

## **Association of Georgia Housing Officers Constitution**

### **Article I - Name**

The name of the organization established by this constitution is the Association of Georgia Housing Officers.

### **Article II - Purpose**

The Association of Georgia Housing Officers (hereinafter referred to as GHO) exists to provide an opportunity to college and university housing officers for personal and professional growth through attendance at an annual conference and to facilitate an exchange of ideas and dialogue with professional colleagues. GHO also monitors the activities of the Georgia student conferences and provides guidance when requested.

### **Article III - Membership**

Membership is open to all institutions of higher education in the state of Georgia with student residential facilities or staff that manage housing facilities or related entities. There are no fees paid toward membership.

### **Article IV - Officers and Executive Board**

1. **Officers:** The officers and Executive Board of GHO are as follows:
  - a. Past President
  - b. President
  - c. Vice President
  - d. Secretary/Treasurer
  - e. Southeastern Association of Housing Officers (SEAHO) State Representative
  - f. SEAHO Report State Editor
  - g. Webmaster
  - h. Georgia Residence Hall Organization (GRHO) Advisor
  - i. Ex officio - Georgia Resident Assistant Saturday Seminar (GRASS) Host, GHO Conference Host, and Georgia Residence Halls Organization (GRHO) Advisor-elect
  
2. **Past President:** Upon completion of a one (1) year term as President, he/she will assume the Past President position for one (1) year. The President will assign duties, which are customary to such an office and which are supported within the Constitution and Bylaws. The Past President will serve as Historian and will oversee any constitutional revisions.
  
3. **President:** The President is Chair of the Executive Board as well as head of GHO and represents it on all occasions; presides over all meetings of GHO and the Executive Board; performs all other duties customary to such office which are supported within the Constitution and Bylaws, including assisting the Secretary/Treasurer with budget preparation and serving as Nominating Committee Chair for election of new officers. The President serves a one (1) year term then assumes the Past President position for one (1) year. In the event that a voting member of the Executive Board other than the President is

unable to complete his/her term, the President with the approval of the Executive Board will appoint a replacement to serve out the remainder of the term.

4. Vice President: The Vice President serves as President elect and presides at all GHO functions in the absence of the President; performs the duties of the Chair of the Program Committee; the VP serves as the liaison to other relevant state associations and reports their happenings to the GHO membership. The Vice President shall be elected for a three year commitment of service which includes one year as each of the following: Vice President, President, and Past President. In the event that the President is unable to complete his/her term, the Vice President shall assume the responsibility of the President.
5. Secretary/Treasurer: The Secretary/Treasurer is elected for a two (2) year term. The Secretary-Treasurer has custody of all funds and property of GHO; prepares an annual account of the financial standing of GHO and presents it to the business meetings at the GHO and SEAHO annual conferences; maintains records of GHO, prepares and distributes minutes of meetings held throughout the term of office and provides leadership for budget preparation in conjunction with the President.
6. SEAHO State Representative: The State Representative will be elected for a two (2) year term in the same manner as other elected officers of the Association. The State Rep serves as the liaison between GHO and SEAHO; solicits program proposals for the SEAHO conference; attends the annual SEAHO Conference and mid-year planning meeting. The SEAHO State Representative may not concurrently serve in a GHO Executive position.
7. SEAHO Report State Editor: The State Editor will be elected for a two (2) year term in the same manner as other elected officers of the Association, and solicits articles from the membership of GHO for the SEAHO report; writes and submit articles regarding GHO and the state to the SEAHO report; coordinates all aspects of the GHO Newsletter (4 issues per year).
8. Web Master: The President in consultation with the exec board appoints the Web Master. The Web Master will be included in the Executive Board meetings but will not have voting privileges. The Web Master maintains the GHO Website. Maintaining the web site includes posting information about or a link to all sponsored conferences. The Web Master posts meeting minutes, GHO reports and professional development that encompass the scope stated in Article II.
9. Ex Officio Members: GRASS Host, GHO Annual Conference Host, and GRHO Advisor-elect: The hosts of the GRASS Conference and the GHO Annual Conference and the GRHO Advisor-elect will be included in the Executive Board meetings but will not have voting privileges. Should the chair of the host committee of the GRASS Conference or GHO Annual Conference or GRHO Advisor-elect already be a member of the Executive Board, he/she will appoint a member of the host committee to serve as the ex-officio

representative to GHO. The GRASS and GHO Conference hosts plan and execute their respective conferences in conjunction with the Executive Board and the Program Committee (for GHO). The past GRASS and GHO hosts will serve as advisors to the following year's conference. The GRHO Advisor-elect assists the GRHO Advisor and assumes the position of GRHO Advisor when the subsequent GRHO Advisor-elect takes office at SEAHO.

