The Mississippi Association of Housing Officers Constitution

ARTICLE I
Name

The name of the organization established by this constitution is the MISSISSIPPI ASSOCIATION OF HOUSING OFFICERS (MAHO).

ARTICLE II
Membership

Membership is open to all institutions of higher education in the state of Mississippi. All institutions of higher education in Mississippi are automatically members.

ARTICLE III
Purpose of MAHO

I. To unite the professionals of public and private institutions with responsibility for residence life, housing and related support areas.
II. To encourage the sharing of resources, programs, procedures, information and policies of common interest.
III. To cultivate professionalism, high standards, and ethical approaches.
IV. To address the needs of staff members in all areas of housing including residence life, operations, and administration.
V. To provide an annual conference, workshops on current issues, and a roster of institutional and individual members.
VI. To serve as a liaison with other state, regional and international organizations.
VII. To provide an opportunity for staff members at all levels to contribute and actively participate in the achievement of MAHO goals.
VIII. To support the philosophies of non-discrimination, equal opportunity, and equal access in our meetings and on our campuses.

ARTICLE IV
Officers and Governing Council

I. Officers: The officers of MAHO include the President, President-elect, Past-president, Secretary-Treasurer, SEAHO state representative, Communications Coordinator, a graduate student representative, Senior Housing Officer Representative, and Conference Coordinator.

A. President: The president is representative of the association on all occasions; presides over the meetings of the association and plans our annual conference. 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 Officers and are responsible for the overall vitality of the organization. The president is charged with long range planning, identifying MAHO Conference host sites and supporting the annual Mississippi conferences. The president is charged with filing annual taxes on behalf of the MAHO LLC, in conjunction with the Secretary-Treasurer.

B. President-Elect: The president-elect will be elected for a three-year term by a majority vote (51%) by the membership at the annual conference. After the first year of the term, the President-elect will have one year as President and one year as Past-President. The president-elect will act as chair of the Awards Committee, and Committee Coordinator. The president-elect will serve as president during any temporary absence of the president and automatically becomes president the following year.

C. Past-President: The past-president serves for one year and will act as a sage to the current board. The past-president will serve as president during any temporary absence of the president if the current president and president-elect are unavailable. The past president will act as chair of the Nominations and Elections Committee, be responsible for constitutional changes and reviews, and serve as the conference liaison for the association.

D. Secretary/Treasurer: The Secretary/Treasurer will be elected for a two-year term by a majority vote (51%) by the membership at the annual conference. The Secretary/Treasurer will prepare and distribute the minutes of the meetings and will maintain all minutes and a copy of the updated constitution on the google drive to pass on to the next Secretary/Treasurer. The Secretary/Treasurer has custody of all funds and property of the association, will maintain a checking account and will prepare a financial statement of the previous year's transactions to the membership. This position is restricted to one re-election.

E. SEAHO State Representative: The SEAHO state representative must have previous officer experience and will be elected every other year by a majority vote (51%) by the membership at the annual conference. The responsibilities include serving on the SEAHO Governing Council and SEAHO Program Committee, submitting a report to SEAHO quarterly, maintaining correspondence with the state regarding SEAHO, and updating the state directory. The SEAHO State Representative will establish and maintain relationships and correspondence with all senior-level housing officers at member institutions within the state. This position does not transition at the annual MAHO conference due to SEAHO constitution. The transition will take place at the close of following SEAHO conference.

F. Communications Coordinator: The Communications Coordinator will be elected for a one-year term by a majority vote (51%) by the membership at the annual conference. Responsibilities for this office include serving as editor for the MAHO newsletters, maintaining technology and social media updates including but not limited to MAHO website and social media outlets.

G. Graduate Student Representative: The Graduate Student Representative will be elected for a one-year term by a majority vote (51%) by the membership at the annual conference. Responsibilities for this office include serving as a representative of students currently enrolled,

full time or part time, in a graduate and postgraduate programs. They will work to build and develop graduate student participation by maintaining contact throughout the term. They will also work to develop and identify undergraduates who have a desire to work within the field.

H. Conference Coordinator: This person will be selected by the SHO of the host institution. This person will be charged with forming a host committee representing institutions from the region of which the MAHO conference is located for that year. This person will not have voting rights on the governing council as they are appointed and not voted on the Governing Council.

ARTICLE V
Committees

I. Committees will work to move the mission and vision of the organization forward by addressing the various needs, identifying trends, and sharing best practices. See bylaws for full descriptions.

