creates a list-serv of institutions they represent and communicates regularly with those members.
- Serves in an advisory capacity to the President of VACUHO and the VACUHO Governing Council for their represented institutions.
- Works to keep communication flowing between the Governing Council and institutions.
- Represents concerns of each member institution.
- Encourages article submission, program proposals, and conference attendance.
- Updates staff rosters for each member institution.
- Helps member institutions understand the role of awards (Student Leadership Conference, VACUHO, SEAHO, etc.) and encourages nominations.
- Helps to identify individuals for service on VACUHO committees, as officers and in other appointments.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.



**Additional Eligibility Requirements:**

- The Large School Representative should be a professional from an institution with 3000 or more beds.

**N. HBCU Representative****Summary:**

The HBCU School Representative is appointed by the President to serve a one-year (1) term. The purpose of this position is to establish good relationships with member institutions that serve Historically Black Colleges and Universities (HBCUs) and represent them during VACUHO meetings, discussions, and conferences.

**Position Responsibilities:**

- Upon appointment, meets with the President to assess the institutional communication.
- Creates a list-serv of institutions they represent and communicates regularly with those members.
- Serves in an advisory capacity to the President of VACUHO and the VACUHO Governing Council for their represented institutions.
- Works to keep communication flowing between the Governing Council and institutions.
- Collects information regarding best practices and shares these best practices through various forms.
- Represents concerns of each member institution.
- Encourages article submission, program proposals, and conference attendance.
- Updates staff rosters for each member institution.
- Helps member institutions understand the role of awards (Student Leadership Conference, VACUHO, SEAHO, etc.) and encourages nominations.
- Helps to identify individuals for service on VACUHO committees, as officers and in other appointments.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

**Additional Eligibility Requirements:**

- The HBCU Representative should be a professional from an HBCU institution.

**O. Student Leadership Conference Chair****Summary:**

The Student Leadership Conference Chair is appointed by the President and confirmed by the Senior Housing Officer of the host institution to serve a one (1) year term.

**Position Responsibilities:**

- Recommend a date for the conference to the Governing Council.
- Coordinates meeting location, meals, programs, budget, marketing, accommodations, award nominations, registration, and entertainment for the conference.
- Updates and manages the VACUHO Conference website.
- Coordinates with the Website & Technology Coordinator to update the conference information on the VACUHO website.
- Manages finances and prepares conference budget.

- Advises VACUHO by the spring meeting if \$1500 seed money is required.
- Provides VACUHO with a post conference report to include budget and conference overview.
- Forwards all conference proceeds to VACUHO within 60 days after the close of the conference.
- Performs other duties as necessary.
- Complies with General Expectations of Governing Council Members.

#### **P. Virginia Student Services Conference Representative(s)**

**Summary:** The VSSC Representative(s) is an appointed by the Governing Council to the VSSC Leadership Team for a two-year (2) term.

##### **Position Responsibilities:**

- Works directly with the Representatives appointed by NASPA-VA and VACPA to provide leadership for the conference planning and implementation.
- Recruits VSSC Planning Committee Members from the VACUHO Membership, which should be divided among the sub-committees for the functional areas of the conference.
- Negotiate in partnership with the Past President the annual MOU signed by the associated organizations of VSSC. MOU must be signed by the VACUHO President.
- Provides VACUHO Governing Council with a post conference report.
- Empowered to enter associated conference contracts on behalf of VACUHO.

#### **Q. SAGE**

**Summary:** The Sage will be appointed by the President in consultation with the Governing Council for a (3) year term. This is a non-voting Governing Council position.

- The Sage will provide support, guidance, organizational memory, historical perspective, and continuity to the Governing Council.
- The Sage will serve as the VACUHO Archivist and provides appropriate care and maintenance for 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.
- The Sage will attend Governing Council meetings as a non-voting member and serve on the annual Awards and Scholarships Committee.
- In making the appointment, the President will consider how active in VACUHO the prospective Sage has been, how long they have worked at an institution in the VACUHO region, along with their knowledge of VACUHO history, traditions, and operations.

##### **Additional Eligibility Requirements:**

- The Sage will have been active in VACUHO a minimum of five years.

#### **R. Drive In Conference Chair**

**Summary:** The Drive In Conference Chair is appointed by the President for a 1 year term. The purpose of this position is to plan the annual Summer Drive In Conference.

