

# NWACUHO CONSTITUTION

## ARTICLE I

### NAME

The name of this organization shall be the Northwest Regional Association of College and University Housing Officers, hereafter referred to as NWACUHO or the Association.

## ARTICLE II

### PURPOSE

The purpose of this Association shall be:

SECTION 1. To contribute to the improvement and coordination of housing and food service operations for students and professional staff from member institutions.

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

SECTION 3. To cooperate with other organizations in the fields of housing, food service, and related areas within institutions of higher education.

SECTION 4. To support and encourage the professional development of housing personnel who are individual members or from member institutions.

## ARTICLE III

### MEMBERSHIP

SECTION 1. Membership in NWACUHO shall be available to either individuals who are associate members of ACUHO, to institutions of higher education which have housing officers involved in the coordination of administration, educational programming, food service and housing and maintenance operation for students and staff members on or off the college/university campus, and individuals in the region from non-member institutions who are affiliated with student housing and wish to actively participate in NWACUHO.

SECTION 2. Membership shall be open to qualified institutions in the states of Alaska, Hawaii, Oregon, and Washington, and the provinces of British Columbia and Alberta, Canada, and by special invitation of the Executive Committee to similarly qualified institutions in adjoining states and provinces.

SECTION 3. Voting membership in NWACUHO shall be by institution and shall be limited to those member institutions in attendance at the annual conference of the Association. In the event of a mail ballot, all member institutions may participate.

SECTION 4. All staff and faculty from member institutions and individuals from non-member regional institutions who purchase individual membership, who have involvement in their institution's residence hall, family housing services, conference services, and programs may participate in the activities of, benefit from the services of, and hold office within NWACUHO.

SECTION 5. Affiliate institutional membership may be granted by the Executive Committee in the case of governmental, nonprofit, for profit, commercial organizations and schools outside of our region engaged in activities directly related to the purposes of the Association.

SECTION 6. Membership in the Association and its committees is open to all eligible persons regardless of race, color, sexual orientation, gender or gender expression, age, religion, national origin, physical, and/or mental abilities.

SECTION 7. Honorary membership may be awarded by the Executive Committee subject to the approval of the membership at their annual conference to past representatives who have given outstanding service to the Association.

## **ARTICLE IV**

### **ANNUAL DUES**

SECTION 1. The Executive Committee shall recommend any change to annual dues for members of the Association. To establish and set the amount of annual dues, a motion must be made and passed by a two-thirds majority of member institutions attending the annual business meeting of the Association, or in the event of a mail ballot, a simple majority of the total institutional membership of NWACUHO.

## **ARTICLE V**

### **SERVICES AND ACTIVITIES**

SECTION 1. NWACUHO will hold an annual conference which shall be open to all members. Upon recommendation of the President of the Association, the Executive Committee shall approve the time and place for the conference.

SECTION 2. **Three times per year**, NWACUHO will publish a newsletter designed to be a communication and feedback channel that can distribute information and ideas through the Association, and provide recognition to association members for contributions which improve the management of student housing services and programs.

SECTION 3. Under the direction of the President of the Association, the Executive Committee will take steps to provide other activities and services necessary to fulfill the purposes stated in Article II of this Constitution.

SECTION 4. A registration fee shall be charged each person attending the annual conference. The amount of the registration fee shall be determined by the Executive Committee in conjunction with the host institution.

## **ARTICLE VI**

### ANNUAL BUSINESS MEETING

SECTION 1. The official annual business meeting will occur at the annual conference of the Association. The time and place of the annual business meeting shall be published in the official conference program.

SECTION 2. The President of NWACUHO will preside over the annual business meeting and will be responsible for preparing and distributing the meeting agenda. The typical agenda will include Old Business, New Business, Executive Reports, Updates, and State of the Organization. The agenda will be available prior to the start of the annual business meeting.

SECTION 3. The Secretary of NWACUHO will record the minutes of the annual business meeting and insure their inclusion in the first issue of the newsletter published after the conference.

