

# **KENTUCKY ASSOCIATION OF HOUSING OFFICERS CONSTITUTION**

## **Article I**

### **Name**

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

## **Article II**

### **Purpose**

Section 1. The Kentucky Association of Housing Officers (hereinafter referred to as KAHO), exists to provide opportunities of personal and professional growth for college and university housing and residence life officers.

Section 2. The purposes of KAHO are:

- A. To unite professionals of public and independent institutions who have responsibility for residence life, housing and related support areas.
- B. To encourage the sharing of resources, programs, procedures, information and policies of common interest.
- C. To cultivate professionalism, high standards and ethical approaches.
- D. To address the needs of staff members in all areas of housing including residence life, operations and administration.
- E. To provide an annual conference, workshops on current issues and a roster of institutional and individual members.
- F. To serve as a liaison with other state and regional organizations and the international ACUHO-I.
- G. To provide an opportunity for staff members at all levels to contribute and actively participate in the achievement of KAHO goals.

## **Article III**

### **Membership**

Section 1. Institutional Membership

- A. Membership is open to all institutions of higher education in the State of Kentucky. All institutions of higher education in Kentucky are automatically members. (amended 10/2015)

Section 2. General Body Membership

- A. Membership in the general body of KAHO is open to all housing/residence life staff members in service at any institutional member. Individuals not meeting the above criteria but wishing to be a general member in the KAHO body should request membership in writing to the current KAHO President. (amended 10/2015)

Section 3. Governing Council Membership

- A. A nomination and election process outlined in Article IV determines membership in the KAHO Governing Council and its positions.
- B. It is the preference of KAHO to be led by a diverse institutional makeup on the Governing Council. Therefore, no more than two currently serving members may be from the same institution unless the following exemptions are present:
  - a. Nominations at the KAHO Annual Conference that result in a position being unfilled or an election being contested unopposed.
  - b. Mid-term vacancies filled by appointment of the Governing Council (amended 10/2015)

## **Article IV**

### **Governing Council and Committees**

## Section 1. Officers

- A. **President:** The representative of the association on all occasions. Presides over meetings of the association and over the annual conference. The president and the president-elect maintain monthly contact to develop the vision of the organization with the Governing Council and are responsible for the overall vitality of the organization. The president is charged with long range planning, identifying KAHO Conference host sites and supporting the annual Kentucky conferences. The president recruits candidates for positions and conducts the elections for officers at the annual KAHO Conference business meeting. The president position is filled by the president-elect after that term expires. If a vacancy occurs in the office of president during presidency, the Governing Council will then nominate and elect a replacement for the president-elect.
- B. **President-Elect:** Serves in place of the president during any absence. The president-elect is responsible for assisting the host school of the annual KAHO Conference in planning and preparation for the conference. The President-Elect position will also be responsible for the recruitment and development of programs of the annual KAHO Conference by serving as the Programming Chair for the conference. The president-elect chairs the Awards/Recognition Committee. The president-elect maintains monthly contact with the president, participates in long range planning and reviews the constitution for annual updates. This position is elected each year by a majority vote (51%) at the annual KAHO Conference. The person in this position is making a two-year commitment to the organization. This position serves for one year and automatically assumes the position of president at the annual KAHO Conference following the term of the president-elect. Should a vacancy occur in the office of the president-elect, the Governing Council will appoint a replacement until the next election at the annual KAHO Conference. (amended 10/2014)
- C. **Colonel:** The Colonel is a sage and historical expert of the organization. The Colonel will provide support, guidance, organizational memory, historical perspective, and continuity to the Governing Council. The Colonel helps provide parliamentary support when necessary. The Colonel will serve a two-year term and be filled by a housing professional who has been in the state a minimum of five years, has attended three or more KAHO Conferences, and has served on the KAHO Governing Council. This position will be elected by majority vote (51%) by the member institutions present at the annual KAHO Conference. If no viable nominations are solicited, the immediate past KAHO President will serve the one-year term. Should a vacancy occur in the office of colonel, the Governing Council will appoint a replacement until the next election at the annual KAHO Conference. (amended 10/2015)
- D. **Secretary:** Custodian of all records of the association. The officer prepares minutes of the conference, updates the KAHO e-mail listserv, and maintains general records. The officer collects information and prepares a historical record of the KAHO Conferences and Governing Council to present at the KAHO Business Meeting during the annual SEAHO Conference. The historical record shall include the date, host, and theme of the conference, schools in attendance, awards presented, officers elected, legislation passed, and key note speaker presentations. The position is elected by majority vote (51%) for a two-year term by the membership at the annual KAHO Conference. Should a vacancy occur in the office of the Secretary, the Governing Council will appoint a replacement until the next election at the annual KAHO Conference. (amended 10/2018)
- E. **SEAHO State Representative:** Serves as representative of Kentucky in the Southeastern Association of Housing Officers. Responsibilities include: serves as a representative to the SEAHO Report and generates articles about Kentucky activities for this newsletter. This position will work to encourage professionals from around the state to generate articles for the SEAHO. This position is also responsible to report and attend both midyear and annual SEAHO Conference meetings, serving on SEAHO planning committees, maintaining correspondence with the state regarding SEAHO and performing other SEAHO duties as

