

# **The Constitution of the North Carolina Housing Officers**

**Revised November 2019**

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## **Article I: Name**

The name of this association will be the North Carolina Housing Officers.

## **Article II: History and Mission**

Organized in 1973 by North Carolina housing professionals, an association named the North Carolina Housing Officers was created to promote an exchange of ideas and philosophies among private and public institutions with residence hall and apartment programs. The organization adopted this new mission statement in the fall of 2002.

Mission and Principles of the association of North Carolina Housing Officers (NCHO):

The association of North Carolina Housing Officers (NCHO) is an organization dedicated to the education and professional development of housing and residence life staff at private and public institutions of higher education and learning in North Carolina.

NCHO is committed to:

- Promoting the student affairs and housing profession.
- Providing affordable professional development opportunities.
- Promoting the standards established by Association of College and University Housing Officers International.
- Serving as a liaison between the members and other state, regional and national organizations.
- The philosophies of non-discrimination, equal opportunity and equal access to services, participation and leadership within the organization.
- Facilitating the pursuit and exchange of new information, theories, practices and delivery of housing and related services.
- Furthering the use of technology to provide efficient and timely service to members.

## **Article III: Membership**

Section 1. Institutional Membership –

Any institution of post-secondary education providing a residential housing program in North Carolina is eligible for institutional membership. Membership will entitle one vote either voice or electronically per institution, election or appointment to office, and receipt of the NCHO Newsletter. Membership will be granted to each institution at no cost.

Section 2. Committees –

NCHO shall host the following committees: membership committee, professional development committee, and conference committee. The Membership Committee shall be charged with the responsibility of recruiting new members and assisting the Business Manager in maintaining current names and addresses of the association's membership. The Member-at-Large will chair the Membership Committee. The Professional Development Committee shall be charged with assisting with the professional developments offered by NCHO. The Professional Development Chair and Chair-Select will chair the Professional Development committee. The Conference Committee shall be charged with assisting with the planning and execution of the NCHO annual conference. The Conference Chair(s) will chair the Conference Committee.

## **Article IV: Officers**

Section 1. Leadership

- The elected officers of NCHO shall be: President, President-Elect, Past-President, Business Manager, SEAHO Representative, Annual Conference Chair, Member-at-Large, Small College and University Representative, Graduate Student Representative, HBCU Representative, Professional Development-Chair and New Professionals

Representative. Appointed positions shall be Communications Coordinator, Assessment Coordinator, SHO Representative, and Technology Coordinator. The Annual Conference Chair will be selected by the host institution and confirmed by the President of NCHO. The NCARH Liaison is selected by NCARH State Board of Directors and approved by the NCHO Executive Council. These officers shall make up the voting members of the council. The Executive Council of NCHO shall consist of the officers of the organization, and the following non-voting members: Program Chair - Select.

- The Executive Council shall serve as Board for the formulation and recommendation of policies to the association and shall act for the association between business meetings of the annual conference.
- Unless otherwise stated, the term of office begins and ends at the annual conference.

## Section 2. President

The President shall serve as the chief executive officer of the Association and chair of the Executive Council; have been the past President-Elect; preside over all meetings of the Association and the Executive Council; perform all other duties as designated by the Executive Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association's Constitution. Specific duties are listed in the NCHO Policy book.

## Section 3. President Elect

The President-Elect shall be a member in the association for a minimum of three years. The President-Elect shall preside at all Association functions in the absence of the President; coordinate election process, work to secure conference site and chair two years in advance. Members seeking committee experiences shall contact the President-Elect to be informed of committee opportunities, shadow and work closely with the current NCHO President and perform other duties as assigned. The President-Elect shall be elected at the annual conference for a three-year commitment of service which includes one year in each of the offices of President-Elect, President and Past President. Specific duties are listed in the NCHO Policy book.

## Section 4. Past President

The immediate Past President shall serve as chair the Awards/Recognition Committee, coordinate the Silent Auction at the Annual Conference, serve as a resource and advisor to the current NCHO President, serve as the NCHO Historian, and perform other duties and responsibilities as assigned by either the President or the Executive Council. The Awards/Recognition committee, which is comprised of the Past-Presidents of NCHO or other members of the organization, shall solicit NCHO Service Award nominations, nominations for the Dan Wooten Award, and other award/recognition needs of the organization. Specific duties are listed in the NCHO Policy book.