SECTION 4. All registered participants at the annual conference are encouraged to attend the annual business meeting and participate in discussion.

SECTION 5. Voting at the annual business meeting will be by institution. Each member institution in attendance will be represented by one delegate who will serve as its voting member at the annual business meeting.

SECTION 6. A quorum will be required to conduct the annual business meeting of NWACUHO. A quorum of two thirds of members present at the annual conference is required to conduct business at the NWACUHO Annual Conference. .

## ARTICLE VII

### OFFICERS

SECTION 1. Officers shall be a president, a president-elect, past-president, a secretary, a treasurer, a products and services coordinator, a website administrator and a newsletter editor for the Northwest Region.

SECTION 2. The officers of NWACUHO shall assume office in accordance with the procedures in this constitution and its first by-law.

SECTION 3. The Executive Committee shall consist of the officers, and four or more members appointed as state/provincial representatives.

SECTION 4. Two-thirds of the Executive Committee constitutes a quorum. Additionally, the President may conduct a mail or email ballot of the Executive Committee at his/her discretion. A simple majority of the voting quorum shall determine Executive Committee decisions.

SECTION 5. In the event of vacancy in the office of president, the president-elect shall automatically become president and complete the unexpired term of office for which he/she was elected.

SECTION 6. In the event of a vacancy in the office of president-elect, the president shall work closely with the Executive Committee to solicit nominations from the membership, prepare a mail ballot, tabulate and inform the membership of the results. The new president-elect shall assume office immediately and complete the term of office for which he/she is elected.

SECTION 7. In the event of other vacancies, the President shall make interim appointment until the next election at the annual business session. All interim appointments shall be with the concurrence of the Executive Committee.

SECTION 8. To be eligible to assume and maintain office, an individual must meet the terms of membership stated in Article III of the Constitution. If, after assuming office, an officer no longer meets these terms, or does not fulfill the duties of the office he/she must resign his/her position or he/she may be removed by order of the President upon consultation of the full Executive Committee.

## ARTICLE VIII

### AMENDMENTS

SECTION 1. **The Constitution may be amended by two-thirds majority vote of institutional representatives in attendance at the business session of the annual conference;** or in the event of a mail ballot, a majority of the total membership of the Association. Only one vote shall be recorded from each member institution represented at the business session at the annual conference, or in the event of a mail ballot, one vote per member institution shall be recorded.

SECTION 2. By-laws may be amended by a majority vote of representatives from member institutions in attendance at the business session of the annual conference, or in the event of a mail ballot, a majority of the votes cast by the membership of the Association. One vote shall be recorded from each member institution represented at the business session at the annual conference, or in the event of a mail ballot, one vote per member institution shall be recorded.

SECTION 3. Amendments to the Constitution and/or by-laws may be proposed by any member of NWACUHO. Such proposals by a member shall be made in writing, endorsed by at least three member institutions of NWACUHO, and submitted to the President of the Association at least 10 days prior to the business session at the annual conference for presentation to the membership.

SECTION 4. Amendments to the Constitution and/or By-laws may be proposed by the Executive Committee. Such proposals shall be submitted either to the members in attendance at the business session at the annual conference, or to the total membership by ballots.

## **ARTICLE IX**

### **EFFECTIVE DATE**

SECTION 1. This Constitution shall take effect upon its ratification by a two-thirds majority vote of member institutions present at the annual conference business meeting.

## BY-LAWS

### I. ELECTIONS

#### Section 1

The President-Elect, Secretary, Treasurer, Products and Services Coordinator, Website Administrator and the Newsletter Editor shall be installed at the annual business meeting of the Association to be congruent with the current electoral practices as outlined in Sections 1a) – 1c). The Secretary and Products and Services Coordinator shall be elected every even-numbered year. The Newsletter Editor shall be elected every odd-numbered year. The Treasurer and Website Administrator are 3-year terms elected in alternating years. The President-Elect is elected annually and serves for a three-year cycle (President-Elect, President, and Past-President).