assigned. The SEAHO State Representative is responsible for his/her own expenses of attending the mid-year and annual SEAHO Conference meetings. Elected at the annual KAHO Conference by majority vote (51%). The person elected into this position must have been working in the State of Kentucky in a full-time professional position for minimally the previous year. The term of office is from the next spring annual SEAHO Conference until the beginning of the second annual SEAHO Conference to follow. Should a vacancy occur in the office of SEAHO State Representative, the Governing Council will appoint a replacement.

- F. **Small School Representative:** Serves as a representative of small college and University members. Shall be a full time employee of a school with a student population under 5000 students, undergraduate and graduate. Shall have a current employment description involving work in Housing or Residence Life. Works to build and develop small school participation by maintaining contact throughout the Representative's term. This can include but is not limited to creating discussion posts, groups, on-campus visits, etc. The position coordinates a round table program at the annual KAHO Conference. Is elected for a 2 year term at the annual KAHO conference by majority vote (51%). Should a vacancy occur, the Governing Council will appoint a replacement until the next election at the annual KAHO Conference.
- G. **Graduate Student Representative:** Serves as a representative of students currently enrolled, full time or part time, in a graduate and postgraduate program. Works to build and develop graduate student participation by maintaining contact throughout the term. Will work to develop and identify undergraduates who have a desire to work within the field. The position coordinates a round table program at the annual KAHO Conference. Is elected annually at the KAHO conference by majority vote (51%). Term of office is one year, from the Fall KAHO conference until the following conference. Should a vacancy occur, the Governing Council may appoint a replacement until the next election at the annual conference. (Because this position is based upon graduate programs available in the area, this position is exempt from the maximum two representatives per school rule).
- H. **Treasurer:** Custodian of all funds and property of the association. The officer maintains the checking account, and reports an annual financial statement and budget at the KAHO Conference. The position is elected by majority vote (51%) for a two-year term by the membership at the annual KAHO Conference. Should a vacancy occur in the office of Treasurer, the President will make fiscal decisions for the organization with a majority vote (51%) approval by the Governing Council and notification in writing to the delegates of the transaction outside of a business meeting. The President will also have their name added and access on all organization funds. Should a vacancy occur in the office of Treasurer, the Governing Council will appoint a replacement until the next election at the annual KAHO Conference. (amended 10/2018)

## Section 2. Standing Committees:

- A. **Host School Committee:** Chaired by a representative of the Host School. It identifies the site, date, and schedule for annual KAHO Conference and does all advertising and registration for the conference. It is responsible for determining the conference registration fee after identifying expenses from the Programming Committee and host school, after reviewing the fee with the Governing Council
- B. **Awards/Recognition Committee:** Chaired by the President---elect. It is responsible for reviewing all nominations for awards and scholarships and selecting the appropriate person to receive each award. Nomination forms are to be distributed with the KAHO conference registration materials and should be received by September 15, or as determined by the selection committee. Recipients will be announced at the annual KAHO conference. The selection committee shall consist of the state representative, a member of the host school, and two at-large members. The committee shall select honorees for the following awards:

- a. Ruth Ann Howard Service Award  
Awarded for outstanding service to KAHO and their institution(s). Service to KAHO includes but is not limited to: service on the Governing Council, serving on the Host committee of a KAHO sponsored conference, publishing in the SEAHO Report, performance which has merited other awards in the state previously, etc. Recipients should have worked within the state for at least three years. The award(s) shall consist of an individual plaque given to the recipient(s)
- b. KAHO Unbridled Spirit Award  
Awarded for significant and lasting contribution and service to his or her institution while embodying an unbridled spirit in service for the betterment of his or her institution, state, region, or the profession in general. Recipients should have a demonstrated record of service as a positive change-agent in service to their students, colleagues, and peers. The award(s) shall consist of an individual plaque given to the recipient(s) (amended 10/2015)
- c. New Professional Award  
Awarded to one recipient for outstanding contributions and service to his or her institution. Recipients must have worked for the institution for at least one year but no more than three years. The award shall consist of an individual plaque given to the recipient. (amended 2/2000)
- d. Graduate Student Award  
Awarded to the one recipient for outstanding contributions and service to their institution. Recipients should be a graduate student enrolled in their program for at least one year. The award shall consist of an individual plaque given to the recipient. (amended 10/2016)
- e. SEAHO Corporate Scholarship  
Awarded to two recipients in the name of KAHO and the two corporate associates making the highest donation toward the current year's conference. The award will be up to \$250.00 for each recipient and will be presented by the KAHO President and the two associates at the KAHO conference. Checks will be mailed to the recipient by the end of following January. The following criteria will be considered in the selection of the two recipients.
  - i. Need based on the institutions' financial status for travel and professional development.
  - ii. First-time SEAHO participant.
  - iii. Leadership role within KAHO.
  - iv. Involvement in professional organizations.
  - v. Presenter at a KAHO conference.
  - vi. Published articles in the SEAHO Report, ACUHO-I Talking Stick or other professional publications.
- f. Burt Horine RELI Scholarship Award  
The Burt Horine Scholarship is awarded to two individuals to be able to attend the annual SEAHO Regional Entry Level Institute (RELI). Selected Kentucky RELI participants will have the opportunity to apply for the two (\$250) scholarships. Each application will require the personal statement and Senior Housing Officer Recommendation submitted for original RELI participation. The awards committee from the annual conference will determine the two RELI scholarship winners and notify them of the decision. All RELI participants shall present on their experiences at the following KAHO Conference. (amended 10/2018)
- g. Best of the Bluegrass Award  
Awarded to the program deemed as the best at the annual KAHO Conference. The recipient(s) will receive a total of \$500 to present the program and represent Kentucky at the annual SEAHO Conference.
- h. KAHO Service Award

Selected by the Chief Housing Officer and awarded to one staff member from each member institution in recognition for outstanding service to his or her institution over the past year. A certificate is given to each recipient. (amended 10/2015)

i. Outstanding Resident Assistant (R.A.) Award

Selected by the Chief Housing Officer of a member institution and awarded to one R.A. from each member institution for outstanding service to his or her institution over the past year. A certificate is given to each recipient. (amended 10/2015)

j. KARH Student of the Year Award

Awarded to one recipient for outstanding contributions to his or her institution and the Kentucky Association of Residence Halls. A plaque is given to the recipient.

k. Additional Awards

The Governing Council or Awards/Recognition Committee may determine if other awards or recognition are appropriate or necessary on a yearly basis

l. Rising Professional Case Study Competition Award

Awarded to the winning team or individual for outstanding participation and excellent presentation during the annual Rising Professional Case Study Competition. Awarded by a panel of Chief Housing Officers, representative of the entire commonwealth, the winner(s) of the Rising Professional Case Study Competition will receive complimentary registration for the following year's KAHO Conference, if the individuals chose to attend. If the individuals are not enrolled at or employed by a Kentucky-based school at the time of the following year's KAHO Conference, the award shall transfer to the individuals' affiliated school at the time the award was issued, to be used for complimentary registration of any student for the KAHO Conference. (amended 10/2016)

C. **Programming Committee:** Chaired by the President-Elect, is responsible for reviewing all program proposals for the Annual Conference. The committee will work together along with the Annual Conference Host School to provide a variety of professional development at the Annual Conference that enriches all levels of a professional in KAHO. The committee shall be composed of the President-Elect, a member of the Host-School, and two at-large members.

D. **General Standing Committee:** The General Standing Committee: Chaired by a member of the Governing Council, is responsible for reviewing the overall needs of the KAHO organization outside of the Annual Conference. The committee will work together to enhance the KAHO experience by improving and/or creating items such as professional development opportunities, statewide communication, etc. throughout the entire year. This committee shall be composed of one Governing Council member and up to 4 other at large members. (amended 10/2018)

### Section 3. Annual Committees

Appointed by the president as needed.

