

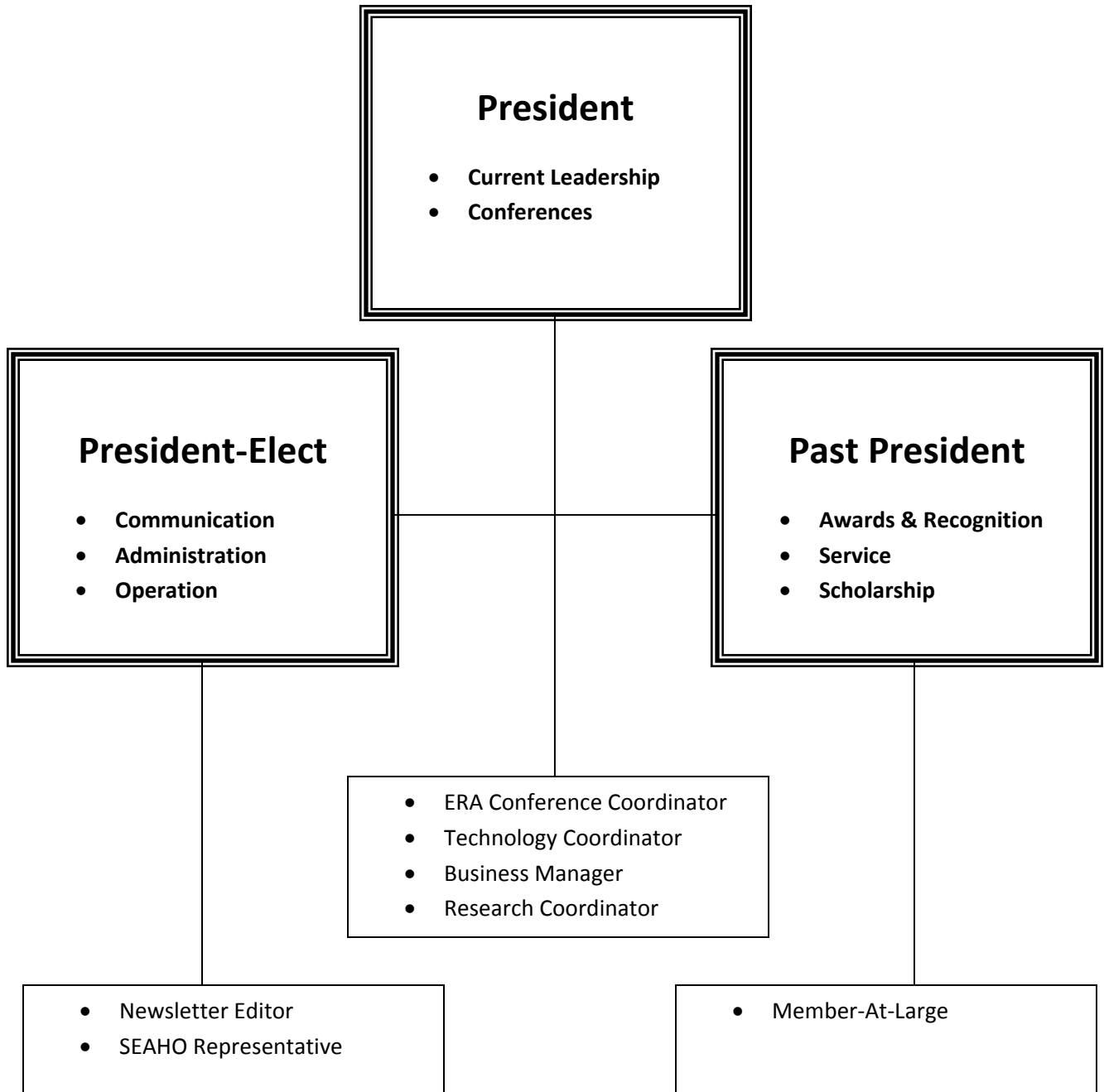
Louisiana Association of Housing Officers
Policy Book

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Organizational Chart



LAHO Mission Statement

The organization known as Louisiana Housing Officers (LAHO) is a membership of professionals who are dedicated to the education, professional development, and promotion of housing and residential life services at private and public institutions of higher education and learning in Louisiana.