A. **Standing Committees**
   1. Standing Committees are always active due to the services that they provide to the organization.
   2. Conference Committee
   3. Nominations and Elections
   4. Awards and Recognition
   5. Bylaws Committee

B. **Rotating Committees**
   1. The MAHO Governing Council reserves the right to activate/deactivate any rotating committee as needed for the organization.
   2. Professional Development Committee
   3. Diversity, Social Justice, and Inclusion
   4. Assessment and Learning Collaboratives
   5. Institutional Development and Involvement
   6. Student Support and Involvement
   7. Ad Hoc Committees and Task Forces

ARTICLE VI
Elections and Institutional Voting

I. The offices of president-elect, communications coordinator, and graduate student representative will be elected each year by a majority vote (51%) at the annual conference. The office of Secretary/Treasurer and SEAHO State Representative will be elected every other year by a majority vote (51%) by the membership at the annual conference.

II. Each institution in attendance at the annual business meeting is entitled to one vote on any issue that comes before the body.

III. All matters coming before the annual business meeting are decided by a majority (51%) of the institutions in attendance.

IV. At the President's discretion, they may determine the need to solicit feedback, discuss, or vote on an issue by member institutions or Governing Council. In this case, the President will outline in an electronic mail message the issue that needs feedback or discussion by the Senior Housing Officers or the Governing Council members. If there is a need for a vote by the membership or Governing Council, the President will determine a specified period by which the members of the list serve can discuss the issue over email (no less than one week). Once this period ends, the President will call for a vote.

ARTICLE VII

Meetings

There will be a business meeting at the annual MAHO and SEAHO conferences. Other meetings may be called by the Officers as necessary.

ARTICLE VIII
Conference

I. Conference
   A. MAHO 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 MAHO account.
      2. The site of the next annual conference will be decided by the annual business meeting.
      3. Governing Council can choose to sponsor parts of the conference.

II. Conference Committee
   A. The MAHO conference will be planned and implemented by a committee comprised of Mississippi housing professionals who do not currently serve on the MAHO Governing Council. This committee will meet regularly to ensure that tasks and events leading up to the conference are occurring in a timely and fiscally responsible manner. The Conference Chair of the Conference Committee will select the committee based on interest, representation, and capability. It is advised that the host committee consist of individuals from different institutions to ensure that the region is represented on the host committee. The following positions are required to be represented on the committee, but the Conference Chair can create additional positions based on the needs of the conference. See bylaws for full descriptions.
      1. Conference Chair
         a) Will be selected by the SHO of the host site and be a current housing and residence life employee of the host site.
         b) Will serve on both the Governing Council and as the head of the Conference Committee to ensure consistent communication through the conference planning process.
         c) Conference Chair will not have voting rights on Governing Council
      2. Programming Chair
      3. Registration Chair
      4. Conference Treasurer

ARTICLE IX
MAHO Conference Fee Scholarship

Each Scholarship recipient will receive free registration for the annual conference. All other costs incurred for travel and lodging are the responsibility of the recipient. The recipients will be notified prior to the conference, the Association may assist the recipients in networking with other delegates to help offset costs, especially if the recipient's home institution does not have other professionals attending the conference.
The President-Elect, in conjunction with the Secretary-Treasurer, will arrange for the fee waiver. See bylaws for full description and guidelines.

ARTICLE X
Awards and Recognition

I. All institutions present at the annual MAHO conference will have a representative invited to the last board meeting where awards are voted on prior to the annual business meeting.
   A. Awards: See bylaws for full description
      1. MAHO Service Awards
      2. Patrick Dixon Graduate Student of the Year
      3. Lorinda Krhut New Professional Award
      4. Dr. E. Ann Bailey Professional Award
      5. Best of MAHO Award
      6. Tony W. Cawthon Award

ARTICLE XI
Support of MREAL

MAHO will seek to support a student leader conference each year for students from across the state known as Mississippi Residents Engaging in Active Leadership (MREAL). MAHO will request bids from member institutions and provide for up to $200.00 in start-up funds to host the annual MREAL conference. The conference should seek to be self-reliant using the funds gathered from registration and vendor funding. Any funds left over will be turned over to MAHO to use as seed money for the next MREAL conference. If MAHO cannot find a host institution, surplus will be held until the next conference. MAHO will not be responsible for any losses taken by the host for this conference.