- Works in collaboration with the President, Senior Housing Officer Representative, and host institution to plan the annual conference.

- Chairs the Drive In Conference Planning Committee. The planning committee may be developed by members affiliated and/or unaffiliated with the VACUHO Governing Council.
- Sets the meeting dates and times and selects the locations.
- Provides VACUHO Governing Council with a post conference report to include profit sharing and conference overview.
- Ensure that Drive In Conference remains an affordable conference.

**Additional Eligibility Requirements:**

- The Drive In Conference Chair should have the support of their Senior Housing Officer to host the Drive In Conference at their institution

**III. Annual VACUHO Business Meeting**

The general membership at the annual VACUHO business meeting. The annual occurs during the Virginia Student Services Conference (VSSC),The Business Meeting is generally held on Thursday of the conference.

During the business meeting, 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.

Each member institution must send at least one representative from its school to serve as the voting member during this business meeting. The representative is generally the Senior Housing Officer or their 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 President-Elect at least 24 hours in advance of the meeting to vote by proxy.

**IV. Voting Policies**

**A. Executive Voting Policies**

A minimum of 2/3 of the voting Governing Council members must be present at the meeting in order to have a quorum to vote. If a Governing Council member is unable to attend a pre-established meeting, they will be excused and not factored into the quorum calculation.

Voting members of the Governing Council include the following: President, President-Elect, Past-President, Business Manager, Secretary, SEAHO Representative, Marketing Coordinator, Assessment Coordinator, Student Leadership Advisors, SHO Representative, Graduate Student Representative, Small School Representative, Large School Representative, and HBCU Representative, Drive In Conference Chair, Student Leadership Conference Chair and VSSC Representatives

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

**B. Electronic Voting Option**

The President 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 email 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 email must abide by the same quorum requirements and voting protocol as stated above.

### **C. Electronic Institutional Membership Listerv Voting Option**

The President 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 email message the issue that needs feedback or discussion by the Senior 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. **Please note that changes to or deviations from the VACUHO Constitution and the VACUHO Policy Manual must first be approved by the VACUHO Governing Council before being presented to the member institutions.**

### **D. General Membership Voting**

For general membership voting, there is no minimum number of institutions that needs to be present in order to put a vote before the group. During general membership votes, each institution is permitted no more than one vote. In all voting matters, a simple majority vote is required to pass a motion.

In election voting, each member institution is entitled to one vote. A simple majority of the member institutions is required in order for a 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.

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 must be made via email. 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.

## **V. Election Procedures**

### **A. General Election Rules**

All VACUHO members shall have an equal opportunity to be nominated for vacant elected Governing Council positions (President-Elect, Business Manager, Secretary, SEAHO State Representative, Marketing Coordinator, Assessment 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.

### **B. Election Cycle**

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

<b>Odd Years</b>	<b>Even Years</b>
President–Elect	President–Elect
Secretary	Business Manager
SEAHO State Representative	Marketing Coordinator
Assessment Coordinator	
Student Leadership Advisor (Seat A)	Student Leadership Advisor (Seat B)
Virginia Student Services Conference Representative (Seat A)	Virginia Student Services Conference Representative (Seat B)

## **VI. Nominations**

Position nominations will be accepted until the start of the VACUHO Business Meeting during the Virginia Student Services Conference. However, a priority date will also be established by the President-Elect to promote candidate forethought.

All candidates shall submit the following to the President-Elect by the start of the VACUHO Business Meeting:

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 Senior Housing Officer.

All candidates’ statements will be distributed and/or displayed at the VACUHO Business Meeting.

Each candidate will be introduced during the business meeting at the annual conference and will be provided with five 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.

In the event there is a position that does not have a candidate, nominations can be made from the floor during the VACUHO Business Meeting.

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

## **VII. Financial Policies**

### **A. Fiscal Year**

- The fiscal year for VACUHO will be from January 1<sup>st</sup> through December 31<sup>st</sup>. The President in partnership with the Business Manager shall complete an annual budget memorandum. The budget memo must be approved by the governing council before the start of the fiscal year.
- The previous fiscal year budget memo shall remain in effect if the Governing Council fails to approve a new budget memo by the start of the new fiscal year. The Governing Council is encouraged to maintain the following budget line items; Normal Operations, Technology, Conferences, & Giving.
- The Business Manager has authority with approval of the President to adjust budgeted line items. Adjustments over \$500 must be approved by the Governing Council.
- The Business Manager shall maintain a financial reserve of at least \$8,000 each fiscal year. The financial reserve may be utilized to offer seed money and for un-avoided cost overruns with the approval of the Governing Council. The financial reserve must be restored within two fiscal years.