LAHO is committed to:

- The best practices and services as outlined in the ACUHO-I standards of practice;
- Inclusion and equal opportunity for involvement of all professionals who support the promotion and advancement of housing and residential life programs, regardless of race, creed, gender, sexual orientation, political affiliation, religions/spiritual practices, etc;
- Serving as an organizational liaison between the state membership and other state, regional, and national organizations;
- Providing diverse and affordable professional development opportunities for the organizational membership;
- Providing educational and developmental opportunities to the student employees within housing and residential life programs across the state;
- Promoting the research and publication of new information, theories, practices, and services for housing and related programs;
- Continuing the growth of the organization through the use of new and advance technological methods so to provide efficient service to the membership.

LAHO Policy Book

The LAHO Policy book is an extension of the organization's constitution. It contains the policies and procedures for the daily operations and responsibilities of the organization. Detailed Executive Council job descriptions, election information, financial policies, organizational forms, Executive Council voting procedures, annual conference guidelines and other such information are included in this document. The document is to be maintained by the President and updated as needed. Changes to the policy book may be done so by a 2/3 majority vote by the Executive Council. Changes to the policy book will be reported to the membership via email, posted on the website and included in the President's report at the end of his or her term.

LAHO Meetings

A. General Assembly

Meetings of the general membership shall be at scheduled business meetings during the LACUSPA/LAHO annual conference, at the SEAHO annual conference, and at the ERA annual conference.

The general membership must convene a minimum of one time during the year beginning on January 1st (usually at the LACUSPA/LAHO annual conference). At this meeting, the general membership will hear annual reports from elected positions as well as vote on constitutional changes, new initiatives, investment strategies, and the election of new officers. Each member school must send one representative from their institution to serve as the voting member during this business meeting. The representative will self-identify to the Business Manager and receive voting information and placard. Due to the nature of the business meeting, there are no minimum number of schools that need to be present in order to conduct LAHO business. An institution may submit a request to the Business Manager at least 24 hours before the opening of this meeting to vote by proxy.

B. Executive Council

The Executive Council shall meet at least three times annually at time and places selected by the President. At least 2/3 of the filled positions must be present to conduct Executive Council business. Each Executive Council member is required to attend 3 out of 4 meetings. Failure to meet this expectation may result in removal from office. The President will initiate a review when appropriate and removal will occur in accordance with voting procedures and policies. The Executive Council must convene a minimum of four times during the year, beginning on January 1st.

Meetings should be held according to the following schedule:

- Convene Executive Council during the month of January for transition of newly elected positions
- Convene Executive Council during the spring academic semester sometimes after the transition meeting or in the early part of the summer
- Convene Executive Council during the early fall
- Convene Executive Council prior to the business meeting at the LACUSPA/LAHO annual conference

C. Committee Meetings

According to the constitution, various committees may be instated to expedite objectives and goals set forth by the organization. When instated and charged by the Executive Council, committees should convene a minimum of once per academic semester; followed by an official report to the appropriate Executive Council member.

LAHO Voting Policies

A. Executive Council Voting

- A minimum of 2/3 of the filled Executive Council officers must be present at one of the meetings in order to have a quorum to vote.
- Voting members of the Executive Council include the following: President Elect, Past President, Business Manager, Newsletter Editor, SEAHO Representative, Member-

At-Large, Technology Coordinator, and Research Coordinator. The President shall cast a vote in cases of a tie or a possible need for affirmation.

- Of the 2/3 quorum needed to vote, a minimum of 3/4 (or 75%) of the officers present must vote in the affirmative in order for the motion to pass.

