

SEAHO CONSTITUTION

Last Updated: February 2009

SEAHO CONSTITUTION

Proposed 2010

ARTICLE I

Name

- The name of the organization by this constitution is the Southeastern Association of Housing Officers.

ARTICLE II

Mission

- As a regional affiliate of the Association of College and University Housing Officers-International (ACUHO-I), the Southeastern Association of Housing Officers (SEAHO) provides professional development, networking, and involvement opportunities for staff and student leaders working in college and university housing programs as they develop and maintain quality services, programs, and community experiences for those living on campus.

Vision Statement

- The Southeastern Association of Housing Officers strives to be an inclusive community that focuses on services and mentoring for the professional enhancement of its members and the students on our campuses.

Diversity Statement

- Members of SEAHO celebrate the differences among our members and recognize the value that these differences give to our organization. Members are encouraged to support teaching and learning that foster an awareness of cultural and global perspectives through the mindful development of policies, education of staff and students, and support of an environment that allows all people the opportunity to reach their potential without jeopardizing their individuality.

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ARTICLE III

Membership

- Membership is open to all institutions of higher education in the ten Southeastern states of the United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia).

ARTICLE III

Membership

- Membership in the Association shall be defined and categorized in two ways: Institutional and Corporate Membership.
 - Institutional Membership** – open to all institutions of higher education which have housing officers involved in the administration, operations, facilities management, and residential life in the ten Southeastern states of the United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia). Each member institution shall be granted one (1) voting delegate member, generally served by the Chief Housing Officer of the institution (or delegate).
 - Professional Affiliate Member** – Any individual who is employed by a member institution in the housing operations as defined above, is considered a Professional Affiliate Member of SEAHO.
 - Associate Member** – any individual who is employed by an independently managed residence hall at any institution that qualifies for SEAHO membership who is not representing a registered Corporate Partner.
 - Student Member** – any undergraduate or graduate student who is enrolled at an institution who is employed by or engaged with a member institution in the housing operations as defined above that qualifies for SEAHO membership.
 - Faculty Member** – any faculty member who teaches at an institution that qualifies for SEAHO membership.
 - Emeritus Member** – any individual who has retired from an institution that qualifies for membership or has left employment with a housing operation as defined above after five years experience. Individuals must have served actively in the association for at least five years.

2. **Corporate Partners** – open to any business entity having a commercial interest in the housing profession.

- **Corporate Associates** – any representative from a “for-profit” or “not-for-profit” business that is a corporate partner and is registered to attend the annual conference as vendor/exhibitor.

Corporate associates may neither vote, nor be elected to office, nor serve in a liaison role for SEAHO, nor serve as a committee or task force chairperson, but may serve on a committee or task force as appointed.

At the Annual Conference, Corporate members may not register as individual participants, can only attend meals covered by their corporate registration, may not attend program sessions, but may present a program to the membership with a Professional Affiliate Member with the Professional Affiliate Member serving as the primary presenter/contact.

ARTICLE IV

Officers and Governing Council

1. Officers: The officers of the Association shall be elected from among staff employed in housing-related area by member institutions and shall be as follows:
 1. President
 2. President-Elect
 3. Past President
 4. Secretary
 5. Treasurer
 6. Members at Large (2)
2. President: The President shall serve as the chief executive officer of the Association and chair of the Governing Council; preside over all meetings of the Association and the Governing Council; serve as liaison to the Association of College and University Housing Officers – International; perform all other duties as designated by the Governing Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association’s Constitution and Bylaws. Shall serve on the SEAHO Budget Review Committee.
3. President-Elect: The President-Elect shall preside at all Association functions in the absence of the President; serve as the chairperson of the Awards and Recognition Committee; prior to installation as President appoint incoming committee chairs, and perform other duties and responsibilities as assigned by either the President or the Governing Council. The President-Elect shall be elected at the annual conference for a three-year commitment of service, which includes one year in each of the offices of President-Elect, President and Past President. Shall serve on the SEAHO Budget Review Committee.
4. Past President: The immediate Past President shall serve as an advisor to the Governing Council and the President; serve as chairperson of the Nominations and Election Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.