## **B. Bank Information**

VACUHO has one account with Truist. The Business Manager will post all bank statements for the Governing Council to view. The Business Manager has the authority to open new accounts and to transfer money from account to account with the approval of the President.

## **C. Signature Authority**

The Business Manager and one additional designee, approved by the VACUHO President, 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. Conference Host Policies**

Any VACUHO sponsored conference can request seed money up to \$1,000 from VACUHO. If used, VACUHO will replenish the fund account to \$1,000 following the conference. 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:

- To provide funding for professional and educational development through grants and scholarships.
- To offer VACUHO financial stability; and
- 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 Business Manager and President must approve all investments in writing.

All investments and VACUHO operating budgets will be reviewed annually as directed by the President.

## **G. Request for Reimbursement**

Any individual or group requesting reimbursement from the VACUHO organization's funds must submit their request 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 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.

**VACUHO Request for Reimbursement**

**Instructions:** Please complete the purchaser information below and submit to the VACUHO Business Manager for reimbursement. Please ensure that you have attached all receipts.

Purchaser Information		Business Manager Use Only	
Purchaser:		Check #:	
Email Address:		Date:	
Contact Phone Number:		Budget Line Item:	
Reason for Purchase:			
Make Check Payable to:			
Mailing Address (if needed):			
Date(s) of Purchase (list dates and amounts individually if submitting more than one receipt):			
Total Amount:			

**ATTACH RECEIPT(S) HERE OR ATTACH ADDITIONAL PAGES**



## **VIII. Scholarships & Professional Development Funds**

### **A. Budgeting Overview**

The Business Manager will propose and maintain separate line items for scholarship funds. All activities in this account will be reported at the Governing Council meetings.

### **B. Opportunities**

VACUHO provides scholarship support for the following professional development opportunities:

- VACUHO Student Leadership Conference (up to 5 scholarships)
- Virginia Student Services Conference (awarded by VSSC Leadership Team)
- Regional Entry Level Institute (RELI) (up to 2 scholarships)
- Best of VACUHO (SEAHO) (up to 1 scholarship)

### **C. Eligibility**

Scholarship applicants must be affiliated with a housing and residence life department at a VACUHO member institution. Once selected, candidates must fully attend and/or participate in the professional development opportunity.

### **D. Application & Selection Process**

The VACUHO Past-President will supervise the scholarship application and selection process. The Past-President will establish a timeline and application process for each scholarship opportunity. They will then establish an awards & scholarship review committee to select recipients. The awards & scholarship review committee may be developed by members affiliated and/or unaffiliated with the VACUHO Governing Council. All applicants will be notified of the status of their application when decisions are made. That information must also be shared with the Business Manager for funds disbursement.

Scholarship candidates must submit an application to the VACUHO Past-President (Awards and Scholarship Chair) by the prescribed deadline. Applications must include:

- A statement indicating why they are applying.
- A current resume.

### **E. Successful Candidates**

Successful scholarship award recipients must have shown personal initiative to pursue a career in housing and residence and life demonstrated competence such as the following:

- Candidate has sought to broaden their own base of professional understanding through participation and involvement in other organizations.
- Candidate has sought to be a contributing member of the student affairs department by participating in both institutional and departmental committees.
- Candidate has been an outstanding advisor to both students and student groups.
- Candidate has sought to broaden their own understanding of diverse student needs.

## **F. Follow-Up Expectations**

Successful scholarship award recipients must submit an account of their conference/opportunity experience to the VACUHO President following the conclusion of the opportunity. This information will be shared with the VACUHO Governing Council. Award recipients may also be asked to present their experience (or lessons learned) at a subsequent conference opportunity.

## **G. 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 committee review. 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 from the Governing Council.

## **IX. Professional Annual Awards**

### **A. Awards Overview**

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 expanded and now also recognizes the Outstanding New Professional, Outstanding Graduate Student, 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 performance in support of housing and residence life endeavors on campus. Past award winners have been included as Appendix 5.