<i>Number of members present (min 2/3)</i>	<i>Number needed to vote in affirmative (75%)</i>
5 (63%)	4 (80%)
6 (75%)	5 (83%)
7 (88%)	6 (86%)

- If all members of the Executive Council are present at a vote, a simple majority (51%) of the members present must vote in the affirmative in order for the motion to pass.
- **Electronic Voting Option:** At the President’s discretion, he or she may determine the need to vote on an issue prior to one of the scheduled Executive Council meetings. In this case, the President will outline in an electronic mail message the issue that needs to be voted on by the Executive Council members. Depending on the circumstances, the President will determine a specified period by which the members can discuss the issue over email. Once this period is up, the President will call for a vote. Voting via electronic mail must abide by the same quorum requirements and voting protocol as stated in the above voting standards.
- **Electronic Institutional Membership List serve Voting Option:** At the President’s discretion, he or she 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 institutional Chief Housing Officers, or 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. Once this period is up, the President will call for a vote and determine the voting protocol. The protocol should follow the general membership voting standards, but the presidential council (President, President Elect, and Past President) are authorized to make an exception to the protocol.

B. General Membership Voting

- For general membership voting there is no minimum number of institutions that need to be present in order to put a vote before the present assembly.
- For general membership voting there is one voting member per institution.
- In all voting matters with the exception of elections, a minimum of 2/3 of the present assembly must vote in the affirmative in order for a motion to pass.
- In election voting, a simple majority (50% + 1) of the present assembly must vote, by secret ballot, in the affirmative in order for a position to be officially filled. In no candidate gets a simple majority of the votes, then the candidate with the lowest percentage is eliminated and a revote is cast until someone wins a simple majority of the votes.

- In order for an institution to vote by proxy, the members need to cast their votes at least 24 hours before the stated deadline/meeting with the LAHO Business Manager. The vote can be made via email, verbally via telephone correspondence, or in writing. At the appropriate time, the Business Manager will include the proxy vote in the tally. If a revote is needed in the election of officers, and a proxy vote is for a candidate that is eliminated, then the member institution forfeits their right to cast a vote in a “run off” process.

LAHO Election Procedures

- Per the constitution, all housing and residential life professionals employed in the state of Louisiana shall have an equal opportunity to be nominated for vacant Executive Council positions.
- All interested professionals, in good standing (with departmental support), may self-nominate or be nominated by a colleague.
- The following table outlines the year in which the Executive Council will have position vacancies based on term of office:

<i>Odd Years</i>	<i>Even Years</i>
President-Elect	President-Elect
Member At Large	SEAHO Representative
Business Manager	Technology Coordinator
Newsletter Editor	Newsletter Editor
ERA Conference Coordinator	ERA Conference Coordinator
Research Coordinator	Research Coordinator

- All Executive Council positions are elected by the member institutions at the LACUSPA/LAHO annual conference with the exception of the ERA Coordinator, who is elected at the ERA business meeting.
- Nominations will be submitted to the President-Elect, by the deadline established by the Presidential Council (President, President-Elect, Past President). Submission of candidacy shall follow the following process:
 - Complete nomination form (*see next page*)
 - Statement of intent and experience for the position, which should include proposed goals of candidacy
 - Current resume
 - Letter of support from candidate’s direct supervisor or institution’s Chief Housing Officer

Louisiana Association of Housing Officers

Executive Council Nomination Form (INSERT YEAR)

Nominee Information

Name:

Title:

Institution:

Address:

City:

Zip:

Phone:

Email:

Nominator Information (if applicable)

Name:

Phone:

Email:

Nomination for which Vacant Position:

Statement of Intent and Experience

- All candidates' statements of intent will be distributed to each institution's voting member.
- Each candidate will be introduced to the general assembly during the LAHO business meeting at the annual LACUSPA/LAHO conference.
- Voting will take place by secret ballot and in accordance with the LAHO voting procedures as outlined in the LAHO Policy Book.
- Officer election results will be announced to the association at the close of the LAHO business meeting at the annual LACUSPA/LAHO conference.
- If a vacancy comes to exist in any Executive Council office, the remaining council members shall decide (with majority vote) the appropriate course of action and/or appoint a replacement for a term designated by the Executive Council (e.g. one year or remainder of term).

