



## **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**

1. To unite the professionals of public and private institutions with responsibility for residence life, housing and related support areas.
2. To encourage the sharing of resources, programs, procedures, information and policies of common interest.
3. To cultivate professionalism, high standards, and ethical approaches.
4. To address the needs of staff members in all areas of housing including residence life, operations, and administration.
5. To provide an annual conference, workshops on current issues, and a roster of institutional and individual members.
6. To serve as a liaison with other state, regional and international organizations.
7. To provide an opportunity for staff members at all levels to contribute and actively participate in the achievement of MAHO goals.
8. 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**

1. Officers: The officers of MAHO include the President, President-elect, Past-president, Secretary, Treasurer, SEAHO state representative, Communications Coordinator, a graduate student representative, Vendor Liaison, 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 recruits candidates for positions and conducts the elections for officers at the annual MAHO Conference business meeting. The president will be elected by a majority vote (51%) at the annual conference. Thereafter, the president-elect will become president the following year after their term of president-elect.
    - i. President will have the choice to call upon the executive council which will consist of those persons appointed by the president to plan the annual MAHO conference. This group will represent the various types of institutions within the state.
    - ii. The president reserves the right to suggest individuals to serve on the host committee. It is advised that host committee consists of individuals from different institutions to ensure that the region is represented on the host committee.
  - b. President-Elect: The president-elect will be elected for a one-year term by a majority vote (51%) by the membership at the annual conference. 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: The secretary will be elected for a one-year term by a majority vote (51%) by the membership at the annual conference. The secretary 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 secretary-elect. Secretary is responsible for maintaining a backup copy should google drive malfunction.
  - e. Treasurer: The treasurer will be elected for a one-year term by a majority vote (51%) by the membership at the annual conference. The treasurer position will be restricted to one re-election. The 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. The treasurer coordinates with the host committee on finances for the annual conference.. The treasurer is responsible for coordinating the SEAHO fee-waiver for the Best of MAHO program and Graduate Student of the Year and for filing taxes on behalf of MAHO.
  - f. 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 twice a year, maintaining correspondence with the state regarding SEAHO, and updating the state directory. 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.
  - g. 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, serving as a representative to the SEAHO Report generating articles about Mississippi activities for that newsletter, maintaining technology and social media updates including but not limited to MAHO website and social media outlets.

- h. 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 program. 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. They will serve on the host committee as a program reviewer, serve on the Professional Development committee and coordinate a resume review session for graduate students beginning the job search process at the MAHO Annual Conference. The Graduate Student Representative will lead the graduate student roundtable session at the annual MAHO conference. The Graduate Student Representative will also serve as the chair of the Student Support and Involvement committee.
- i. Senior Housing Officer Liaison: Senior Housing Officer Liaison: The Senior Housing Officer Liaison will be elected for a two-year term by majority vote (51%) by the membership present at the annual conference. The Senior Housing Officer Liaison will establish and maintain relationships and communications with corporate sponsors. Responsibilities for this office include securing sponsorship and to coordinate corporate sponsor area and program and helping the association understand the needs and goals of the corporate sponsors while serving the association. The Senior Housing Officer Liaison will establish and maintain relationships with senior-level housing officers at member institutions within the state. Must be an senior level housing leadership member i.e. Assistant Directors, Associate Directors, or higher.
- j. 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. 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.

## ARTICLE V

1. Committees: The committees will work to move the mission and vision of the organization forward by addressing various needs, identifying trends and sharing best practices. MAHO Executive Board reserves the right to activate or deactivate any standing committees based on need and interest.
  - a. Professional Development Committee
  - b. Conference Committee
  - c. Nominations and Elections
  - d. Awards and Recognition
  - e. Diversity, Social Justice, and Inclusion
  - f. Assessment and Learning Collaboratives
    - i. Learning collaboratives include the following areas: Assignments, Facilities/Custodial, Residence Life and Business/Finance
  - g. Institutional Development and Involvement
  - h. Student Support and Involvement

## **Elections and Institutional Voting**

The offices of president-elect, treasurer, secretary, communications coordinator, graduate student representative, and Senior Housing Officer Representative will be elected each year by a majority vote (51%) at the annual conference. The office of Vendor Liaison and SEAHO State Representative will be elected every other year by a majority vote (51%) by the membership at the annual conference.

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

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

### **Electronic Institutional Membership Listserv Voting Option:**

At the President's discretion, they may determine the need to solicit feedback, discuss, or vote on an issue by member institutions. In this case, the President will outline in an electronic mail message the issue that needs feedback or discussion by the Senior Housing Officers or their designee. If there is a need for a vote by the membership, the President will determine a specified period by which the members of the list serve can discuss the issue over email (no less than one week). Once this period ends, the President will call for a vote and determine the voting protocol. The protocol should follow the general membership voting standards, but the President is authorized to make an exception to the protocol with the permission of the President Elect and Past President.