Nominations for VACUHO Awards for Professional Excellence are accepted for presentation and recognition at the Virginia Student Services Conference. Any member of the organization may nominate a fellow member for the Outstanding Professional, Outstanding Graduate Student, New Professional, or Contribution to VACUHO awards.

### **B. Application & Selection Process**

The VACUHO Past-President will supervise the award nomination and selection process. The Past-President will establish a timeline and nomination process for each annual award. They will then establish an awards review committee to select recipients. The awards review committee may be developed by members affiliated and/or unaffiliated with the VACUHO Governing Council. Award winners will be announced at the Virginia Student Services Conference.

### **C. Deb Boykin Outstanding Professional**

This award is named in honor of Deb Boykin, retired Associate Vice President for Student Affairs and Director of Residence Life at the College of William & Mary. Known for her dedication in promoting and mentoring housing professionals; representing her institution, state, and region; providing unwavering support of VACUHO; and illustrating the ethical principles by which housing professionals govern

themselves, Boykin has set exemplary standards. Thus the governing council of VACUHO elected to name this award in her honor in 2013.

- Must be currently employed (at time of award presentation) at a post-secondary institution in Virginia. The exception to this would be if the individual has retired from their position since the previous conference.
- Must have worked in housing and 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, paraprofessionals, fellow employees, and colleagues
  - Professional involvement in appropriate regional, state, national organization (SEAHO, ACUHO-I, NASPA, NASPA-VA, ACPA, APPA, National Executive Housekeepers Assoc., etc.)
- Must demonstrate and support ethical principles and standards for College and University Student Housing Professionals.

#### **D. 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.

- Must have worked in housing and 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.

#### **E. Outstanding Graduate Student**

Nominees must be a currently enrolled graduate student at a Virginia college or university.

- Must have demonstrated involvement in one or more of the following areas during their graduate or doctoral studies:
  - Planning and/or presenting programs either at the campus level or at a Housing and Residence Life related professional conference.

- Attendance and/or involvement in a Housing and Residence Life related professional organization, including attendance at an annual conference and involvement in a committee.
- Submitting an article to a Housing and Residence Life related professional publication.

#### **F. John Evans Outstanding Contribution to VACUHO**

This award is named for John Evans, retired Director of Accommodations at the University of Virginia. John served as President of VACUHO in 2005. Under his Presidency he spearheaded the introduction of VACUHO swag, the scholarship fund and our first logo. Since 1998 he had never missed a VSSC conference and contributed significantly to the growth of both VACUHO and VSSC. Thus, the governing council of VACUHO elected to name this award in his memory in 2023.

Candidates must be a member of VACUHO, having been employed in a housing and 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 and residence life field.
  - Innovation of practices to promote professional development of VACUHO colleagues.

#### **G. VACUHO Service Awards**

Senior 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 and residence life staff member or a representative from the larger campus community who has been supportive of the housing and residence life endeavors on the campus. Recognition will occur at the VACUHO Business Meeting at the Virginia Student Services Conference, and a certificate will be provided for the Senior Housing Officer to present to the individual.

#### **H. VACUHO Career Achievement Awards**

At the Virginia Student Services Conference, recognition will be by certificate to each member who has retired since the previous conference. Senior 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 and residence life program.

#### **I. Best of VACUHO**

Any presenter at the Virginia Student Services 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 registration waiver to the SEAHO Conference and an automatic bid to present. If the presenter is unable to attend the SEAHO Conference, the award will go to the next best presentation. The award only covers registration for the conference of

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

#### **J. Regional Entry Leadership Institute**

Any New Professional in the VACUHO region may apply for the Regional Entry Leadership Institute (RELI), hosted by SEAHO registration scholarship. One scholarship up to \$250 will be awarded and may be used for registration, transportation, incidentals and other travel costs.

#### **K. Student Leadership Awards Overview**

The Student Leadership Awards were first given November 2022 at the inaugural Student Leadership Conference at George Mason University. The awards programs recognize Distinguished Emerging Student Leader, Distinguished Student Leader, Volunteer of the Year, Outstanding Program, Outstanding Bulletin Board, and Conference Legend. Nominations for VACUHO Awards for Student Leadership are accepted for presentation and recognition at the Student Leadership Conference.

#### **M. Application & Selection Process**

The Student Leadership Advisor will supervise the awards nomination and selection process. The Student Leadership Advisor will establish a timeline and nomination process for each annual award by September 1. They will then establish an awards review committee to select recipients. The awards review committee may be developed by members affiliated and/or unaffiliated with the VACUHO Governing Council. Award winners will be announced at the Student Leadership Conference.