- a.) Nominations shall be solicited by the Past President and accepted from member institutions and non-voting individual membership holders prior to November 15. Nomination forms shall also be included in the fall edition of the newsletter.
- b.) Persons nominated shall be contacted by the Past-President and informed of their nomination. Nominees confirm their status in writing and submit candidate profiles to the Past-President by no later than December 15.
- c.) The Past-President shall mail ballots and candidate qualifications to all NWACUHO member institutions by January 1. Institutions that have not paid association dues for the current year will be allowed to vote only if dues payment is received by the Treasurer by December 15.
- d.) Each NWACUHO institution shall receive one ballot. Member institutions are encouraged to caucus prior to casting votes. All ballots must be received by the Past-President by January 25<sup>th</sup>.
- e.) To be elected, a candidate must receive a simple majority of the votes cast by member institutions. Election results shall be announced during the annual business meeting at the NWACUHO Annual Conference and in the Spring edition of the newsletter.

#### Section 2

New officers shall be installed at the business meeting of the annual conference – held the day after the conference closes, and shall serve until their successors are installed.

### Section 3

The President-Elect shall be elected for a one- year term and shall make formal appointments after executive committee review in the event of a vacancy. The Secretary, Product and Services Coordinator, and Newsletter Editor shall be elected for a two-year term. The Treasurer and Website Administrator shall be elected for a three-year term. No member may serve as an elected officer more than two full terms in any one office.

### Section 4

Executive Committee Members that are elected/appointed to their positions as interim will continue in their interim capacity until the completion of the original position term end date.

## **II. DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE OF THE ASSOCIATION**

### Section 1

The President shall:

- a.) Preside over all meetings of the Association.
- b.) Preside over all meetings of the Executive Committee.
- c.) In consultation with the Executive Committee, state those goals for NWACUHO which he/she intends to pursue during his/her term of office and insure their inclusion in the first issue of the NWACUHO Newsletter published after the beginning of his/her term of office.
- d.) Present a report outlining the state of the Association at the annual business meeting of the Association, and to insure its inclusion in the first issue of the NWACUHO NEWSLETTER published after the conference.
- e.) Represent the Association at the ACUHO-I regional Presidents' meeting.
- f.) Fulfill all duties necessary to insure that the Association meets the expectations presented in its constitution.

## Section 2

The President-Elect shall:

- a.) Serve as the Chair for the annual conference program committee. The program committee is charged with organizing solicitation of programs, facilitating the selection process for programs, scheduling programs into their respective time slots, communicating with the conference host chair regarding audiovisual equipment needs and developing the program book. Additionally, the program committee shall select the “Best of the Northwest” program and refer this program information to the ACUHO-I conference program chair.
- b.) Assume the duties of the President in the latter’s absence, or in the event of his/her resignation.
- c.) Represents the Association at the ACUHO-I regional Presidents meeting.

## Section 3

The Past-President shall:

- a.) Coordinate the annual election process for executive committee officers. This includes soliciting nominations, formulating a ballot, distributing and collecting ballots, insuring adherence to the election process as outlined in the constitution.
- b.) Facilitate the case study competition conducted at the annual conference. This includes developing the case, soliciting judges and participants, leading the discussion regarding the participants, choosing the winners and presenting the award at the annual conference.
- c.) Assist the President and President-Elect in the overall leadership of the organization.
- d.) Solicit State and Provincial Representative nominees in conjunction with current State and Provincial Representatives and shall work with the President and the executive committee to appoint vacant positions.

## Section 4

The Secretary shall:

- a.) Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.
- b.) Record, transcribe, and upon approval from the Executive Board, post in the newsletter, the minutes of the annual business meeting of the Association.
- c.) Record and transcribe the minutes of Executive Committee meetings. Distribute minutes to all Executive Board members within one month of each meeting for approval and then post meeting summary in the newsletter.
- d.) Coordinate Directory information. Distribute directory to membership in the Fall of each year. Send directory changes to Webmaster throughout the year.