LAHO Conference Policies

A. LACUSPA/LAHO Annual Conference

- The President-Elect shall work with the LACUSPA organization regarding the annual LACUSPA/LAHO conference, which is held in the fall semester of every academic year.
- The President-Elect shall ensure:
 - A meeting room has been secured for the annual LAHO business meeting
 - A meeting room has been secured for periodic LAHO Executive Council meetings throughout the LACUSPA/LAHO annual conference; and these meetings are represented in the LACUSPA/LAHO conference schedule
 - All business meeting needs (i.e. A/V equipment, snacks, etc.) are prepared before the conference
 - Executive Council elections are prepared to occur at the annual LAHO business meeting
 - Programming space is available for LAHO focused programming to take place at the LACUSPA/LAHO conference
- The Business Manager will work in conjunction with the President and President-Elect to prepare an agenda for the business meeting
- The Business Manager will prepare a written financial report to share with the general assembly attending the LAHO business meeting
- Each Executive Council member shall be prepared to present an officer's report to the general assembly at the business meeting
- The Business Manager will pay LAHO conference debts to the appropriate LACUSPA designee before the close of the annual LACUSPA/LAHO conference
- The Business Manager will prepare a follow-up report and minutes of the business meeting for distribution on the LAHO list serve as well as post on the www.laho.org website

B. ERA Annual Conference

- After officially elected, the ERA (Emerging Resident Assistants) Conference Coordinator will begin planning for the annual ERA Conference, held in the spring of every academic year.
- The ERA Conference Coordinator will work, in conjunction with the President, to select a location for the annual conference, and request volunteer opportunities from the general LAHO membership to assist with the responsibilities of hosting the conference, before the end of October of each year.
- The ERA Conference Coordinator will submit a written report to the President during the months of November, January, and February, outlining the following:
 - Conference budget/budget changes (including costs of housing, meals, t-shirts, materials, awards, and other necessary line items to note for the conference)
 - Conference theme and theme incorporation
 - Technological/website needs

- Registration procedures and forms
- Program selection guidelines and forms
- Conference schedule, events, and guest speakers
- While preparing for the conference, the ERA Conference Coordinator is expected to ensure the continuation of key ERA Conference traditions (e.g., slide show, conference t-shirt, delegation pictures, 3 program sessions, space for LAHO Executive Council business meeting, delegation role call and skits, case study competition).
- The Business Manager, or appropriate designee, will be responsible for collecting conference payment from the attending institutions, and must deposit this money into the LAHO financial account no later than two weeks after the closing of the conference. The Business Manager is responsible for supplying each attending institution with a LAHO receipt after each institutional conference payment.
- The ERA Conference Coordinator will submit a written closing report within two months of the closing of the conference, along with a final conference budget, expenses register, and transition notes/advice for the next year's ERA Conference Coordinator.
- In regards to the ERA Conference, there will not be any refunds given to an institution two weeks prior to the conference for cancellations of students and/or professional staff registration.

LAHO Finance Policies

A. Finance Committee

The Business Manager chairs the LAHO Finance Committee. The committee will monitor financial decisions and make ongoing recommendations. Membership of the committee will include the President-Elect, Business Manager, Member at Large, and (when possible) two individuals from the general voting membership. This committee will make a report to the Executive Council at designated business meetings.

B. Educational Grant Committee

The Educational Grant Committee is responsible for awarding and monitoring the use of funds generated for the LAHO educational grant program (through the ERA silent auction and future investment interest). The Past President chairs this committee and establishes the policies, criteria, and time-lines where these funds are used to address needs within the state and LAHO organization. Grants will be awarded at the LACUSPA/LAHO Conference.

C. Silent Auction Committee

The ERA Conference Coordinator will oversee the organization of this event for the ERA Conference. This will include creating a committee comprised of the Past President and one representative from the Finance Committee. This committee will be responsible for soliciting items for the auction, determining auction protocol, collecting monies, distributing sold items, submitting a report to the Past President after the event, and

reporting income to the Business Manager for deposit within 20 days of the end of the annual ERA Conference. All receipts and a list of items sold at the auction must accompany the deposit slip.