#### **N. Student Leadership Awards**

- 1. Distinguished Emerging Student Leader** - This category is only for students in their first year of a student leadership position. This student has gone above and beyond in their role on campus, strives to be a leader amongst their team, and exemplifies continued growth and development.
- 2. Distinguished Student Leader** - Recognizing a continuing student who has served in a leadership role for more than one academic year. This student consistently exhibits qualities associated with production within their role and makes valuable contributions to students on their campus, in addition to providing mentorship to others.
- 3. Volunteer of the Year** - Awarded to an individual who has made a significant contribution to their team and institution in a service oriented or volunteer capacity.
- 4. Rodney Lee Frank Outstanding Program Award**- An exemplary program that provided the highest quality experience for the students attending. This award is named for Rodney Lee Frank former VACUHO Business Manager, President Elect and Manager of Client Services, Front Line in William & Mary Information Technology. He passed away on June 1, 2024. In 2014 Frank was presented the Deb Boykin Outstanding Professional Award for his contributions to Residence Life.
- 5. Outstanding Bulletin Board** - An exemplary bulletin board that successfully educated students on relative issues of today and influenced their perceptions.
- 6. Conference Legend Award** - Awarded to a professional staff member who has shown continual support to student leaders by serving as an advisor for student leadership conferences.

## **X. Past VACUHO Annual Award Winners**

### **2000 VACUHO Excellence Awards recipients:**

- Professional = Trish Roamer (University of Virginia)
- Contribution = Dave Rettig (Virginia Tech)

### **2001 VACUHO Excellence Awards recipients:**

- Professional = Jerry Roeder (Christopher Newport)
- Contribution = Ken Belcher (Virginia Tech)

### **2002 VACUHO Excellence Awards recipients:**

- New Professional = Sara Owrey (James Madison)
- Professional = John Evans (University of Virginia)
- Contribution = John Griffin (University of Virginia)

### **2003 VACUHO Excellence Awards recipients:**

- Grad Student = Kathryn Hill (Lynchburg)
- New Professional = Michael Strong (Old Dominion)
- Professional = Jim McConnel (James Madison)
- Contribution = Chris Moore (Virginia Tech)

### **2004 VACUHO Excellence Awards recipients:**

- New Professional = Mecca Marsh (Mary Washington)
- Professional = Deb Boykin (William & Mary)
- Contribution = Chris Gatesman (James Madison)

### **2005 VACUHO Excellence Awards recipients:**

- New Professional = Michael Cubberly (Longwood)
- Professional = Ryan Brown (Christopher Newport)
- Contribution = Katrina Pawvluk (William & Mary) & Greg Naylor (Lynchburg)

### **2006 VACUHO Excellence Awards recipients:**

- Grad Student = Salima Montes (Lynchburg)
- New Professional = Tara McCartney (Lynchburg)
- Professional = Greg Czyszczonek (James Madison)
- Contribution = Holly Alexander Agati (William & Mary)

### **2007 VACUHO Excellence Awards recipients:**

- Grad Student = Ashley Barker (William & Mary)
- New Professional = Kristen Cooper (Lynchburg)
- Professional = Rodney Bardwell (Randolph-Macon)
- Contribution = Ryan Brown (Christopher Newport)

### **2008 VACUHO Excellence Awards recipients:**

- Grad Student = Charde Ferguson (Longwood University) & Justin Osborne (Virginia Tech)
- New Professional = Kathy Lloyd (Virginia Tech)
- Contribution = John Evans (University of Virginia)

**2009 VACUHO Excellence Awards recipients:**

- Grad Student = Kamisha Bratton (Lynchburg)
- New Professional = Adam Williams (Regent)
- Professional = Erin Foote (Virginia Tech)
- Contribution = Jerry Roeder (Christopher Newport)

**2010 VACUHO Excellence Awards recipients:**

- Grad Student = Samantha Hoover (Lynchburg)
- New Professional = Justin Yates (Lynchburg)
- Professional = Melissa Bealafeld (George Mason)
- Contribution = Eddie Seavers (Christopher Newport)