ARTICLE IV

Officers and Governing Council

1. Officers: The officers of the Association shall be elected from among **Professional Affiliate Members** employed in housing-related area by member institutions and shall be as follows:
 1. President
 2. President-Elect
 3. Past President
 4. Secretary
 5. Treasurer
 6. Members at Large (2)
2. President: The President shall serve as the chief executive officer of the Association and chair of the Governing Council; preside over all meetings of the Association and the Governing Council; serve as liaison to the Association of College and University Housing Officers – International; perform all other duties as designated by the Governing Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association’s Constitution and Bylaws. Shall serve on the SEAHO Budget Review Committee.
3. President-Elect: The President-Elect shall preside at all Association functions in the absence of the President; serve as the chairperson of the Awards and Recognition Committee; prior to installation as President appoint incoming committee chairs, and perform other duties and responsibilities as assigned by either the President or the Governing Council. The President-Elect shall be elected at the annual conference for a three-year commitment of service, which includes one year in each of the offices of President-Elect, President and Past President. Shall serve on the SEAHO Budget Review Committee.
4. Past President: The immediate Past President shall serve as an advisor to the Governing Council and the President; serve as chairperson of the Nominations and Election Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.

5. Secretary: The Secretary shall serve as the official correspondent and record keeper for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Secretary is elected for a two-year term.
 6. Treasurer: The Treasurer shall serve as the custodian of all association funds and disbursements; maintain all association funds in U.S. Government-insured accounts; maintain a fidelity bond at least equal to the highest balance of association funds during the previous year; maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; serve as an ex-officio member of the Reserve Fund Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three-year term. Shall serve on the SEAHO Budget Review Committee.
 7. Members at Large (2): The Members at Large are elected for a two-year term, in alternate years. The first year, the Member at Large will work with the ten SEAHO State Representatives and the second year, the Member at Large will work with the standing SEAHO Committees. The Members at Large shall perform duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.
 8. Governing Council: The Governing Council shall direct the operation and activities of the Association, except for the administration of the Reserve fund. The Council shall comprise the following:
 - a. The Association officers: (President, President-Elect, Past President, Secretary, Treasurer and two Members at Large).
 - b. One representative from each of the ten member states.
 - c. *SEAHO Report* Editor(s): appointed by the President with voting privileges. When co-editors are appointed, only one vote may be cast on an issue. The *SEAHO Report* Editor(s) is appointed for a three-year term.
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5. Secretary: The Secretary shall serve as the official correspondent and record keeper for the Association; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Secretary is elected for a two-year term. Shall serve on the SEAHO Budget Review Committee.
 6. Treasurer: The Treasurer shall serve as the custodian of all association funds and disbursements; maintain all association funds in U.S. Government-insured accounts; maintain a fidelity bond at least equal to the highest balance of association funds during the previous year; maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; serve as an ex-officio member of the Reserve Fund Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three-year term. Shall chair the SEAHO Budget Review Committee.
 7. Members at Large (2): The Members at Large are each elected for a two-year term, in alternate years. The Member at Large elected in even years will work with the ten SEAHO State Representatives. The Member at Large elected in odd years will work with the SEAHO standing committees. The Members at Large shall perform duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee. Specific duties of each Member at Large are outlined in the SEAHO Leadership Manual.
 8. Governing Council: The Governing Council shall direct the operation and activities of the Association, except for the administration of the Reserve fund.
The Council shall comprise the following:
 - a. The Association officers (President, President-Elect, Past President, Secretary, Treasurer and two Members at Large), each has voting privileges.
 - b. One representative from each of the ten member states, with voting privileges.

- d. Host chairpersons from the immediate past, current, and next annual conferences.
- e. Technology Coordinator: appointed by the President and President-Elect for a two-year term. Reporting directly to the President, the Technology Coordinator serves as the liaison to the website developer, develops and executes with the President all technical contracts with third party vendors, identifies and implements technical solutions for the operational benefit of SEAHO, and attends Governing Council meetings as a nonvoting member.
- f. Sage: appointed by the President and President-Elect for a two-year term. Reports directly to the President. Provide support, guidance, organizational memory, historical perspective and continuity to the Governing Council. Attend Governing Council meetings as a non-voting member. Shall serve on the SEAHO Budget Review Committee.
- g. Outreach Coordinator: appointed by the President and President-Elect for a two-year term. The Outreach Coordinator reports directly to the Member at Large (committee chairs/task forces). Establishes communications with organizations that have shared professional interests, initiates communications with NASPA and small college association(s) who represent professionals from the under-represented institutions in SEAHO, and will initiate communication with SACSA to identify opportunities for mutual support, attend Governing Council meetings as a non-voting member.