D. Fiscal Year Timeline

The LAHO fiscal year begins July 1 and runs through June 30 of the following year. Any purchases made towards the ERA Conference must come from the fiscal year budget during which that conference was held. All previous year expenditures must be closed out prior to the start of the new fiscal year.

E. Budget Proposal Request Process

At the closing of the annual ERA conference, the Business Manager will provide a copy of the current year's budget for planning purposes for the following year. Budget requests for the next fiscal year must be to the Business Manager at least 4 weeks prior to the LACUSPA/LAHO conference. A budget request consists of a line item prediction of what will be spent in your executive area during the next fiscal year. Each budget request should also contain a written explanation of any increases in budget request items from the previous fiscal year's budget expenditures.

F. Bank Information

LAHO has a checking account with Capital One. The Business Manager will bring the monthly statements to all Executive Council meetings and the President must review all statements.

G. Signature Authority

The Business Manager of LAHO shall have signature authority on all LAHO accounts and financial investments (with prior knowledge of any expenditure or financial decision by the President and President-Elect). It is the responsibility of the current or outgoing Business Manager to coordinate the signature authority process immediately following elections and or appointments to that position.

H. Investment Procedures/Approval

All investment decisions should be prudent for the LAHO organization. Purposes for investing are as follows:

- To offer LAHO financial stability;
- To use the current revenue to contribute positively to the LAHO membership;
- To provide funding for professional and educational development through grants and scholarships (when approved)

The Finance Committee will investigate investment options and make a recommendation to the Executive Council. The Executive Council will either approve or disapprove. If approved the investment opportunities will be voted on by the general membership during the annual business meeting at LACUSPA/LAHO. If timing becomes an issue, please refer to the voting section for appropriate options. Both the President-

Elect and Business Manager must approve all investments in writing and witnessed by a third party.

I. Request for Reimbursement

Any individual or group requesting reimbursement from the LAHO organization checking account must submit the reimbursement form (including all appropriate documentation-receipts, conference registration forms, etc.) to the Business Manager at least two weeks prior to the issuing of the check. All reimbursement requests must fit within one of the specified account line items from that fiscal year's approved budget.

All reimbursement rates for mileage will be consistent with current state policies.

Expenditures that exceed an approved line item or budget will not be reimbursed without the approval of the LAHO Executive Council.

J. Recognition & Awards

A maximum of \$20.00 may be allocated for recognition of each Executive Council member who will be departing their position.

The Executive Council will budget and allocate a maximum of \$20.00 per award per fiscal year.

Executive Council Responsibilities

A. President

The President shall be the chief executive officer of the organization, chairperson of the Executive Council, and presiding officer at all business meetings for LAHO. The following procedures outline the expectations/responsibilities for this officer.

- Chair the Executive Council meetings, which convene a minimum of 4 times annually.
- Chair the Business Meeting(s)/General Session during the LACUSPA/LAHO conference.
- Have comprehensive budgetary responsibility for the annual ERA conference funds. Expenditures of non-conference and non-newsletter funds must be approved by majority vote of the Executive Council.
- Review operating budget and LAHO investment opportunities.
- Perform other duties as necessary.
- Assume functional supervision of the LAHO ERA Conference Coordinator, Technology Coordinator, and Business Manager

B. President Elect

The President-Elect shall serve in this position for one year and will then become the LAHO President at the close of the annual business meeting the LACUSPA/LAHO

Conference. The President-Elect shall attend all Executive Council meetings as a voting member. The following procedures outline the expectations/responsibilities for this officer.