### Article V

#### Meetings

A. Membership: There shall be a scheduled business meeting during the annual conference. This meeting is open to all members of the association. (amended 10/2018)

B. Senior Housing Officers: There shall be a scheduled meeting of all Senior Housing Officers in the state to meet at least once a year. The President will take lead in coordinating the state meeting. (amended 10/2018)

- C. Governing Council: The Governing Council shall meet on a regular basis as scheduled by the President. The Governing Council shall meet, at least once, during the summer at the conference host site. (amended 10/2018)
- D. All committees shall convene as deemed necessary in order to fulfill their designated responsibilities. (amended 10/2018)

## **Article VI Conference**

Section 1. KAHO plans and presents an annual conference and such other activities as determined necessary. The annual conference must be subsidized by registration fees.

- 1. Any profits from the annual conference are deposited into the KAHO account.
- 2. The site of the next annual conference will be decided during the annual business meeting.
- 3. The conference host chair will return to the Governing Council the conference Add-On fee of \$10 per delegate. This Add-On fee should be included and considered when determining the registration costs for the annual conference.

Section 2. 60 days following the end of the annual KAHO Conference, the Host School Chair and Host School Committee will submit a detailed report to the KAHO Governing Council and the next Host Chair. The report should include the following sections:

- A. Conference Overview
  - a. Theme
  - b. Dates
  - c. Number of Participants
  - d. Schools in Attendance
  - e. Award Results – including nominated awards, Case Study Competition, and Best of Bluegrass
  - f. Elected KAHO Officers
- B. Logistics – Details including links, contact information, numbers, costs, locations, recommendations, etc.
  - a. Host Committee Members and Responsibilities
  - b. Timeline of Planning and Implementation
  - c. Registration
  - d. Marketing and Publicity
  - e. Hotel Accommodations
  - f. Programming
  - g. Meals
  - h. Entertainment
  - i. Transportation

## **Article VII KAHO/KARH Relationship**

- A. KAHO is supported in purpose and effort by the Kentucky Association of Residence Halls (KARH), and the Governing Council shall endeavor to have this support returned to KARH by KAHO.
- B. The KAHO President shall be invited to attend the annual KARH Conference, to present a program to advisors of KARH member institutions, and to assist the KARH Advisor in conducting an Advisors' roundtable at the annual KARH Conference. If the KAHO President should accept his/her invitation to attend the annual KARH Conference, he/she shall have the benefit of not being required to pay the registration costs associated with his/her attendance at the Conference.

- C. The KARH Director shall serve as KARH's official student representative to KAHO, and shall make every effort to attend the annual KAHO Conference, if invited to do so.

**Article VIII  
Dissolution**

In the event of dissolution of KAHO, the funds and all other assets after liquidating any indebtedness will be turned over to the Southeastern Association of Housing Officers.

**Article IX  
Constitution and Amendments**

This constitution is effective upon its adoption by a majority vote of the institutions in attendance at the KAHO business meeting.

A majority vote will constitute 51% of institutions in attendance. This constitution may be amended by a majority vote (51%) of the institutions in attendance at any annual KAHO business meeting.

**Bylaws  
Voting**

- A. Each institution in attendance at the annual business meeting is entitled to one vote on any issue that comes before the body
- B. All matters coming before the annual business meeting are decided by a majority (51%) of the institutions in attendance.

**Strategic Planning (amended 10/2018)**

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

**Article X (amended 10/2018)  
Revenues and Expenditures**

- A. Organization Funds
  - a. Organization funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Organization and shall be used only in cases where expenditures clearly implement the general objective, mission, and purpose of the Organization. Additionally, organization funds may be used to defray the normal operating expenses of the Organization.
  - b. Organization funds shall be maintained in an Administrative Operating Fund that is controlled by the Governing Council and shall be maintained in a FDIC insured account.

- c. Funds relating to the annual conference shall be generated by and under the control of the conference host committee until such time as any surplus is transmitted to the Secretary/Treasurer to be deposited in Organization accounts.
  - d. The disposition of revenues of the Organization into established fund accounts shall be determined by the Governing Council in accordance with policies established by the membership and this Constitution.
- B. Revenues of the Association will consist of:
- a. Net income from the annual conference
  - b. Net income from other services and programs provided
  - c. Annual Conference Add-On Fee
- C. Expenditures
- a. Funds necessary for the Annual Operating Budget for use by the Governing Council, the recognition of annual award and scholarship recipients, and other such services deemed necessary and appropriate shall be appropriated by the Governing Council in accordance with policies established by the membership and this Constitution.

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**Last Revision:** October 1, 2019 by Justin Leibowitz (University of Louisville), President-Elect