- c. Standing committee chairs, appointed as a non-voting member.
- d. SEAHO Report Editor: appointed by the President as a non-voting member.
- e. Conference Coordinators from the current and future annual conferences, appointed as non-voting members.
- f. Technology Coordinator, as a non-voting member.
- g. Sage, as a non-voting member.
- h. Other appointed positions as necessary, as non-voting member.

9. Executive Board: The Executive Board shall direct the operation and activities of the Governing Council.

The Executive Board shall comprise the following:

- a. President
- b. President-Elect
- c. Past President
- d. Secretary
- e. Treasurer
- f. Members at Large (2)
- g. Sage
- h. Technology Coordinator

10. Vacancies

- a. In the event of a vacancy of the office of President, the President-elect shall progress to the position of President for the remainder of the term, and then will serve a full term as President, as scheduled.
- b. In the event of a vacancy in the office of President-elect, the President shall make an interim appointment until such time as a special election can be held.
- c. In the event of a vacancy in other Executive Board position, an appointment shall be made to fill the remainder of their term, with the approval of the Executive Board.

ARTICLE V

Meetings

1. Membership: The membership shall hold a scheduled business meeting during the annual conference.
2. Governing Council: The Governing Council shall meet at least once a year at a time and place selected by the President.
3. Committee: All committees shall meet as deemed necessary in order to fulfill their designated responsibilities.

ARTICLE VI

Association Activities

- The Association shall plan and present an annual conference and such other activities as may be determined to be of service to its members.

ARTICLE VII

Revenues and Expenditures

1. Association Funds
 - a. Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial 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 defray the normal operating expenses of the Association.
 - b. Overall financial policy shall be established by the membership and carried out by the Reserve Fund Committee and the Governing Council.
 - c. Association funds shall be maintained in the following accounts.
 - Administrative Fund controlled by the Governing Council.
 - Reserve Fund controlled by the Reserve Fund Committee.
 - *SEAHO Report* Fund controlled by the *SEAHO Report* Editor(s).
 - Other accounts deemed necessary and appropriate and approved by the Reserve Fund Committee and the Governing Council

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 - c. Association funds shall be maintained in the following accounts.
 - Administrative Fund controlled by the Governing Council.
 - Reserve Fund Committee and the Governing Council.
 - *SEAHO Report* Fund controlled by the *SEAHO Report* Editor.
 - Other accounts deemed necessary and appropriate and approved by the Reserve Fund Committee and the Governing Council.

- d. Funds relating to the annual conference shall be under the control of the host institution until such time as any surplus is transmitted Fund Committee and the Governing Council.to the Treasurer to be deposited in Association accounts.
 - e. The disposition of revenues of the Association into established fund accounts shall be determined by mutual agreement of the Reserve Fund Committee and the Governing Council in accordance with policies established by the membership and this Constitution.
2. Revenues of the Association will consist of:
 - a. Net income from the annual conference.
 - b. Net income from the sale of advertising in the *SEAHO Report*.
 - c. Net income from other services and programs provided.
 - d. Dues from member institutions as recommended by the Governing Council and approved by the membership at the annual business meeting.
 - e. Income from investments and interest bearing accounts of the Association.
 3. Expenditures
 - a. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be appropriated by the Reserve Fund Committee in accordance with policies established by the membership and this Constitution.
 - b. Funds necessary for the Annual Operating Budget for use by the Governing Council, the publication and distribution of the Association newsletter, *SEAHO Report*, 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.

- d. Funds relating to the annual conference shall be under the control of the **current conference coordinator and host committee** until such time as any surplus is transmitted to the Treasurer to be deposited in Association accounts.
 - e. The disposition of revenues of the Association into established fund accounts shall be determined by mutual agreement of the Reserve Fund Committee and the Governing Council in accordance with policies established by the membership and this Constitution.
2. Revenues of the Association will consist of:
 - a. Net income from the annual conference.
 - b. Net income from the sale of advertising in the *SEAHO Report*.
 - c. Net income from other services and programs provided.
 - d. Dues from member institutions as recommended by the Governing Council and approved by the membership at the annual business meeting.
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 - a. Funds necessary for the planning and development of the annual conference and other services deemed necessary and appropriate shall be appropriated by the Reserve Fund Committee in accordance with policies established by the membership and this Constitution.
 - b. Funds necessary for the Annual Operating Budget for use by the Governing Council, the publication and distribution of the Association newsletter, *SEAHO Report*, 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 VIII

