

CONSTITUTION of the North Carolina Housing Officers (NCHO)

Approved by the membership 08/25/2023

ARTICLE I

Name

The name of the organization by this constitution is the North Carolina Housing Officers.

ARTICLE II

Mission Statement

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.

Values / Value Statements

NCHO is committed to:

- Promoting student affairs and housing profession.
- Providing affordable professional development opportunities.
- Promoting the standards established by the Association of College and University Housing Officers International (ACUHO-I).
- Serving as a liaison between 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

Membership in the Association shall be defined and categorized in two ways: Institutional and Corporate Membership.

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 person institution, election or appointment to office, and a receipt of the NCHO Newsletter. Membership will be granted to each institution at no cost.
 - a. **Professional Affiliate Member** - Any individual who is employed by a member institution in the housing operations as defined above.
 - b. **Associate Member** - any individual who is employed by an independently managed residence hall at any institution that qualifies for NCHO membership who is not representing a registered Corporate Partner.
 - c. **Student Member** - any undergraduate or graduate student who is enrolled at an institution who is employed by or engaged with a member institution.
 - d. **Faculty Member** - any faculty member who teaches at an institution that qualifies for NCHO membership.

- e. **Emeritus Member** - any individual who has retired from an institution that qualifies for membership or has left employment with a housing operation after significant service to a member institution and/or the Association.
2. **Corporate Membership** - open to any business entity having a commercial interest in the housing profession.
- a. **Corporate Partners** - any representative from a “for-profit” or “not-for-profit” business. Corporate partners may neither vote, nor be elected to office, but may serve on a committee or task force as appointed. At the Annual Conference, corporate partners can attend meals only covered by their registration and may present a program to the membership with a Professional Affiliate Member serving as the primary presenter/contact.

ARTICLE IV

Officers and Governing Council

1. Officers - The officers of the Association shall be elected or selected among Professional Affiliate Members and Student Members employed in housing-related area by member institutions and shall be as follows:
 - a. Elected Positions- voted on by institution’s Senior Housing Officer
 - i. President
 - ii. President-Elect
 - iii. Past-President
 - iv. Business Manager
 - v. Membership Coordinator
 - vi. New Professionals and Graduate Students (NPGS) Representative
 - vii. Historically Black Colleges and University (HBCU) Representative
 - viii. Small College and University (SCU) Representative
 - b. Selected Positions- voted on by Executive Council
 - i. Communications Coordinator
 - ii. Technology Coordinator
 - iii. Assessment Coordinator
 - iv. Professional Development Coordinator
 - v. Annual Conference Chair
 - vi. Annual Conference Chair-Select
 - vii. Association of Residence Halls for the Carolina’s (ARHC) Liaison
 - viii. Senior Housing Officer (SHO) Representative
2. President
 - a. The President shall serve as the senior chief executive officer of the Association and chair of the Executive Council; preside over all meetings of the Association and the Executive Council; serve as liaison to the Southeastern Association of Housing Officers; 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 and Bylaws and Leadership Manual.

3. President- Elect
 - a. The President-Elect shall preside at all Association functions in the absence of the President; coordinate the Executive Council election process, work to secure conference site and chair, perform other duties and responsibilities as assigned by either the President or the Executive Council. 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.
4. Past President
 - a. The immediate Past President shall serve as an advisor to the Executive Council and the President; serve as the chairperson of the awards and recognition committee; serve as chairperson of the scholarship committee; and perform other duties and responsibilities as assigned by either the President or the Executive Council.
5. Business Manager
 - a. The Business manager shall serve as the official correspondent and record keeper for the Association and serve as the custodian of all association funds and disbursements acting in good faith and serving in a fiduciary role to the Association. They maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; is the signature authority on all official contracts for the Association; and performs other duties and responsibilities as assigned by either the President or the Executive Council. The Business Manager shall serve for a term of office of two years.
6. Communications Coordinator
 - a. The Communication Coordinator is responsible for producing the NCHO Newsletter called *The Nest*, creating and implementing a communication and marketing/social media plan for NCHO; coordinating apparel needs for NCHO; and performing duties and responsibilities as assigned by the President or the Executive Council. The Communication Coordinator shall serve for a term of office for two years.
7. Technology Coordinator
 - a. The Technology Coordinator is responsible for the management of NCHO's website and listserv; identifying and implementing technical solutions for the operational benefit of NCHO; and performing duties and responsibilities as assigned by the President of the Executive Council. The Technology Coordinator shall serve for a term of office for two years.
8. Assessment Coordinator
 - a. The Assessment Coordinator is responsible for coordinating and supporting all assessment efforts within NCHO to strengthen the organization; support data driven decision making as appropriate; and perform duties and responsibilities as assigned by the President or the Executive Council. The Assessment Coordinator shall serve for a term of office for two years.