ARTICLE XII
Bylaws, Constitution and Amendments

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

ARTICLE XIII
Dissolution

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

Mississippi Association of Housing Officers
Bylaws Document

This bylaws document is an extension of the Mississippi Association of Housing Officer's (MAHO's) constitution. It contains policies and procedures for the day-to-day operations of the organization. Detailed Governing Council job descriptions, election information, financial policies, organizational forms, voting procedures, annual conference guidelines and other such information are included in this document. The document is to be maintained by the Past-President as chair of the standing bylaws committee. Changes to the policies may be done so by a 2/3 majority vote by the Governing Council. Changes to the bylaws will be reported at the MAHO or SEAHO annual conferences, or via email. Up to date bylaws will be posted on the MAHO website and included in the Past-President's end of year report at the annual MAHO conference.

ARTICLE I
Governing Council Positions

I. Position Descriptions

A. **President**
1. Maintain monthly contact to develop the vision of the organization with the Officers
2. Responsible for the overall vitality of the organization, managing long range planning
3. Chair of the Nominations and Elections Committee
4. In collaboration with the Secretary-Treasurer, facilitate all required tax filings, audit preparation, government reporting, and other organizational documentation necessary to maintain compliance with applicable state and federal requirements.
5. Check and respond to MAHO email account

B. **Past President**
1. Act as a sage to the current board
2. Identify future MAHO conference site host
3. Serve as president during any temporary absence of the president if the current president and president-elect are unavailable.
4. Chair of Bylaws Committee
5. Serve as the conference liaison for the association
6. Transition documents of LLC and bank account

C. **President Elect**
1. Act as chair of the Awards Committee, and Committee Coordinator
2. Serve as president during any temporary absence of the president and automatically becomes president the following year

D. **Secretary-Treasurer**

1. Prepare and distribute the minutes of the meetings,
2. Will maintain all minutes and a copy of the updated constitution on the google drive to pass on to the Secretary-Treasurer-elect.
3. Responsible for maintaining a backup copy should google drive malfunction.
4. Maintains the voting placards for business and SEAHO state meetings
5. Restricted to one re-election
6. Has custody of all funds and property of the association,
7. Will maintain a checking account and will prepare a financial statement of the previous year's transactions to the membership.
8. In collaboration with the sitting President, facilitate all required tax filings, audit preparation, government reporting, and other organizational documentation necessary to maintain compliance with applicable state and federal requirements.
9. The Secretary-Treasurer coordinates with the host committee on finances for the annual conference.
10. The Secretary-Treasurer is responsible for coordinating the SEAHO fee-waiver for the Best of MAHO program and Graduate Student of the Year
11. Transition of bank account to Secretary-Treasurer-elect

E. SEAHO State Representative

1. Serving on the SEAHO Governing Council and SEAHO Program Committee
2. Submitting a report to SEAHO quarterly
3. Maintaining correspondence with the state regarding SEAHO
4. Updating the state directory
5. Will establish and maintain relationships and correspondence with senior-level housing officers at member institutions within the state.
6. Ensures that the winners of the Graduate Student of the year and Best of MAHO awards have SEAHO conference waivers
7. Submits Best of MAHO program proposal to SEAHO

F. Communications Coordinator

1. Serving as editor for the MAHO newsletters
2. Maintaining technology and social media updates including but not limited to MAHO website and social media outlets
3. Working with Secretary-Treasurer to ensure website annual payment and Zoom upgrades that may be needed during the annual conference.
4. Maintains up to date information on the MAHO website (constitution/bylaws, job postings, etc.)

G. Graduate Student Representative

1. Serving as a representative of students currently enrolled, full time or part time, in a graduate and postgraduate program.
2. Work to build and develop graduate student participation by maintaining contact throughout the term.
3. Develop and identify undergraduates who have a desire to work within the field.
4. Serve on the host committee as a program reviewer,
5. Serve on the Professional Development committee if active
6. Coordinate a resume review session for graduate students beginning the job search process at the MAHO Annual Conference.
7. lead the graduate student roundtable session at the annual MAHO conference.
8. Serve as the chair of the Student Support and Involvement committee.

H. Conference Coordinator

1. Forming a host committee representing institutions from the region of which the MAHO conference is located for that year.