Committees

1. The President, with the concurrence of the Governing Council shall appoint committees and task forces from the membership of the Association as required by this Constitution or as may be deemed necessary.
2. Standing Committees of the Association shall be:
 - a. Annual Conference Program Committee
 - b. Associates Committee
 - c. Awards and Recognition Committee
 - d. Educational Programs Committee
 - e. Graduate Issues and Involvement Committee
 - f. Human Relations Committee
 - g. Membership Services Committee
 - h. Nominations and Election Committee
 - i. Placement Committee
 - j. Research and Information Committee
 - k. Reserve Fund Committee
 - l. SEAHO Report Editorial Board
 - m. Budget Review Committee
 - n. Regional Entry-Level Institute (RELI)
3. Each of the above committees (excluding Annual Conference Program, Awards and Recognition, Nominations and Elections, Reserve Fund, and SEAHO Report Editorial Board, Budget Review, and RELI) will have a Chair and Chair-select. The Chair-select will be appointed by the SEAHO President and the term of the Chair-select position will be one year. Following that one year, the Chair-select will become the Chair. The term for the Chair shall be one year. Current committee chairs shall work with the SEAHO president to identify a Chair-Select, if a successor (junior chair) is not already in place. Current committee chairs' terms will end at the conference.
4. Committee Charges/Activities
 - a. Annual Conference Program Committee:
 - Will consist of the committee chairperson, chairperson select, five to eight additional professional members and one graduate student member appointed by the President.

~~ARTICLE VIII~~

~~Committees~~

- Will plan the annual conference program activities and coordinate their efforts with the annual conference host committee.
- b. Associates Committee:
- Will be composed of members and a chairperson appointed by the President.
 - Will be responsible for assisting the Host Committee with the recruitment of Associates and sponsorships for the annual conference.
 - Will be responsible for serving as a liaison between SEAHO and the Associates who support the Association's activities.
 - Will be responsible for recognizing Associates at the annual conference.
 - Will be responsible for organizing and selecting the annual Outstanding Associate Award.
 - Will be responsible for coordinating the Associates conference evaluation form and compiling the information.
 - The Annual Conference Host Committee Associate Chairperson will serve as the Vice-Chair of the SEAHO's Associates Committee.
- c. Awards and Recognition Committee:
- Will be composed of members appointed by the President.
 - Will be chaired by the President-Elect.
 - Will conduct the nomination and selection process for all association awards and recognition programs.
 - Will coordinate all recognition of outgoing committee chairs, state representatives, liaisons, volunteers, and officers.
- d. Educational Program Committee:
- Will be composed of members and a chairperson appointed by the President.
 - Will identify model educational programs on various topics and disseminate information to the Association's members.
 - Will collect and disseminate information related to trends and critical issues in residence hall programming.
- e. Graduate Issues and Involvement Committee:

- Will be composed of members and a chairperson appointed by the President.
 - Will be responsible for addressing graduate student issues and needs, and facilitating graduate student involvement.
 - Will be responsible for programs and information, which facilitate graduate student development.
 - Will work in conjunction with the Awards and Recognition Committee to select the Outstanding Student of the Year Award.
 - Will be responsible for coordinating the SEAHO Advance conference for ACUHO-I interns.
- f. Human Relations Committee:
- Will be composed of members and a chairperson appointed by the President.
 - Will be responsible for encouraging, creating and promoting programs, which address human relation issues in the work force, in residence halls, and in the college community.
 - Will be responsible for ensuring that the Association and the annual conference are inviting of diversity responsible to human relations issues.
- g. Membership Services Committee:
- Will be composed of members and a chairperson appointed by the President
 - Will be responsible for recruiting and involving nonmember professionals and institutions in conferences and other activities of the Association.
- h. Nominations and Elections Committee:
- Will be composed of a minimum of four members appointed by the President.
 - Will be chaired by the Past President.
 - Will be responsible for soliciting candidates for all available offices and for conducting the selection process in accordance with procedures established in this Constitution.
- i. Placement Committee:
- Will be composed of members and a chairperson appointed by the President.
 - Will be responsible for sponsoring a placement process at the annual conference and for promoting programs

and information, which facilitate career development and placement needs.