9. Professional Development Coordinator
 - a. The Professional Development Coordinator is responsible for coordinating on-going professional development opportunities; chairing the Professional Development Committee; serving in a support role for NCHO sponsored conferences, drive-ins and other meetings to ensure alignment with the overall professional development outcomes outlined in the NCHO strategic plan; and performing duties and responsibilities as assigned by the President or the Executive Council. The Professional Development Coordinator shall serve for a term of office for two years.

10. Membership Coordinator
 - a. The Membership Coordinator is responsible for developing plans to increase institutional involvement with NCHO; maintaining membership directory information; and performing duties and responsibilities as assigned by the President or the Executive Council. The Membership Coordinator shall serve for a term of office of two years.

11. Annual Conference Chair
 - a. The Annual Conference Chair is responsible for chairing the NCHO annual conference Planning committee; ensuring the successful implementation of the annual conference; and performing duties and responsibilities as assigned by the President, Executive Council or the annual conference committee. The Annual Conference Chair 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.

12. Annual Conference Chair- Select
 - a. The Annual Conference Chair- Select will serve on the NCHO Annual Conference Planning committee; shadow the Annual Conference Chair responsibilities; recruit and select the next annual conference planning committee; and perform duties and responsibilities as assigned by the President, Executive Council or the annual conference committee. The Annual Conference Chair-Select shall serve a term of one year before transitioning into the Annual Conference Chair role.

13. Association of Residence Halls for the Carolina's (ARHC) Liaison
 - a. The ARHC (Association of Residence Halls for the Carolina's) Liaison is expected to be present at ARHC, SAACURH, and Fall Summit. This position will be selected by the State National Communication Coordinators (or their yielded representative) or ARHC at their annual state conference or at the next ARHC SCC (State Communications Coordinator) Meeting if a mid-term vacancy is created. The ARHC Liaison shall serve for a term of two years, usually beginning at ARHC annual conference and serving through two consecutive ARHC and NCHO conferences.

14. Senior Housing Officer (SHO) Representative
 - a. The Senior Housing Officer (SHO) Representative is responsible for supporting and engaging SHO's across the state through on-going communication and needs assessments; creating opportunities for connection; advocating for the needs of the SHO's; keeping an active directory of SHO contact information; hosting and moderating the SHO meeting at the annual conference; and performing responsibilities as assigned by the President or the Executive Council. The SHO Representative shall be in the role as a Senior Housing Officer when elected and shall serve for a term of two years.

15. New Professional and Graduate (NPGS) Student Representative
 - a. The New Professional and Graduate Student (NPGS) Representative is responsible for supporting and engaging NPGS's across the state through on-going communication and needs assessments; creating opportunities for connection and professional development; advocating for the needs of NPGS; facilitating the NPGS social during the annual conference; and performing duties and responsibilities as assigned by the President or the Executive Council. The New Professional Representative shall be within their first three years of full-time professional employment when elected and shall serve for a term of office of two years.

16. Historically Black College and University (HBCU) Representative
 - a. The Historically Black College and University (HBCU) representative is responsible for supporting and engaging HBCU's across the state through on-going communication and needs assessments; creating opportunities for connection among HBCUs; advocating for the needs of HBCUs; facilitating the HBCU roundtable at the annual conference; planning and executing the HBCU Drive In; and performing duties and responsibilities as assigned by the President or the Executive Council. The HBCU Representative shall be a current member in the association representing an institution identifying themselves as Historically Black College or University. The HBCU Representative shall serve for a term of office of two years.

17. Small College and University Representative
 - a. The Small College and University (SCU) Representative is responsible for supporting and engaging SCU's across the state through on-going communication and needs assessments; creating opportunities for connection among SCUs; advocating for the needs of SCU's; facilitating the SCU roundtable at the annual conference; performing duties and responsibilities as assigned by the President or the Executive Council. The SCU Representative shall be a current member in the association representing an institution with a capacity not to exceed 2,000 beds. The SCU Representative shall serve for a term of office of two years.