2. They will work with the graduate student representative, the Professional Development Committee Chair (if committee is active) and at least two other housing professionals to create a program review process to select programs for the MAHO conference.
3. Work with Secretary-Treasurer for finances
4. Serve as liaison between host institution and Governing Council
5. Non voting member of Governing Council

II. Governing Council Position Removal

A. If a member of the Governing Council fails to fulfill the responsibilities of their position and/or does not attend the required 50% of Governing Council meetings, removal proceedings could ensue. Procedures are as follows:

1. Warning
    a) President to discuss concerns of missing information with the Governing Council member. Provide a timeline for which the errors can be corrected.
    b) Provide written documentation to officer of concerns and how to correct.
    c) Should the error not be corrected, the President, in conjunction with the Past-President and President-Elect, will determine the appropriate course of action.
    d) If concerns are not corrected as outlined in conversation, proceed to removal process.
2. Removal
    a) President will provide the officer with written details of the accusations against them.
    b) The Governing Council member in question will have the opportunity to correct the error within a reasonable time frame.
    c) Should the error not be corrected, the President, in conjunction with the Past-President and President-Elect, will determine if removal of the officer is warranted.
    d) The officer will be notified via email of the decision.
    e) If removed, the rest of the Governing Council will be notified to begin the process to fill the vacant position.
    f) The President (or Past-President should the President be the officer in question) reserves the right to notify the officer's institution.
3. If the President is the person in question, the past president will have the conversations as needed following the above warning and removal processes. The President will also not take part of the conversations with the Past-President and President-Elect to determine if removal is necessary.
4. Petition for removal can come from the General Body of MAHO.
    a) Letter outlining reason for request for removal.
    b) Signatures from at least 3 institutional representatives that are not already on the Governing Council

III. Governing Council Vacancies

A. President

1. Should the President Governing Council position become vacant, the President-Elect will assume the role of president.
    a) Governing council will decide on whether to elect a new President-elect before the next MAHO conference.

B. Past-President

1. Should the Past-President position become vacant, it will stay vacant until the next election cycle.
2. President will absorb committee chair responsibilities or delegate to other Governing Council members as they see fit.

C. President-Elect
    1. Should the Governing Council decide to fill the vacancy, an off-cycle election will need to take place.
        a) The President, as chair of the Nominations and Elections committee will manage this process.
        b) At least 5 institutions must vote in the off-cycle election for the election to be official.

D. All other vacant Governing Council positions
    1. President reserves the right to appoint a member of MAHO to the Governing Council vacancy until the next election can take place at the annual MAHO conference.

IV. Officer transitions

A. All officers, except for the SEAHO State Representative, will begin transition at the end of the annual MAHO conference each Fall. Transitions must be completed by December 15.
    1. From November to February, both the outgoing and incoming State Representatives will attend any Governing Council meetings.
    2. State Representatives will transition at the annual SEAHO conference in the Spring.

B. Transition Documents
    1. All Governing Council members must ensure that their folder in the MAHO Google Drive has up to date information, lists, notes, etc.
    2. Each Governing Council member should bring suggestions for the new members to begin focusing on to progress MAHO forward.
        a) Past-President
            (1) Change the recovery email address for the MAHO Gmail account (only done every three years)
            (2) Responsible for completing addendum with Mississippi Secretary of State for LLC
        b) President
            (1) Responsible for removing Past President and adding President Elect and Secretary-Treasurer to bank account.
            (2) Provide President-Elect with committee summaries at the MAHO officer transition meeting.
        c) Secretary-Treasurer
            (1) Must provide checkbook, register, and backup Google Drive
            (2) Provide voting placards.
        d) SEAHO State Rep
            (1) SEAHO email address information
        e) Communications Coordinator
            (1) Provide list of passwords and how to work website.
        f) Graduate Student Rep
            (1) Any projects in process
        g) Conference Coordinator
            (1) Provide balance to MAHO within 14 days of conference. Any funds in excess will be given to MAHO. See Conference policies for MAHO assisting with payment for the conference.
            (2) Provide list of past sponsors and attendees from the previous 2 conferences.

C. Google Drive Recovery Process
    1. The Google Recovery email will be changed every three years.
    2. The outgoing Past-President will change the recovery email address to the incoming President-Elect.

a) That email will stay as the recovery email address until they leave their role as Past-President.

ARTICLE II
Committees

Committees will work to move the mission and vision of the organization forward by addressing the various needs, identifying trends, and sharing best practices.