- j. Research and Information Committee:
 - Will be composed of members and a chairperson appointed by the President.
 - Will be responsible for maintaining standardized research and information data related to applicable research surveys.
 - Will provide a clearinghouse of current information/data.
 - Will administer the SEAHO Research Grants Program.
 - Will assist member institutions with specialized research projects.
 - Will be responsible for administering the annual conference evaluation, disseminating results, and maintaining collected data.
- k. Reserve Fund Committee:
 - Will be composed of the three most recent annual conference host chairs and the three most recent Association presidents.
 - Will elect a chairperson from among its members.
 - Will control the operation of, and expenditures from, the Reserve
 - Fund and will exercise control in a manner, which will ensure the preservation of the fund.
 - Will include SEAHO Treasurer as an ex-officio member.
- l. *SEAHO Report* Editorial Board:
 - Will consist of the ten state editor(s).
 - Will be chaired by the *SEAHO Report* Editor(s).
 - Will be responsible for publishing at least three editions of the
 - *SEAHO Report* each year.
- m. Budget Review Committee
 - Will be composed of the President, Past-President, President-Elect, Treasurer, Secretary, Members-At-Large (2), and Sage position.
 - The SEAHO organization will benefit from the committees and task forces submitting annual budgets and those budgets being reviewed by the established Budget Review Committee in advance of the Mid-Year meeting.

- n. Regional Entry Level Institute (RELI)
 - Will consist of the chairperson and chairperson elect.
 - Will coordinate the annual Regional Entry Level Institute (RELI).

ARTICLE IX

Dissolution

- In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Association of College and University Housing Officers - International.

ARTICLE X

Amendment

- This Constitution and any Bylaws may be amended by a majority of the member institutions in attendance at any annual business meeting of the Association.
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ARTICLE VIII

Dissolution

- In the event of the dissolution of the Association, the property, funds, and all other assets after liquidating any indebtedness shall be turned over to the Association of College and University Housing Officers - International.

ARTICLE IX

Amendment

- This Constitution may be amended by a two-thirds majority of the member institutions in attendance at any annual business meeting of the Association.
 - All proposed Constitutional amendments must be first approved by the Governing Council by a simple majority vote.
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BYLAWS

I. Voting

1. Each member institution in attendance at the annual business meeting shall be entitled to vote on any issue, which comes before the body.
2. All matters coming before the annual business meeting shall be decided by a simple majority vote of the member institutions in attendance.
3. The President-Elect, Secretary, Treasurer and Members at Large shall be elected at the annual business meeting of the Association.
 - a. The President-Elect shall be elected at the annual conference and shall serve until the next annual conference. The President-Elect shall automatically progress to the Presidency in the succeeding year and then to immediate Past President the following year. A three-year commitment is required.
 - b. The Treasurer shall be elected for a three-year term.
 - c. The Secretary shall be elected for a two-year term.
 - d. The Members at Large shall be elected for two-year terms, with one elected each alternate year.
 - e. A slate of up to three nominees shall be submitted for each position vacated.
 - f. Nominees shall be contacted and must agree to accept the nomination.
 - g. Nominations and printed candidate qualifications shall be distributed to all registered conference participants in their conference registration packet.
 - h. To be elected, a candidate must receive a simple majority of the votes cast by the institutional representatives at the annual business meeting.

BYLAWS

I. Voting

1. Each member institution in attendance at the annual business meeting shall be entitled to vote on any issue which comes before the body.
2. All matters coming before the annual business meeting shall be decided by a simple majority vote of the member institutions in attendance.

II. Elections

1. The President-Elect, Secretary, Treasurer and Members at Large shall be elected at the annual business meeting of the Association.
 - a. The President-Elect shall be elected at the annual conference and shall serve until the next annual conference. The President-Elect shall automatically progress to the Presidency in the succeeding year and then to immediate Past President the following year. A three-year commitment is required.
 - b. The Treasurer shall be elected for a three-year term.
 - c. The Secretary shall be elected for a two-year term.
 - d. The Members at Large shall be elected for two-year terms, with one elected each year.
2. Procedures
 - a. A slate of up to three nominees shall be submitted for each position vacated.
 - b. Nominees shall be contacted and must agree to accept the nomination.
 - c. Nominations and printed candidate qualifications shall be distributed to all registered conference participants in their conference registration packet.
 - d. To be elected, a candidate must receive a simple majority of the votes cast by the institutional representatives at the annual business meeting.