ARTICLE V

Meetings

1. Membership: There shall be a scheduled business meeting during the state conference and regional conference. This meeting is open to all members of the Association.
2. Executive Council: The Executive Council shall meet at least 5 times at a time and place selected by the President.
3. Committees: All committees shall convene as deemed necessary to fulfill their designated responsibilities.

ARTICLE VI

Association Activities

This is a list of some, not all, of the activities NCHO hosts throughout the year:

- Annual Conference
- RA-Drive In
- HBCU Round-Up*

- Social Justice Institute*
- Professional development opportunities

ARTICLE VII

Revenue and Expenditures

1. Association Funds
 - a. Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Association and shall be used only in cases where expenditures clearly implement the general objective, mission, and purpose of the Association. Additionally, association funds may be used to defray the normal operating expenses of the association.
 - b. Association funds shall be maintained in the following accounts:
 - i. Primary Fund
 - ii. Conference Account
 - iii. Money Market Account
 - iv. ARHC Checking
 - v. ARHC Savings
2. Revenues will consist of:
 - a. Net income from the annual conference.
 - b. Net income from other services and programs provided.
3. Expenditures
 - a. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be appropriated by the Business Manager and President in accordance with policies established by the membership and this Constitution.
 - b. Funds necessary for the Annual Operating Budget for use by the Executive Council and other such services deemed necessary and appropriate shall be appropriated by the Executive Council in accordance with policies established by the membership and this Constitution.

ARTICLE VIII

Dissolution

- In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Southeastern Association of Housing Officers (SEAHO).

ARTICLE IX

Amendment

- The Constitution may be amended by a two-thirds majority of the member institutions that cast a vote through an electronic voting mechanism or through attendance at the business meeting of the Association.
- All proposed Constitutional amendments must first be approved by the Executive Council by a simple majority vote.

BYLAWS

I. Voting

Executive Council Voting

- A. A minimum of 2/3 of the filled Executive Council officers must be present at one of the meetings to have a quorum to vote.
- B. Voting members of the Executive Council include the following:
 1. President
 2. President-Elect
 3. Past President
 4. Business Manager
 5. Communications Coordinator
 6. Technology Coordinator
 7. Assessment Coordinator
 8. Professional Development Coordinator
 9. Membership Coordinator
 10. Association of Residence Halls for the Carolina's (ARHC) Liaison
 11. Senior Housing Officers (SHO) Representative
 12. New Professional and Graduate Student (NPGS) Representative
 13. Historically Black College and University (HBCU) Representative
 14. Small College and University (SCU) Representative
- C. For a vote to take place, 2/3 of executive officers must be present. For a vote to pass, 50% plus one must vote in the affirmative.

Electronic Voting Option

- A. At the President's discretion, they may determine the need to vote on an issue prior to one of the scheduled Executive Council meetings. In this case, the President will outline in an electronic mail message the issue that needs to be voted on by the Executive 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 is up, the President will call for a vote. Voting via electronic mail must abide by the same quorum requirements and voting protocol as stated in the voting standards.

Electronic Institutional Membership List Serve Voting Options

- A. At the President's discretion, they may determine the need to solicit feedback, discuss, or vote on an issue by member institutions. In this case, the President will outline in an electronic email message the issue that needs discussion for the Senior Housing Officer, 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 listserv can discuss the issue over email. Once this period is up, the President will call for a vote and determine the voting protocol. The protocol should follow the general membership voting standards, but the President is authorized to make an exception to the protocol with the permission of the President-Elect and Past President.

General Membership Voting

- A. For general membership voting there is no minimum number of institutions that need to be present to put a vote before the group.

- B. For general membership voting there is one voting member per institution.
- C. In all voting matters apart from elections, a minimum of 2/3 of the member institutions present must vote in the affirmative for the motion to pass.
- D. In election voting, 50%+1 of the member institutions present must vote, by secret ballot, in the affirmative for that position to be officially filled. If no candidate gets 50%+1 of the votes, then the candidate with the lowest percentage is eliminated and a re-vote is cast until someone wins 50%+1 of the votes.
- E. For an institution to vote by proxy, they need to cast their votes at least 24 hours before the business meeting with the NCHO Business Manager. The vote can be made via email, verbally via telephone, or in writing. At the appropriate time, the Business Manager will include the proxy vote in the tally process. If a revote 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.