## **ARTICLE VI 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 VII Conference**

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 during the annual business meeting.

## **Conference Committee**

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.

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. Will communicate or delegate responsibilities to the conference committee and create additional positions on the committee as needed.
  - d. Will communicate with 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/beverages, 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 variety of options to attendees.
  - d. Facilitate and track all program assessment 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 be in charge of securing payment for attendees and communicating balances accordingly
  - c. Will work closely with Conference Chair to secure memorabilia and other giveaways at conference check-in
  - d. Will coordinate the need for volunteers throughout the conference. (e.g. check-in, moderators, 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 MAHO conference is fiscally responsible for the organization’s current financial standing.
  - c. Will work in coordination with the MAHO Treasurer to ensure all financial accounts are settled and balanced.

## **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 Treasurer, will arrange for the fee waiver.

### **Program Guidelines**

1. MAHO will offer an Annual Conference Fee Waiver Scholarship for up to 4 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 will be supervised by the Awards and Recognition Committee.
4. The Governing Council of MAHO will establish criteria for eligibility and selection.
  - a. Eligibility shall be limited to:
    - i. Mississippi Housing Professionals preferred first-time institutions, or
    - ii. Single delegate
  - b. Other selection criteria:
    - i. Ideally, there will be one scholarship recipient per Mississippi Institution.
    - ii. Recipients should represent both public and private institutions.
  - c. Selection Criteria Successful candidate(s):

- i. Must have shown personal initiative to pursue a career in student affairs and demonstrated competence such as the following:
      - 1. They have sought to be a contributing member of the student affairs department by participating in both institutional and departmental committees.
      - 2. They have been an outstanding mentor for both students and student groups.
      - 3. They have sought to broaden their own understanding of diverse student needs
- 5. Must apply to the Awards and Recognition Chair by the publicized deadline. The application must include:
  - a. A letter indicating why they are applying.
  - b. A current resume.
  - c. A one-page letter of support from their Chief Housing or Student Affairs Office.
  - d. A completed cover sheet with criteria information.
- 6. Must be willing to write an account of the conference experience to the MAHO President following the conclusion of the conference for possible use in future marketing of MAHO and publication in the SEAHO Report.
- 7. Must commit to being an active member of a MAHO Committee for the following year.

## **ARTICLE VIII**

### **Awards and Recognition**

- 1. 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.
- 2. Awards
  - a. MAHO Service Awards
    - i. MAHO Service Awards provide housing professionals the opportunity to recognize members of their staff who have done an outstanding job at your home institution. This is an excellent way to acknowledge committed staff members who have truly sought to serve students and their housing organization. Those awards have historically been utilized to recognize custodians, food service employees, clerical staff, maintenance personnel, hall directors and security personnel. All individuals nominated will be recognized as that institution's winners.
  - b. Graduate Student of the Year
    - i. The Graduate Student of the Year recognizes a first or second year graduate student who has made significant contribution to the housing operation. We have many outstanding graduate students in our state who are making positive contributions to the profession and are worthy of this honor. The winner of the award receives a SEAHO Conference Fee Waiver to attend the annual SEAHO conference that academic year.
  - c. Lorinda Krhut New Professional Award
    - i. 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.
  - d. Dr. E. Ann Bailey Mid-Level Professional Award

- i. Awarded to one recipient for outstanding contributions and service to his or her institution. Recipients must have worked for more than five years in the profession. The award shall consist of an individual plaque given to the recipient.
- e. Best of MAHO Award
  - i. The Best of MAHO Award is presented to the presenter of the program deemed the best by program evaluations at the annual conference. The presenter will represent MAHO with their presentation at the annual SEAHO conference with their registration fee paid by MAHO. Additional funds can be requested in the case of such a need from the individual or individual's institution.
- f. Tony W. Cawthon Award
  - i. The Tony W. Cawthon Award was established at the 1989 MAHO conference and is presented to a member of MAHO for outstanding contributions and service to the association and its membership. Nominations may be submitted by a housing professional from a currently active MAHO member institution. The Award is named for Tony W. Cawthon, department chair of Leadership, Counselor Education, Human and Organizational Development at Clemson University in South Carolina. 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*. This award is MAHO's highest honor.

## **ARTICLE IX**

### **Support of MARHS and MREAL**

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 can not 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 X**

### **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.

## **ARTICLE XI**

### **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.

Last Revision: November 2019