I. Standing Committees
   A. Standing Committees are always active due to the services that they provide to the organization.
      1. Conference Committee
         a) Chaired by the Conference Coordinator
         b) See Article 6 on Conference for more information.
      2. Nominations and Elections
         a) Chaired by the President
         b) Oversees annual election process at the annual business meeting.
            (1) Creates and maintains nomination form for open positions.
            (2) Communicates with candidates that did not self-nominate to verify acceptance of nomination.
            (3) Verifies SHO/Institutional support for candidate.
            (4) Verifies that candidate meets qualifications of position.
            (5) Provides candidates with speech criteria that they will present at the annual business meeting.
            (6) Manages the voting process.
         c) Manages requests for additional standing committees.
         d) Creates and maintains form for requesting committees.
         e) Presents requester with information regarding presentation at annual business meeting.
         f) Manages voting process for new standing committees.
      3. Awards and Recognition
         a) Chaired by the President- elect.
         b) All institutions represented at the annual MAHO conference will have the opportunity to select a representative to vote on annual awards.
         c) Creates and maintains award nomination form.
         d) Verifies that candidates meet award criteria if applicable.
         e) Creates redacted voting form for each award and creates certificates to be presented at annual conference.
            (1) Will create and work with the Secretary-Treasurer to mail plaques of recognition to award winners.
      4. Bylaws Committee
         a) Chaired by the Past-President
         b) Presents proposed updates for the bylaws and if needed, constitution.
         c) Reviews requests for bylaws or constitutional changes
         d) Presents changes to Governing Council at meeting prior to annual business meeting.
         e) Presents Governing Council approved changes to annual business meeting for voting.

II. Rotating Committees

A. The MAHO Governing Council reserves the right to activate/deactivate any rotating committee as needed for the organization.
B. Committees
    1. Professional Development Committee
        a) The Professional Development committee seeks to cultivate learning opportunities for our state's Higher Education and Housing practitioners to broaden their knowledge of various areas within our functional area and beyond to better equip them to serve their institutions, students, and colleagues.
    2. Diversity, Social Justice, and Inclusion
        a) The Diversity, Social Justice, and Inclusion Committee aims to serve as a resource for housing professionals and students to enhance efforts related to inclusive practice and organizational equality and equitability for the betterment of the professionals in Mississippi. Through scholarship, best practices, and professional development.
    3. Assessment and Learning Collaboratives
        a) The Assessment and Learning Collaborative committee seeks to cultivate connections between Housing's functional areas, while also focusing on assessment in each area. This committee works together to achieve collaboration and review processes across all areas through learning, assessment, and identifying areas of growth within current practices and procedures.
        b) Learning collaboratives include the following areas: Assignments, Facilities/Custodial, Residence Life and Business/Finance
    4. Institutional Development and Involvement
        a) The Institutional Development and Involvement Committee focuses on growing MAHO by reaching out to various member schools within the state of Mississippi to continue to grow MAHO and have it be a resource to all schools within Mississippi. This committee works together to create resources for schools that want to become more involved in MAHO as well as serving as a support for the MAHO Executive Board for communication to new and potential member institutions.
    5. Student Support and Involvement
        a) The Student Support and Involvement Committee works to provide opportunities for Graduate Students within MAHO to connect with others and learn about various aspects of life after graduate school, such as practices in Higher Education, job searching, navigating their first professional role, etc. This committee seeks to provide networking opportunities and support for our graduate student population.
C. Ad Hoc Committees and Task Forces
    1. The Governing Council can add additional Ad Hoc committees as the need arises. These will be managed by a designee of the Governing Council.
    2. Ad Hoc Committees can be active for up to one academic year. Any committee needed longer than that time period must be established as a Standing or Rotating Committee.
D. Adding Additional Standing or Rotating Committees
    1. Additional Standing Committees can be requested by the Governing Council or by MAHO members.
        a) To request a committee, a proposal must be submitted to the MAHO Governing Council outlining the following:
            (1) Purpose of committee
            (2) Tasks to be completed by committee.

(3) List of other MAHO members interested in working on this committee, including proposed chair of committee

b) Requests will be voted on at the annual business meeting.

ARTICLE III
Voting Policies

I. Governing Council Voting
   A. A minimum of 2/3 of filled Governing Council positions must be present to have quorum to vote on MAHO business.

II. General Membership Voting
   A. Governing Council positions and Business Meetings
      1. One institutional representative
      2. Governing Council positions will be elected each year or every other year by a majority vote (51%) at the annual conference.
         a) SEAHO State Representative and Secretary-Treasurer rotate every 2 years.
            (1) SEAHO State Representative- even years
            (2) Secretary-Treasurer- odd years

III. Awards
   A. Awards are voted on during the Governing Council meeting prior to or during the MAHO annual conference.
   B. At the set time of voting, one representative from each institution attending MAHO that is not represented on the Governing Council, may attend this portion of the Governing Council meeting.
   C. The awards committee will prepare redacted nominations for voting.