**2011 VACUHO Excellence Awards recipients:**

- Grad Student = Dennis Priebe (Virginia Tech)
- New Professional = Jacquelyn Deptula (Lynchburg) & Chuck Crawford (Old Dominion)
- Professional = Lori Plants (Old Dominion)
- Contribution = Chuck Crawford (Old Dominion)

**2012 VACUHO Excellence Awards recipients:**

- Grad Student = Chantal Matthews (Old Dominion)
- New Professional = Jeananne Tiffany (Virginia Tech)
- Professional = Ullin K. Rigby (Virginia Union)
- Contribution = Casey Blankenship (Richard Bland)

**2013 VACUHO Excellence Awards recipients:**

- Grad Student = Shannon Farquahar-Caddell (Virginia Tech)
- New Professional = Sandrine Heeren (Virginia Commonwealth)
- Professional = Kyle Cutshaw (Emory & Henry)
- Contribution = Kristen Cooper (Lynchburg)

**2014 VACUHO Excellence Awards recipients:**

- Grad Student =
- New Professional = Caraline Moholland (Virginia Tech)
- Professional = Rodney Franks (William & Mary)
- Contribution =

**2015 VACUHO Excellence Awards recipients:**

- Grad Student = Kenzel Hill (Old Dominion)
- New Professional = Kyleen Martin (Old Dominion)
- Professional = Katie Karpa (Virginia Tech)
- Contribution = Terry Fassanella (William & Mary)

**2016 VACUHO Excellence Awards recipients:**

- Grad Student = Dieyun Song (Lynchburg College)
- New Professional = Melissa Thierry (George Mason)
- Professional = Courtney Kelsey (Lynchburg College)
- Contribution = Kristen Cooper (Lynchburg College)

**2017 VACUHO Excellence Awards recipients:**

- Grad Student = Jawoin Williams (Averett)

- New Professional = Pachia Martin (Old Dominion)
- Professional = Chris Durden (William & Mary)
- Contribution = Dan Zimmerman (Old Dominion)

**2018 VACUHO Excellence Awards recipients:**

- Grad Student = Hannah Leopold (Virginia Commonwealth University)
- New Professional = Jawoin Williams (Averett University)
- Professional = Shylan Scott (William & Mary)
- Contribution = Ken Belcher (Virginia Tech)

**2019 VACUHO Excellence Awards recipients:**

- Grad Student = Michael Doherty (Old Dominion University)
- New Professional = Danny Lee (Christopher Newport University)
- Professional = Pachia Martin ( Old Dominion University)
- Contribution = Melissa Lourie (Christopher Newport University)

**2021 VACUHO Excellence Awards recipients:**

- Grad Student = Annala Burno (Old Dominion University)
- New Professional = NyAsia Shaw (Virginia Commonwealth University)
- Professional =
- Contribution = LaRhonda Johnson Horton (William & Mary)

**2022 VACUHO Excellence Awards recipients:**

- Grad Student = Sean Miller (James Madison University)
- New Professional = Felcia Haynes (Old Dominion University)
- Professional = Terry Durkin (Old Dominion University)
- Contribution = Ashley Owens (University of Richmond)

**2023 VACUHO Excellence Awards recipients:**

- Grad Student = Rachel Aggarwal ( Virginia Commonwealth University)
- New Professional = Emily Duffy (Virginia Commonwealth University)
- Professional = Melissa Overton (Old Dominion University)
- Contribution = Dr. Kevin Wade (Virginia Commonwealth University)

**2024 VACUHO Excellence Awards recipients:**

- Grad Student =
- New Professional =
- Professional =
- Contribution =



## **XI. Student Leadership Conference Bid and Hosting Process**

### **A. Overview**

The VACUHO Student Leadership Conference is hosted annually on or about the first or second weekend of November. This conference is focused on the development and celebration of Student Leaders within the residence life programs across the Commonwealth.

Member schools are encouraged to bid to host upcoming conferences. Bids are encouraged from all types of schools and from different locations around the Commonwealth as to provide the broadest experience for attendees. Institutions are encouraged to showcase their schools and create a unique experience while at the same time creating a welcoming environment for all attendees. Bids that incorporate the learning outcomes set by VACUHO are favored.

The bid process is designed for 2 years of host institutions to be selected. Bidding institutions should be prepared to attend (in person or virtually) the first VACUHO Governing Council Meeting in the calendar year to discuss any questions during the bid review process. The Governing Council is expected to select the hosting school by the first day of May.