## Section 5. Business Manager

The Business Manager shall be a member in the association for a minimum of two years. The Business Manager is primarily responsible for all elements concerning the current financial standing of the organization as well as organization membership. In addition, the Business manager coordinates the agenda in collaboration with the president and publishes the minutes from all meetings. Specific duties are listed in the NCHO Policy book.

## Section 6. Member-at-Large

The Member-At-Large shall be a member in the association for a minimum of two years. The Member-at-Large shall serve for a term of office of two years. The Member-at-Large primary responsibility is serving needs of the membership on the Executive Council and through the Membership Committee. Also coordinates the RA drive-in conference. Specific duties are listed in the NCHO Policy book.

## Section 7. SEAHO Representative

The SEAHO Representative shall be a member in the association for a minimum of three years. This person must have several years of significant involvement in NCHO prior to running for this position, preferably on the executive council for at least one year. The SEAHO Representative first responsibility is to chair the state caucus meeting at the next SEAHO Conference.

The SEAHO Representative shall serve a term of office for two years and will transition their elected replacement at their last SEAHO Conference, following the fall election of a new representative. The SEAHO Representative will represent NCHO at all SEAHO Executive Council meetings including the SEAHO annual conference and mid-year meeting. Specific duties are listed in the NCHO Policy book.

#### Section 8. Communications Coordinator

The Communications Coordinator shall be a member in the association that will serve for a term of two years. The Communications Coordinator is an appointed position responsible for producing the NCHO Newsletter, *The Signpost*, creating a marketing plan for NCHO and, in conjunction with the President, serving as a point-person for the organization. Specific duties are listed in the NCHO Policy book.

#### Section 9. Historically Black College and University (HBCU) Representative

The HBCU Representative shall be a member in the association representing an institution identifying themselves as a Historically Black College or University. The HBCU Representative shall currently work at a HBCU and have at least two years of experience at the institution they are representing, or two years of experience at a HBCU. The HBCU Representative shall serve for a term of two years. The HBCU Representative should be able to articulate issues facing the housing and residence life profession at HBCU's. Will be responsible for the HBCU drive-in. Specific duties are listed in the NCHO Policy book.

#### Section 10. Graduate Student Representative

The Graduate Student Representative shall be a member in the association who fulfills the following definition of a graduate student: an individual who is enrolled in either a masters or higher-level degree program, either full-time or part-time. The Graduate Student Representative shall serve for a term of one year. The main role of the Graduate Student Representative is to support and encourage graduate students that work in housing/residence life to become active participants in NCHO activities. Due to the election cycle, this person shall not in the last year of their program at election time. Specific duties are listed in the NCHO Policy book.

#### Section 11. Small College and University Representative

The Small College and University Representative shall be a member in the association representing an institution with a capacity not to exceed 2,000 beds. The Small College and University Representative shall currently work at a small college or university and have at least two years of experience at the institution they are representing, or two years of experience at a small college or university. The Small College and University Representative shall serve for a term of two years. The Small College and University Representative should be able to articulate issues facing the housing and residence life profession at small colleges. Specific duties are listed in the NCHO Policy book.

#### Section 12. Technology Coordinator

The Technology Coordinator shall be a member in the association. The Technology Coordinator shall serve an appointed term for two years. The Technology Coordinator should have a high level of knowledge and access to appropriate technology to maintain the association's website and listserv. Specific duties are listed in the NCHO Policy book.

#### Section 13. Professional Development Chair

The Professional Development Chair shall be a member in the association and shall be the past Professional Development Chair-Select. The Professional Development Chair's term shall serve for a term of one year. The Professional Development Chair shall work closely with the Annual Conference Chair(s) and Program Committee to coordinate and implement a quality professional development program for the annual conference. The Professional Development Chair will preside over the Professional Development Committee to plan and execute professional developments throughout the year. Specific duties are listed in the NCHO Policy book.

#### Section 14. Professional Development Chair-Select

The Professional Development Chair-Select shall be a member in the association and shall be a past member of the Professional Development Committee. The Professional Development Chair-Select's term shall be for one year with a transition into the Professional Development Chair role at the conclusion of the term. The Professional Development Chair-Select shall work closely with the Professional Development Chair to coordinate and implement a quality professional development program for the annual conference. The Professional Development Chair-Select will also work with the Professional Development Chair to plan and execute professional developments throughout the year. Specific duties are listed in the NCHO Policy book.

#### Section 15. Annual Conference Chair(s)

The Annual Conference Chair(s) shall be a member in the association. The Annual Conference Chair(s) shall serve a term of one year beginning at the end of the annual conference and continuing through the evaluation process of the following conference. The Annual Conference Chair(s) will preside over the conference committee and will work closely with the Professional Development Chair/Committee as well as President to provide a quality professional conference. Specific duties are listed in the NCHO Policy book.