IV. Bylaws/Constitutional Amendments
   A. Must be Approved by Governing Council
   B. Once approved by Governing Council, must be approved by simple majority (50%+)

V. Electronic Voting Procedure
   A. At the President's discretion, they may determine the need to solicit feedback, discuss, or vote on an issue by member institutions or Governing Council. In this case, the President will outline in an electronic mail message the issue that needs feedback or discussion by the Senior Housing Officers or the Governing Council members. If there is a need for a vote by the membership or Governing Council, the President will determine a specified period by which the members of the list serve can discuss the issue over email (no less than one week). Once this period ends, the President will call for a vote.

ARTICLE IV
Election Procedures

I. Nominations
   A. Nominations will launch at least 2 weeks prior to the annual MAHO conference.
   B. If no nominations received prior to the beginning of the annual MAHO conference, the Elections and Nominations committee can choose to extend the application deadline as they see fit.
   C. Verification of minimum qualifications and departmental support
      1. The Elections and Nominations committee is responsible for ensuring that:
         a) Nominees accept their nomination (if not self-nominating)
         b) SHO/institutional support is being granted.
         c) Nominee meets requirements of positions, if any

II. Speech requirements
    A. Once candidates have been verified, the Elections and Nominations committee will send all candidates speech requirements for consistency.
        1. Candidates will have no more than 5 minutes to answer the following questions?
            a) Why do you want this position?
            b) What MAHO involvement have you had prior to this conference?
            c) What would you like to accomplish in this role?
            d) What qualifications do you have that make you a good candidate for this role?
        2. All candidates must leave room or virtual session and rotate in/out so that candidates do not hear each other's speeches.

III. Ballot
    A. The Elections and Nominations committee is responsible for creating and maintaining the ballot process.
    B. Voting summary will be added to the MAHO annual business minutes for record.
    C. Institutional Vote
        1. Each institution present at the annual MAHO conference will have 1 representative.
            a) In the event of an off-cycle election, SHOs will be emailed a ballot.

ARTICLE V
Meetings

I. Governing Council meetings
    A. Governing Council should meet at minimum 5 times per academic year.
        1. During the month of January or February prior to the annual SEAHO conference
        2. Once during the Spring semester after the annual SEAHO conference
        3. Once in the summer
        4. Once in the early Fall
        5. At the beginning of the MAH O annual conference
    B. At least 2/3 of the Governing Council must be present in order to conduct official organizational business.
    C. Each member is required to attend at least 50% of meetings. Failure to meet this expectation may result in removal from office per the removal protocol.

II. Annual business meeting and SEAHO State Meeting
    A. The Annual Business meeting is to be held at the Annual MAHO Conference at which time the general membership will hear annual reports from the elected positions as well as vote on constitutional changes, new initiatives, financial updates, and the election of new officers.
    B. The SEAHO State Meeting is to be held at the SEAHO Annual Conference
    C. Each member school is entitled to have one (1) voting member during these meetings. The representative is generally the Senior Housing Officer (SHO) or their designee.
    D. At a time prior to the convening of the Annual Business Meeting and SEAHO State Meeting, the voting representative will need to meet with Secretary-Treasurer to receive voting information and the placard.
        1. Any members without their placard will not be recognized.
    E. Due to the nature of the business meeting, the quorum will be defined as 51 percent of member schools in attendance.

III. Committee meetings
    A. Each Committee should convene as necessary to complete the needed functions.

ARTICLE VI

MAHO Annual Conference Policies

I. Conference Host School(s) will be announced during the Annual Business Meeting. The Host School chosen will appoint a Conference Coordinator who will serve on the Governing Council for the year that they plan and host the conference.

A. Hosting institution and subsequent host committee will be responsible for all aspects of planning and on-site support for the MAHO annual conference locally.

B. If no host institution volunteers to host the conference, the Governing Council is responsible for finding a host site.

C. Region Rotation of Conference Host Site

1. MAHO annual conference rotates to each region, in numerical order, to allow each region to host the conference once every third (3rd) year.
2. Schools located within each region of the state division can collaborate as necessary to host the MAHO annual conference within the region.
    a) Region 1: North Mississippi
    b) Region 2: Mid-Mississippi
    c) Region 3: South Mississippi
        (1) 2021 - Virtual
        (2) 2022 - Virtual
        (3) 2023 - Region 2
        (4) 2024 - Region 3
        (5) 2025 - Region 1
        (6) 2026 - Region 2
        (7) 2027 - Region 3
        (8) 2028 - Region 1

D. Conference Committee

1. Is comprised of Mississippi Housing professionals who do not currently serve on the MAHO Governing Council
2. The Conference committee will be comprised of members who are interested in helping plan and host the conference. It is encouraged to have individuals from different institutions to ensure that each region is represented on the host committee.