- Serves as a member of the Finance Committee.
- Coordinate efforts to secure the annual business meeting within the LACUSPA/LAHO Conference schedule for the following year; and works closely with the LACUSPA organization to include the LAHO organization fully during the entirety of the annual conference.
- Serve as coordinator for collecting Nominations for each election, which includes notifying the body of elections and mid-term officer vacancies, soliciting candidates, and coordinating the nomination application process.
- Shadow and work closely with the current LAHO President and perform other duties as assigned.
- Serve as a liaison to all formal and ad-hoc committees. Members seeking committee experiences shall contact the President-Elect to be informed of committee opportunities.
- Assume functional supervision of the LAHO Newsletter Editor and SEAHO Representative.

C. Past President

The former LAHO president shall serve as the LAHO past president during the year immediately following his/her term as president. In any need of an Awards/Awards/Recognition committee, the immediate Past President will form a group of the Past-Presidents of LAHO, and shall solicit LAHO award nominations and other award/recognition needs of the organization. The following procedures outline the expectations/responsibilities for this officer.

- Coordinate LAHO awards/recognition
- Coordinate the Silent Auction at the Annual ERA Conference
- Serve as a resource and advisor to the current LAHO President, serve as the LAHO Historian
- Perform other duties and responsibilities as assigned by either the President or the Governing Council.
- Assume functional supervision of the LAHO Member at Large.

D. Business Manager

The Business Manager shall be a member in good standing in the association for a minimum of 2 years. The Business Manager is primarily responsible for all elements concerning the current financial standing of the organization. The following procedures outline the expectations/responsibilities for this officer.

- Coordinates the agenda and publishes the minutes from all meetings.

- Maintains registration of domain and site license for the LAHO website (in coordination with the Technology Director)
- Manages budgetary and financial needs of LAHO.

E. Newsletter Editor

The Newsletter Editor shall be a member in good standing in the association. The Newsletter Editor shall serve for a term of office of one year. The following procedures outline the expectations/responsibilities for this officer.

- Collect submissions of articles, studies, etc. for the LAHO Newsletter.
- Produce the Associations Newsletter, Signpost.

F. SEAHO Representative

The SEAHO Representative shall be a member in good standing in the association for a minimum of two years. This person must have several years of significant involvement in LAHO prior to running for this position. The SEAHO Representative shall serve a *term of office for two years* and will transition his or her elected replacement at his or her last SEAHO Conference (following the fall election of a new Representative). The following procedures outline the expectations/responsibilities for this officer.

- Chair the state caucus meeting at the next SEAHO Conference.
- The SEAHO Representative will represent LAHO at all SEAHO Executive meeting including annual conference and mid-year meeting.
- Report all business from SEAHO meeting and communications to the LAHO Executive Council.

G. ERA Conference Coordinator

The ERA Conference Coordinator shall be a member in good standing in the association. The ERA Conference Coordinator shall serve a term of one year. The following procedures outline the expectations/responsibilities for this officer.

- Preside over the preparations for the annual ERA conference.
- Work closely with the Executive Council to provide a quality experience for the students attending.

H. Technology Coordinator

The Technology Coordinator shall be a member in good standing with the association. The Technology Coordinator shall *serve a term of two years*. The following procedures outline the expectations/responsibilities for this officer.

- Have a high level of knowledge and access to appropriate technology to maintain the association's web-page and listserv.
- Work with the Business manager to maintain domain and site license agreements and subscriptions for the LAHO website.
- Manage all technological aspects of LAHO business.

I. Member-At-Large

The Member-At-Large shall be a member in good standing in the association and proven an active participant in LAHO business for at least a year. *The Member-At-Large shall serve for a term of office of two years.* The following procedures outline the expectations/responsibilities for this officer.

- Serve needs of the membership on the Executive Council and through membership surveys, assessments, and organizational evaluations and collection of feedback.

J. Research Coordinator

The Research Coordinator shall be a member in good standing in the association. The Research Coordinator shall serve for a term of office of one year. The following procedures outline the expectations/responsibilities for this officer:

- Send out a survey/questionnaire to all Chief Housing Officers (CHOs) in the state with questions regarding practices at their own institution.
- Follow up with CHOs and collect responses to the survey/questionnaire.
- Compile responses and send out LAHO Summary of State Practices and Procedures