#### Section 16. NCARH Liaison

The NCARH Liaison shall be a member in the association and should have experience in advising their institution's Residence Hall Association (et. al.). The NCARH Liaison shall serve for a term of two years usually beginning at NCARH annual conference and serving through two consecutive NCARH and NCHO conferences. This position will be selected by the State National Communication Coordinators (or their yielded representative) of NCARH at their annual state conference or at the next NCARH NCC meeting if a mid-term vacancy is created. The term of advising will commence at the close of the annual NCARH conference. The NCARH Liaison is expected to be present at NCARH, SAACURH, and Fall Summit and when possible NACURH. The NCARH Liaison is responsible for the summer Advisor Resource Training (ART) drive-in conference. Specific duties are listed in the NCHO Policy book.

#### Section 17. New Professional Representative

The New Professional Representative shall be a member in the association who when elected, shall be within their first three years of full-time professional employment. The New Professional Representative shall serve a term of two years. The main role of the New Professional Representative is to support, encourage and connect new professionals that work in the areas of housing and residence life to become active participants in NCHO activities. Specific duties are listed in the NCHO Policy book.

#### Section 17. Senior Housing Officer Representative

The Senior Housing Officer Representative shall be a member in the association representing a member institution of the North Carolina Housing Officers. The Senior Housing Officer shall serve a term of two years. When elected, the representative shall currently be in the role as a Senior Housing Officer at their respective institution. The main role of the Senior Housing Officer Representative is to support and engage with SHO's across the state to determine ways to engage them within NCHO and to provide insight to the NCHO executive council about feedback thoughts and perspective through the lens of an SHO. Specific duties are listed in the NCHO Policy book.

#### Section 18. Assessment Coordinator

The Assessment Coordinator will be the primary coordinator for assessment for the organization. The position is appointed by the Executive Council to serve a two year term. The main role of the Assessment Coordinator is to coordinate and support all Assessment efforts within NCHO to strengthen the organization and support data driven decision making as appropriate. Specific duties are listed in the NCHO Policy book.

### **Article V: Selection of NCHO Executive Council Officers**

All NCHO members shall have an equal opportunity to be nominated for vacant elected and appointed Executive Council positions (President-Elect, Business Manager, SEAHO Representative, Member-at-Large, Graduate Student Representative, Small College and University Representative, HBCU Representative and New Professionals Representative). Given the nature of the positions and institutional support required, those holding the Communications Coordinator, Program Chair,

Program Chair-Select Assessment Coordinator and Technology Coordinator will be selected by the Executive Council and approved by the membership at Annual Conference.

All interested members, may self-nominate or be nominated by a colleague. Nominations will be submitted to the President-Elect. If the member accepts the nomination, the member candidate shall submit a statement of intent and experience by the published deadline. Each member/candidate will be introduced to the electoral body during the business meeting at the annual conference. Voting will take place by secret ballot (one vote per institution) and a candidate will need a simple majority vote (50% plus 1) to be elected to the position. Officer selections will be announced to the association at the annual conference. When a position has no nominations by the deadline, nominations may be taken on the floor during the Business Meeting.

#### **Article VI: Leadership Vacancies**

If a vacancy comes to exist in any Executive Council office, the Executive Council shall decide, with majority vote, the appropriate course of action and or appoint a replacement for a term designated by the Executive Council.

#### **Article VII: Bids to Host Annual Conference**

The Bid Process for the annual conference is outlined in the policy book. Conference host site shall be selected as outlined and voted on by the Executive Council.

#### **Article VIII: Constitutional Changes**

All proposed changes to the NCHO Constitution shall be brought to the membership at the annual conference for a vote (one vote per institution). Proposed revisions shall be put forth by the Executive Council in writing and distributed to individuals attending the annual conference. A 2/3 vote from those in attendance at the Business Meeting of the annual conference is required for passage.

#### **Article IX: NCHO Policy Book**

The NCHO Policy book is an extension of the organization's constitution. It contains the policies and procedures for the "day to day" operations of the organization. Detailed Executive Council job descriptions, election information, financial policies, organizational forms, Executive Council voting procedures, annual conference guidelines and other information is included in the policy book. The document is to be maintained by the President and updated as needed. Changes to the policy book may be done so by the Executive Council. Changes to the policy book 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.