E. Position Descriptions

1. Conference Coordinator
    a) Will be selected by the SHO of the host site and must be a current Housing and Residence Life Employee of the Host Site.
    b) Serve as both a member of the Governing Council and as the Head of the Conference Committee to ensure consistent communication through the conference planning process.
    c) Will communicate or delegate responsibilities to the conference committee and create any additional positions on the committee as needed.
    d) Will communicate with the local and institutional entities to ensure that conference venues are secured.
    e) Will work closely with conference committee to ensure that all other aspects of the conference are addressed (e.g. food/beverage, swag, socials, shipping and receiving, lodging, etc.)
2. Programming Chair
    a) Will be responsible for coordinating and creating a program proposal and evaluation process.

b) Will work with the graduate student representative and at least two other housing professionals to create a program review process to select programs for the MAHO Conference
c) Organize the timeline and locations of conference programs to provide a variety of options to attendees.
d) Responsible for coordinating moderators for all programming sessions as well as the training for moderators prior to the conference
e) Facilitate and track all program assessments and evaluations to determine "Best of MAHO"

3. Registration Chair
    a) Will be responsible for managing conference registration and maintaining accurate records of attendees.
    b) Will oversee securing payment from attendees and communicating balances accordingly.
    c) Will work closely with the Conference Coordinator to secure memorabilia and other giveaways (swag) at the conference check-in.
    d) Will coordinate the need for volunteers throughout the conference (e.g. check-in, set up, etc.)
4. Conference Treasurer
    a) Will be responsible for tracking incoming and outgoing funds from the conference.
    b) Ensure that the cost accrued from the MAHO Conference is fiscally responsible for the organization's current financial standing.
    c) Will work in coordination with the Secretary-Treasurer to ensure all financial accounts are settled and balanced.

F. Conference Financial Policies
    1. The annual conference must be subsidized by registration fees. MAHO is not responsible for any losses incurred by the host institution.
    2. Any profits from the annual conference will be deposited in the MAHO Account
    3. All Final Reports and finances must be submitted to the Governing Council within 30 days of the close of the conference.

G. Conference Fee Scholarship
    1. Each Scholarship recipient will receive free registration for the annual conference. All other costs incurred for travel and lodging are the responsibility of the recipient. The recipients will be notified prior to the conference, MAHO may assist the recipients in networking with other delegates to offset costs.
        a) The President Elect, in conjunction with the Secretary-Treasurer will arrange the fee waiver Program Guidelines
            (1) MAHO will offer an Annual Conference Fee Waiver Scholarship for up to four delegates depending on the viability of funds determined by the Governing Council.
            (2) The recipient selection is the responsibility of the MAHO Governing Council
            (3) The selection process should be overseen by the MAHO Awards and Recognition Committee
            (4) The Governing Council will establish criteria for eligibility and selection.
                (a) Eligibility should be limited to:
                    (i) Mississippi Housing Professionals, preferably first-time institutions or single delegates from an institution
                    (ii) Other Selection Criteria

(a) Ideally, there will be one scholarship per Mississippi Institution
(b) Recipients should represent both public and private institutions.

(b) Selection criteria for Successful Candidate(s):
(i) Must have shown personal initiative to pursue a career in Student Affairs and demonstrated competencies such as:
(a) They have sought to be a contributing member of the Student Affairs department by participating in both institutional and departmental committees.
(b) They have been an outstanding mentor for students and student groups.
(c) They have sought to broaden their own understanding of diverse student needs.

(5) Application Process
(a) The application will be publicized by the Awards and Recognition Committee. The application must include:
(i) A letter indicating why they are applying.
(ii) A current resume
(iii) A one-page letter of support from their SHO or Student Affairs Office
(iv) A completed cover sheet with the criteria information
(v) Recipients must be willing to write an account of the conference experience for the MAHO President following the conclusion of the conference for possible use in future marketing of MAHO or in the SEAHO Report
(vi) Must commit to being an active member of a MAHO Committee for the following year.

ARTICLE VII
MREAL Conference Policies

MAHO will seek to support a conference each year for students from across the state known as Mississippi Residents Engaging in Active Leadership (MREAL). MAHO will request bids from member institutions and provide for up to $200.00 in start-up funds to host the annual MREAL conference. The conference should seek to be self-reliant using the funds gathered from registration and vendor funding. Any funds left over will be turned over to MAHO to use as seed money for the next MREAL conference. If MAHO cannot find a host institution, surplus will be held until next conference. MAHO will not be responsible for any losses taken by the host for this conference.

