

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. State Editor
 - g. Webmaster
 - h. Georgia Residence Hall Organization (GRHO) Advisor
 - i. Ex officio - Georgia Resident Assistant Saturday Seminar (GRASS) Host, GHO/GCPA Conference Host, and Georgia Residence Halls Organization (GRHO) Advisor-elect

2. **Past President:** The immediate past President shall serve as 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 shall serve as an advisor to the Executive Board, Historian, oversee any constitutional revisions, and perform other duties and responsibilities as assigned by either the President or the Executive Board.

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. In the event that a voting member of the Executive Board other than the President is unable to complete their 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 will oversee any constitutional revisions in conjunction with the executive board and a constitutional review committee. The Vice President shall be elected for a two-year commitment of service which includes one year as each of the following: Vice President and President. In the event that the President is unable to complete their 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. They also will serve as Historian for GHO, collecting all documentation of events and meetings and posting them online to our Gmail drive account, creating a location of historical knowledge.
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; Collects materials in conjunction with the State Editor for the SEAHO report; attends the annual SEAHO Conference and mid-year planning meeting. The SEAHO State Representative may not concurrently serve in a GHO Executive position.
7. 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 GHO website; writes and submit articles regarding GHO and the state to the

GHO website. In addition, The State Editor administers all social media outlets to ensure up-to-date information, content, and meaningful interactions are occurring in the association's virtual communities.

8. Webmaster: The President in consultation with the Executive Board appoints the Webmaster for a term of one (1) year. The Webmaster will be included in the Executive Board meetings and does have voting privileges. The Webmaster maintains the GHO Website and social network presence. Maintaining the web site includes posting information about or a link to all sponsored conferences. The Webmaster posts meeting minutes, GHO articles and professional development that encompasses the scope stated in Article II.
9. GRHO Advisor: The duties for the GRHO Advisor are outlined in the GRHO constitution. The GRHO Advisor shall be elected for a two-year commitment of service which includes one year as each of the following: Advisor-Elect and Advisor. In the event that the Advisor is unable to complete their term, the Advisor-Elect shall assume the responsibility of the Advisor. The GRHO Advisor is a voting member of the GHO Executive Board and may proxy their vote to the Advisor-Elect.
10. Ex Officio Members: GRASS Host, GHO/GCPA Annual Conference Host, and GRHO Advisor-elect: The hosts of the GRASS Conference and the GHO/GCPA 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/GCPA Annual Conference or GRHO Advisor-elect already be a member of the Executive Board, they will appoint a member of the host committee to serve as the ex-officio representative to GHO. The GRASS and GHO/GCPA 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/GCPA hosts will serve as consultants to the following year's conference, including the past conference wrap up report. The GRHO Advisor-elect assists the GRHO Advisor and assumes the position of GRHO Advisor when the subsequent GRHO Advisor-elect takes office at NACURH.

Article V - Meetings

1. Membership: Meetings of the membership shall be at scheduled business meetings during the GHO/GCPA 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/or the GHO Conferences.

Articles VI - Financial Procedures

1. Overall financial procedures shall be established by the membership and carried out by the Executive Board.
2. An 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. This auditor will be external to the Executive Board, but could be internal to the GHO association.
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/GCPA 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:

1. Awards and Recognition Committee
2. Chronicles Committee

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.
4. Officers are expected to attend executive meetings at mid-year, New Professionals Workshop, GHO/GCPA, and SEAHO. If an Executive Board Officer misses more than two meetings in a year, the Executive Board Officer's position will come up for a vote to determine if the position is considered vacant by absence. The position will be considered vacated by absence with a 2/3 vote from the remaining Executive Board. Replacement of Officer will follow the method prescribed in Article IV Section 3.

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 percent of any base funding received must be returned to GHO within 30 days of

- the conference.
- d. At least 15 percent 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. A report template can be acquired by emailing the Secretary/Treasurer of GHO.
2. GHO/GCPA Annual Conference (Georgia Housing Officers and Georgia College Personnel Association)
- a. If there is cost sharing revenue, dictate how the cost sharing will work here (i.e. Agree to *GCPA* receiving 25% of net revenue, *GHO* 25% of net revenue, *Joint Account* 50% after all expenses are paid from conference).
 - b. Establish a bank account to hold all joint conference monies raised.
 - c. All purchases and monies received for the conference must be utilized by the joint account. Registration fees should be made payable to the joint account. If there is not enough money in the joint account, the GCPA or GHO can transfer money to the joint account.
 - d. The host institution will need to complete a form to request payment for any purchases. The host institution will submit the form by email to GCPA and GHO Presidents and copy both treasurers of each organization. The presidents will approve or decline in writing.
 - e. GCPA and GHO will create a conference subcommittee that will include at least one representative from the host institution, the conference chair from both organizations, and the treasurers from both organizations. The subcommittee will meet at least once a month to discuss any conference updates.
 - f. GCPA and GHO will meet the last day of the conference to make sure to reconcile all monies from the conference. All transfers and deposits from the conference will be made into the joint Bank of America Business Account within 2 business days of the original meeting. Any outstanding revenue or expenses will be reconciled within 10 days from the last day of the conference.
 - g. Agree to share all registrant contact information including but not limited to: name, position title, institution, mailing address, phone number, email address
 - h. Give GCPA and GHO the opportunity to revisit combining the (2) conferences each year

- i. Agree to establish adequate and affordable registration fee and utilize Waze or a similar payment service. In the registration information, we will include that “If we do not have your payment for the registration two weeks before please make sure to have a paper check or another method of payment when you arrive to the conference.”
 - j. Agree to create a tear outline for business sponsorship
3. The GHO Executive Board shall determine the host sites for all GHO/GCPA -related conferences.

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, affiliation fees, 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.