The Student Leadership Conference is not expected to be a profit-making venture for VACUHO; however, the expectation for the hosting institution is to be fiscally responsible in the management of marketing and expense control so that the ending financial status is at least balanced. Any excess revenue from the conference is returned to VACUHO following the conference.

VACUHO provides a checking account/check book and seed money to start the conference with the expectation of the seed money being returned at the end of the conference.

### **B. Expected Learning Outcomes**

- Participants will have the opportunity to network with peers from other institutions and will make at least two positive connections with other Student Leaders.
- Participants will have the opportunity to be acquainted with the best practices and innovative ideas used by other institutions to engage their student populations.
- Participants will have the opportunity to showcase their institution's achievements and ideas by presenting to Virginia Housing and Residence Life colleagues, and non-presenters will have the opportunity to reflect on how they can bring their new knowledge back to their home institution.

### **C. Bid Components**

- Introduction Letter from the Host Institution
- Introduction of Theme and Spirit Components
- Discussion of the Experience that the Host Institution Aims to Provide
- Letter of Support from:
  - the Senior Housing Officer
  - Senior Student Affairs Officer
- Budget
- Delegation Sizes and Caps If Needed
- Registration and Marketing Timeline

- An Example Conference Schedule
- Description of Lodging Accommodations
- Description of Transportation Needs
- Description of Dining Options
- Description of any Philanthropy Activities
- A statement of liability coverage

#### **D. Bid Format**

Bids should include:

- Page numbers
- A table of contents
- Ease of reading (Arial or simple font except when needed for artistic expression of theme)
- 10-to-12 point font
- .pdf file format for ease of transmission/sharing

#### **E. Bid Evaluation Criteria**

- Overall Attendee Experience
- Cost of Attendance
- Budget Scope and Completeness
- Cohesiveness of theme and balance of theme, spirit, and educational prerogatives
- Overall Bid Quality
- Integration of Learning Outcomes

The Governing Council will review, establish comparison rubrics, and vote on bids by a majority vote.

## F. VACUHO Student Leadership Conference Host Agreement

This letter confirms our understanding that [hosting institution] will host the [year] VACUHO Student Leadership Conference in [location].

With this agreement, **[hosting institution]** agrees to the following:

- [hosting institution] will host the VACUHO Student Leadership Conference during the month of November [YR].
- [hosting institution] will appoint a Conference Chair or Conference Co-Chairs that will plan and implement the conference.
- [hosting institution] will support the participation of the appointed Conference Chair with regards to involvement on the VACUHO Governing Council.
- [hosting institution] will keep Virginia colleagues and the Governing Council updated on the conference planning progress via the VACUHO listserv and VACUHO Governing Council meetings.
- [hosting institution] is responsible for the overall management and oversight of the conference.
- [hosting institution] is responsible for fiscal management and is expected to balance the conference budget. [hosting institution] will return any profit (which is not an expectation) back to the VACUHO organization and is responsible for 50% of any deficit that may occur.

The **Virginia Association of College and University Housing Officers (VACUHO)** is responsible for the following:

- VACUHO will provide conference planning resources to the Conference Chair.
- VACUHO will provide financial backing for the conference, which includes \$1,000 seed money. This seed money shall be returned at the conclusion of the conference, which should be included in the fiscal management plan of the hosting institution.
- VACUHO will assist in the promotion of the [year] VACUHO Student Leadership Conference via the VACUHO listserv.
- VACUHO will update and maintain the Conference website.

Upon acceptance of this agreement, [hosting institution] will be **officially** recognized as the [year] VACUHO RA Conference Host Institution.

### Approved by:

\_\_\_\_\_  
Senior Housing Officer, [hosting institution]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Student Affairs Officer, [hosting institution]

\_\_\_\_\_  
Date

\_\_\_\_\_  
VACUHO President

\_\_\_\_\_  
Date



## **XII. Summer Drive In Conference Bid and Hosting Process**

### **A. Overview**

The Summer Drive In Conference is hosted annually on or about the first Friday after July 10. This conference is focused on the professional development of Housing and Residence Life Professionals across the Commonwealth.

Member schools are encouraged to bid to host upcoming conferences. Bids are encouraged from different locations around the Commonwealth as to provide the broadest experience for attendees. Institutions are encouraged to showcase their schools and create a unique experience while at the same time creating a welcoming environment for all attendees. Bids that incorporate the learning outcomes set by VACUHO are favored.