II. Elections

- A. All NCHO members shall have an equal opportunity to apply for vacant Executive Council positions.
- B. All interested members must apply.
- C. The following table outlines the year in which the Executive Council will have position vacancies based on term of office:

<u>Odd Years</u>	<u>Even Years</u>
President – Elect Business Manager Technology Coordinator * Assessment Coordinator* Conference Chair- Select* SCU Representative SHO Representative ARHC Representative ** *Positions appointed by executive council **Positions appointed by the State Board of Directors of ARHC	President – Elect Communications Coordinator* Membership Coordinator Professional Development Coordinator Conference Chair- Select* NPGS Representative HBCU Representative *Positions appointed by executive council

- D. Applications will be submitted to the President-Elect.
- E. All candidates shall submit the following to the President-Elect by the deadline:
 1. Completed Application Form
 2. Current Resume
 3. A letter of support from the candidate’s direct supervisor or Senior Housing Officer.
- F. Nominations from the floor will be allowed at the discretion of the President-Elect and only if no other individuals have stepped forward to run for positions by the stated deadline.
- G. All candidates’ completed application materials will be distributed to each institution’s voting member.
- H. Each candidate will be introduced to the electorate body during the business meeting at the annual conference.

- I. Voting will take place by secret ballot and in accordance with the organizational voting procedures outlined in the voting section of this policy book.
- J. Officer election results will be announced to the association during the closing luncheon at the annual conference.

III. Vacancies and Position Removal Procedures

Vacancies

- A. In the event of a vacancy of the office of the President, the President-elect shall progress to the position of the President for the remainder of the term, and then will serve a full term as President, as scheduled.
- B. In the event of a vacancy in the office of President-Elect, the President shall make an interim appointment until such time as a special election can be held.
- C. If a vacancy comes to exist in an Executive Council office, the remaining council members shall decide with majority vote the appropriate course of action and/or appoint a replacement for a term designated by the Executive Council (e.g., one year or remainder of term) in case of mid-year vacancies.

Position Removal Procedures

- A. If a member of the Executive Council fails to fulfill the responsibilities of their position and/or does not attend the required 75% of Executive Board meetings, removal proceedings could ensue. The President will make the removal decision in conjunction with the Past President and President-Elect. Procedures for this process are as follows:
 1. Warning
 - a) Discuss concerns of missing information with the officer. Allow them the opportunity to correct the error within a reasonable time frame.
 - b) Informed the officer verbally and in writing of concerns of missing information from the officer. Allow them the opportunity to correct the error within a reasonable time frame.
 - c) If follow up attempts fail to produce necessary outcomes, move to the removal phase.
 2. Removal
 - a) Provide the officer the written details of the accusations against them.
 - b) Allow the officer the opportunity to correct the error within a reasonable time frame.
 - c) If the officer fails to correct the error, the President will need to determine, with support of the Past President and President-Elect, the appropriate course of action.
 - d) The officer must be notified of the decision outcome.
 - e) The officer's institution may also be notified at the discretion of the President. Notification of the rest of the Executive Council will follow along with procedures to fill the now vacant position.
 - f) If the President needs to be removed, a vote must take place by the Executive Council. A vote of $\frac{2}{3}$ in the affirmative must be achieved to pass the motion.

IV. Committees

- A. The NCHO Executive Council will determine the need of committees for the upcoming year and send out messages to the NCHO General Listserv to collect interest in members serving on the committee(s).

- V. Fiscal Management
 - A. The (fund) shall maintain a minimum balance of \$1,500.

- VI. Strategic Plan
 - A. Every five years NCHO will develop a new strategic plan (2025, 2030, etc.).
 - B. The President will chair the development and implementation process via committee or task force, to begin work at least one year prior to expiration of the current strategic plan.
 - C. Every five years, the President will present a proposed new strategy for membership approval at the annual business meeting.
 - D. Executive Council members will be charged with serving as champions for specific goals related to their committee or position.
 - E. The strategic plan should be reviewed for progress and accomplishment at least twice each year; at the Executive Council Meetings
 - F. The President will present a Strategic Plan Progress Report at the annual business meeting.

- VII. Amendment
 - A. If the Executive Council wishes to make changes to the NCHO Constitution and Bylaws, they must have a simple majority approve the change via electronic vote or at the annual business meeting.
 - B. The Executive Council can approve policy changes to NCHO by a simple majority approval.