ARTICLE VIII
MAHO Finance Policies

I. Association Funds
A. Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and 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 meet the normal operating expenses of the association.
B. The Operating account is controlled by the Governing Council in collaboration with the Secretary-Treasurer and shall be maintained in a FDIC insured account.

C. Funds relating to the annual conference shall be under the guidance of the governing council in collaboration with the current conference coordinator and host committee until such time as any surplus is transmitted to the Secretary-Treasurer to be deposited in Association accounts.

II. Revenues of the Association will consist of:
   A. Net income from the annual conference
   B. Net income from other services and programs provided.

III. Expenditures
   A. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be requested of the Governing Council in accordance with policies established by the membership. Upon approval, the Secretary-Treasurer can purchase with the account issued check or president can purchase with the account issued card.
   B. Funds necessary for the Operating Budget for use by the Governing Council, 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.

ARTICLE IX
Annual Award Descriptions

I. Award nominations and selection are managed by the Awards and Recognition Committee.
   A. MAHO Service Awards
      1. MAHO Service Awards provide housing professionals the opportunity to recognize members of their staff who have done an outstanding job at their home institution. This is an excellent way to acknowledge staff members who have truly sought to serve students and their housing organization. This award has historically been utilized to recognize custodial/maintenance staff, food service employees, clerical staff, hall directors, and security personnel. All individuals nominated will be recognized as that institution's winners.
   B. Patrick Dixon Graduate Student of the Year
      1. Awarded to a graduate student who has made significant contribution to the housing operation of their home institution. This award winner will have made positive contributions to the profession.
      2. Full-time professionals who are also graduate students are not eligible.
      3. Award winner receives a SEAHO conference fee waiver for the upcoming annual conference that academic year.
   C. Lorinda Krhut New Professional Award
      1. Awarded to one recipient for outstanding contributions and service to their institution.
      2. Recipient must have worked at the institution for at least one year but no more than three years.
      3. Award winner will receive a plaque of recognition.
   D. Dr. E. Ann Bailey Professional Award
      1. Awarded to one recipient for outstanding contributions and service to their institution.
      2. Recipient must have worked at the institution for at least one year and in the housing profession for at least three years.
      3. Award winner will receive a plaque of recognition.
   E. Best of MAHO Award
      1. Awarded to the presenters of the program deemed the best by program evaluations at the annual MAHO conference.
      2. The presenter will represent MAHO with their presentation at the annual SEAHO conference that academic year.

3. Winner(s) will receive a SEAHO conference fee waiver for the upcoming annual conference that academic year.

F. Tony W. Cawthon Award
   1. Awarded to a member of MAHO for outstanding contributions and service to MAHO and its membership. This award is MAHO's highest honor.
   2. The Tony W Cawthon award was established at the 1989 MAHO conference. It is named for Tony Cawthon, department chair of Leadership, Counselor Education, Human and Organizational Development at Clemson University. Prior to his faculty career, Cawthon served as a student affairs administrator at Clemson University, Mississippi State University and the University of Tennessee Knoxville, in the area of student housing. He has written and presented scholarly work on student affairs in higher education, including work on careers and professional development and administrative issues. He has contributed to ACUHO-I's *Journal of College and University Student Housing*, *NASPA Journal*, *College Student Affairs Journal* and the *Journal of College Orientation and Transition*. Cawthon is ACUHO-I's current Director of Knowledge Enhancement on the Executive Board. He is a past editor of the *Journal of College and University Student Housing* and served as a program chair as well. Within ACPA, he serves as a Senior Scholar and was recently a reviewer on *The Journal of College Student Development*. He is the former editor of the College Student Affairs Journal from SACSA. He is serving on the editorial board as a reviewer for the *Journal of the Professoriate* and Journal of *College Student Retention: Research, Theory and Practice*
   3. Award winner will receive a plaque of recognition.

ARTICLE X
Parliamentary Authority/Amendments

I. The Current Edition of Robert's Rules of Order shall be the final source of authority on all questions of parliamentary procedures when such rules are not consistent with the constitution or bylaws of MAHO

II. These bylaws may be amended or altered by a simple majority of member schools provided that there is notice for any proposed amendments.
   A. Proposed Amendments need to be submitted in writing 7 days in advance of the meeting they will be voted upon