III. Committees

1. The President, with the concurrence of the Governing Council shall appoint committees and task forces from the membership of the Association as required by these Bylaws or as may be deemed necessary. Specific duties of each committee are outlined in the SEAHO Leadership Manual.
2. Standing Committees of the Association shall be:
 - a. Annual Conference Host Committee
 - b. Annual Conference Program Committee
 - c. Associates Committee
 - d. Awards and Recognition Committee
 - e. Educational Programs Committee
 - f. Graduate Issues and Involvement Committee
 - g. Human Relations Committee
 - h. Marketing & Organizational Promotion Committee
 - i. Nominations and Election Committee
 - j. Placement Committee
 - k. Research and Information Committee
 - l. Reserve Fund Committee
 - m. SEAHO Report Editorial Board
 - n. Budget Review Committee
 - o. Regional Entry-Level Institute (RELI)
3. The following standing committees will have a Chair and Chair-select. The current committee chairs will recommend a Chair-select and the President will approve and appoint. The term of the Chair-select position will be one year. Following that year, the Chair-select will become the Chair for a one year term. Current committee chairs' terms will end at the annual conference.
 - Annual Conference Program Committee
 - Associates Committee
 - Educational Programs Committee
 - Graduate Issues & Involvement Committee
 - Human Relations Committee
 - Marketing & Organizational Promotion Committee
 - Placement Committee
 - Research and Information Committee
 - RELI (chair-select and chair positions begin after the annual institute each summer.)

4. The chairpersons of the following standing committees will also serve as members of the Annual Conference Host Committee:
 - Annual Conference Program Committee
 - Associates Committee
 - Educational Programs Committee
 - Human Relations Committee
 - Placement Committee
 - Marketing & Organizational Promotion Committee

II. Appointments

1. The Annual Conference Program Committee Chairperson-Select shall be appointed by the President-Elect, in consultation with the incoming Annual Conference Program Chair. The Program Chairperson Select shall automatically progress to the role of the Annual Conference Program Chairperson in the succeeding year.
2. The Sage will be appointed jointly by the President and President-Elect for a two-year term. The Sage will provide support, guidance, organizational memory, historical perspective and continuity to the Governing Council. Attend Governing Council meetings as a non-voting member. In making the appointment, the President and President-Elect will consider how active in SEAHO the prospective Sage has been, how long he or she has worked at an institution in the SEAHO region, along with his or her knowledge of SEAHO's history, traditions, and operations. The Sage will have been active in SEAHO a minimum of five years.
3. The Technology Coordinator will be appointed jointly by the President and President-Elect for a two-year term.
4. The Outreach Coordinator will be appointed by the President and President-Elect for a two-year term.

IV. Other Appointments

1. The Annual Conference Program Committee Chairperson-Select shall be appointed by the President-Elect, in consultation with the incoming Annual Conference Program Chair. The Program Chairperson Select shall automatically progress to the role of the Annual Conference Program Chairperson in the succeeding year.
2. The Sage will be appointed jointly by the President and President-Elect for a two-year term. The Sage will provide support, guidance, organizational memory, historical perspective and continuity to the Governing Council. The Sage will also oversee the work of the SEAHO Archivist. Attend Governing Council meetings as a non-voting member and serve on the SEAHO Budget Review Committee.

In making the appointment, the President and President-Elect will consider how active in SEAHO the prospective Sage has been, how long he or she has worked at an institution in the SEAHO region, along with his or her knowledge of SEAHO's history, traditions, and operations. The Sage will have been active in SEAHO a minimum of five years.

3. Technology Coordinator: appointed by the President and President-Elect for a two-year term. Reporting directly to the President, the Technology Coordinator serves as the liaison to the website developer, develops and executes with the President all technical contracts with third party vendors, identifies and implements technical solutions for the operational benefit of SEAHO, and attends Governing Council and Executive Board meetings as a nonvoting member.

Updated: February 25, 2009

4. *SEAHO Report* Editor: appointed by the President with non-voting privileges for a three-year term.
5. Archivist: is a non-voting, appointed position on the Governing Council with no set term of office. The Archivist reports to the SEAHO Sage and provides appropriate care and maintenance for SEAHO's historical artifacts.
6. Conference Coordinator: is appointed as a non-voting position on the Governing Council for a two-year term. The appointee serves as Conference Coordinator-select for the first year and as Conference Coordinator for the second. A full description of the position can be found in the Conference Hosting Guide

V. Amendment

- Any Bylaws may be amended by a simple majority of the member institutions in attendance at any annual business meeting of the Association.
- All proposed Bylaw amendments must be first approved by the Governing Council by a simple majority vote.

Proposed: September, 2010