### Section 5

The Treasurer shall:

- a.) Ensure proper control of any funds which may accrue to the Association.
- b.) Maintain a system for collecting annual dues of all member institutions.
- c.) Oversee the annual audit for the Association.
- d.) Develop and maintain the financial plan for the Association.
- e.) Be prepared to present all financial updates and needs at the annual business meeting
- f.) Presents preliminary budget at the Fall meeting of the Executive Committee.

### Section 6

The Newsletter Editor shall:

- a.) Ensure a triannual publication of the NWACUHO Newsletter and solicit content for the newsletter.
- b.) Manage the software and hardware purchased by the association.
- c.) Distribute newsletter to the membership after each publication and ensure the webmaster receives an electronic version for position on the website.

### Section 7

The Products and Services Coordinator shall:

- a.) Coordinate all correspondence with corporate partners and exhibitors who are interested in the Association.
- b.) Plan and coordinate the corporate partner and exhibitor program at the annual conference of the Association.
- c.) Work in conjunction with the Newsletter Editor to coordinator vendor advertising in the newsletter.

### Section 8

The Website Administrator shall:

- a.) Provide continuous design and informational updates and additions to the NWACUHO website
- b.) Create a website that is informative and comprehensive, navigationally easy and intuitive to use and manage the NWACUHO website on an ongoing basis
- c.) Implement NWACUHO's plan for internet service to the Association
- d.) Solicit content for the website and seek technological advancement that would benefit the Association and its membership

- e.) Work collaboratively with the ACUHO-I web administrator to link the NWACUHO website with the ACUHO-I website

#### Section 9

##### The State and Provincial Reps shall:

- a) Coordinate all correspondence with member schools within the assigned state/province in matters pertaining to the Association
- b) Distribute updates and announcements from all Executive Committee meetings to member institutions
- c) Assist the Treasurer in recruiting new member institutions
- d) Assist the Secretary in updating the NWACUHO Directory
- e) Contribute and solicit newsletter articles regarding issues facing the assigned state/province

### **III. STANDING COMMITTEES**

#### Section 1

The President and/or Executive Committee may, by administrative action, appoint those standing committees which they feel necessary for the proper function of the Association.

#### Section 2

Committee Chairs should use the following guidelines for committee member selection:

- a) Strive for equal representation from each geographic region of the Association as well as from both large and small schools and public and private institutions
- b) Maintain a commitment to involving all levels of housing staff in NWACUHO affairs with special emphasis on entry level staff.
- c) Committee membership should reflect the intent of Article III, Section 5. If a committee is obviously not represented by members of any minority, race, or sex, then a special emphasis should be placed on recruitment of members for those groups.
- d) Whenever possible, have not more than one representative from the same institution on each committee.

### **IV. EFFECTIVE DATE**

These By-laws and any additions of amendments thereto, not in conflict with the constitution, become effective upon adoption.

## **V. DISPOSITION OF FINANCES**

In the event the Association dissolves or become inactive, any funds on account shall be placed in escrow for up to twenty-four months. At the time of dissolution, a related professional organization, qualifying under section 501 (c) (10), shall be designated as beneficiary should this association not reorganize and reclaim the funds within the 24-month period.

## **VI. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Revised shall govern the proceedings of this organization, except in such cases as are covered by the Constitution, By-laws and Special Rules, adopted by the Association.

Originally approved: May 23, 1978 – Pacific Lutheran University

Revised: April 23, 1979 – Central Washington University

Revised: May 9, 1984 – University of British Columbia

Revised: April 18, 1990-Portland, Oregon

Revised: February 25, 2000 – Western Washington University

Revised: February 27, 2001 – University of Alberta, Edmonton, AB, Canada

Revised: February 2005 – Corvallis Oregon

Revised: February 2007—University of Calgary

Revised: February 2008—Vancouver, Washington (hosted by Western Oregon University)