10. Executive Board: The Executive Board will determine the activities to be provided by GHO, selecting host sites for all sponsored conferences.

#### **Article V - Meetings**

1. Membership: Meetings of the membership shall be at scheduled business meetings during the GHO annual conference and the SEAHO annual conference.
2. Executive Board: The Executive Board shall meet at least four times annually at time and places selected by the President. A minimum of four voting members must be present to conduct Executive Board business. Suggested meeting times include SEAHO, New Professionals, and GHO.

#### **Articles VI - Financial Procedures**

1. Overall financial procedures shall be established by the membership and carried out by the Executive Board.
2. An annual audit will be conducted by an individual appointed by the President with the approval of the Executive Board. This audit will take place every two years upon transition of the Secretary/Treasurer position.
3. All GHO funds will be deposited in a bank mutually agreed upon by the Secretary/Treasurer and President.
4. Revenue of GHO will consist of:
  - a. Income from the GHO annual conference and GRASS as defined in the By Laws.
  - b. Income from any other services provided.
5. Disbursements from the treasury will require the signature of the Secretary/Treasurer or the President.

#### **Article VII - Committees**

The President and/or the Executive Board will appoint committees from the membership as may be necessary. Standing Committees of GHO shall be:

- GHO Program Committee (work with the Vice President)
- Awards and Recognition Committee (work with the President)
- Associates Committee (work with GHO Conference Host)
- GHO Newsletter (work with SEAHO Report State Editor)

Membership Services

Resident Assistant Relations (board for RAs to share ideas and also concerns)

#### **Article VIII - Dissolution**

In the event of the dissolution of GHO, the property, funds and all other assets after liquidating and indebtedness, will be turned over to SEAHO.

#### **Article IX - Adoption**

This Constitution may be amended by a majority vote of the member institutions responding to a ballot. Proposals of amendments to the Constitution will be forwarded to the President who will present them to the Executive Board and with approval from the Board, the membership.

#### **By Laws Voting**

1. Each institution in attendance at the GHO business meetings shall be entitled to one vote on any issue, which comes before that body.
2. All matters coming before GHO business meetings will be decided by a simple majority of all the institutions in attendance. Matters requiring a ballot will be decided by a simple majority of those in attendance, or electronic returns via email or web voting.
3. Officers are to be elected prior to the SEAHO annual conference business meeting.
  - a. The President shall head up all nominations for GHO Executive positions. This will include the announcement of such openings, call for nominations, supporting statements, and the tabulation of votes.
  - b. Nominees will be contacted and must agree to accept the nomination.
  - c. Nominations and candidate qualifications will be sent to all member institutions.
  - d. To be elected, a candidate must receive a plurality of the votes cast by the institutional representatives in a ballot. Use of email will be an acceptable balloting process.
  - e. GRHO Advisor-elect will be elected by a combined vote of GHO and GRHO. The candidates will be reviewed at the GRHO conference, held after the conclusion of GHO elections but prior to SEAHO.

#### **Host Responsibilities**

1. GRASS
  - a. The host institution is responsible for fiscal management for GRASS and must submit a budget as requested by the Executive Board.
  - b. After a budget is submitted, base funding if requested may not exceed 25% of the current GHO operating budget.
  - c. 100% of any base funding received must be returned to GHO within 30 days of the conference.
  - d. At least 15% of any surplus money resulting from GRASS must be deposited into the GHO account within 30 days of the conference. Note: The GRASS conference is not intended to be a fundraiser for the host institution of GHO.

- e. A conference report should be submitted to the Secretary/Treasurer within 30 days of the conference.
2. GHO Annual Conference
    - a. The host institution is responsible for fiscal management for the GHO conference and must submit a budget as requested by the Executive Board.
    - b. After a budget is submitted, base funding, if requested, may not exceed 25% of the current GHO operating budget.
    - c. 100% of any base funding received must be returned to GHO within 90 days of the conference.
    - d. 75% of any surplus money resulting from the GHO conference must be returned to GHO within 90 days of the conference. Note: The GHO conference is not intended to be a fundraiser for the host institution or GHO. The host institution may keep up to 25% of profits to off-set absorbed costs of hosting.
    - e. A conference report should be submitted to the Secretary /Treasurer within 90 days of the conference.

**Relationship with GRHO (Georgia Residence Hall Organization)**

1. GRHO is a student-run organization that collaboratively with GHO seeks to provide leadership opportunities to residence hall leaders across the state of Georgia.
2. GRHO is independently funded through conferences and related activities. GHO supports GRHO by providing financial oversight and management for all GRHO financial activities. The GRHO Advisor and designated executive board member must approve all GRHO-related expenditures.

Revised February 26, 2009