The bid process is designed for 2 years of host institutions to be selected. Bidding institutions should be prepared to attend (in person or virtually) the first VACUHO Governing Council Meeting in the calendar year to discuss any questions during the bid review process. The Governing Council is expected to select the hosting school by the first day of March.

The Drive In Conference is not expected to be a profit-making venture for VACUHO; however, the expectation for the hosting institution is to be fiscally responsible in the management of marketing and expense control so that the ending financial status is at least balanced. Any excess revenue from the conference is returned to VACUHO following the conference.

VACUHO provides a checking account/check book and seed money to start the conference with the expectation of the seed money being returned at the end of the conference.

### **B. Expected Learning Outcomes**

- Participants will have the opportunity to network with peers from other institutions.
- Participants will have the opportunity to be acquainted with the best practices and innovative ideas used by other institutions to engage their student populations.
- Participants will have the opportunity to showcase their institution's achievements and ideas by presenting to Virginia Housing and Residence Life colleagues, and non-presenters will have the opportunity to reflect on how they can bring their new knowledge back to their home institution.
- Senior Housing Officers will have the opportunity to meet with fellow SHO's and share best practices and inquire about changes impacting the profession.
- ACUHO-I interns will have the opportunity to meet other students interning in the State, network with potential employers and gain a sense of belonging in the VACUHO region.

### **C. Bid Components**

- Discussion of the Experience that the Host Institution Aims to Provide
- Letter of Support from:
  - the Senior Housing Officer
  - Senior Student Affairs Officer

- Budget
- Attendee Caps If Needed
- Registration and Marketing Timeline
- An Example Conference Schedule
- Description of on Campus Lodging Accommodations
- Description of Transportation Needs
- Description of Dining Options
- A statement of liability coverage
- Costs to Host the Governing Council overnight lodging and retreat.
- Costs to host the Senior Housing Officers Summit and ACUHO-I Interns & New Professionals Social.

#### **D. Bid Format**

Bids should include:

- Page numbers
- A table of contents
- Ease of reading (Arial or simple font except when needed for artistic expression of theme)
- 10-to-12 point font
- .pdf file format for ease of transmission/sharing

#### **E. Bid Evaluation Criteria**

- Overall Attendee Experience
- Cost of Attendance
- Budget Scope and Completeness
- Cohesiveness of theme and balance of theme, and educational prerogatives
- Overall Bid Quality
- Integration of Learning Outcomes

The Governing Council will review, establish comparison rubrics, and vote on bids by a majority vote.

## G. VACUHO Summer Drive In Conference Host Agreement

This letter confirms our understanding that [hosting institution] will host the [year] VACUHO Summer Drive In Conference in [location].

With this agreement, **[hosting institution]** agrees to the following:

- [hosting institution] will host the Summer Drive In Conference during the month of July [YR].
- [hosting institution] will nominate a Conference Chair that will plan and implement the conference.
- [hosting institution] will support the participation of the appointed Conference Chair with regards to involvement on the VACUHO Governing Council.
- [hosting institution] will keep Virginia colleagues and the Governing Council updated on the conference planning progress via the VACUHO listserv and VACUHO Governing Council meetings.
- [hosting institution] is responsible for the overall management and oversight of the conference.
- [hosting institution] is responsible for fiscal management and is expected to balance the conference budget. [hosting institution] will return any profit (which is not an expectation) back to the VACUHO organization and is responsible for 50% of any deficit that may occur.

The **Virginia Association of College and University Housing Officers (VACUHO)** is responsible for the following:

- VACUHO will provide conference planning resources to the Conference Chair.
- VACUHO will provide financial backing for the conference, which includes \$1,000 seed money. This seed money shall be returned at the conclusion of the conference, which should be included in the fiscal management plan of the hosting institution.
- VACUHO will assist in the promotion of the [year] VACUHO Drive In Conference via the VACUHO listserv.
- VACUHO will update and maintain the Conference website.

Upon acceptance of this agreement, [hosting institution] will be **officially** recognized as the [year] VACUHO Summer Drive In Conference Host Institution.

### Approved by:

\_\_\_\_\_  
Senior Housing Officer, [hosting institution]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Student Affairs Officer, [hosting institution]

\_\_\_\_\_  
Date

\_\_\_\_\_  
VACUHO President

\_\_\_\_\_  
Date