

# BY-LAWS

## Of the

### ASSOCIATION OF INTERMOUNTAIN HOUSING OFFICERS, INCORPORATED

#### ARTICLE I. MEMBERSHIP

##### Section 1. Member Institutions.

All institutions of post-secondary education are eligible to be member institution of the Association. Any housing organization administered by a ~~chief~~ **senior** housing officer may be recognized as a separate member institution. Institutions that pay annual dues ~~according to the following~~ shall be considered members during the membership year, which extends from July 1 through June 30. **The Finance Committee will review annual dues and make any recommendations to the Executive Committee.** Changes to dues will be recommended to the ~~Executive Committee~~ **Executive Committee** and approved at the annual business meeting. **Dues are based upon the housing capacity of each institution.** ~~according to this breakdown.~~

##### Housing Capacity of Institution

~~0-500~~  
~~501-750~~  
~~751-1000~~  
~~1001-1500~~  
~~1501-2000~~  
~~2001-3000~~  
~~3001-4000~~  
~~4001-6000~~  
6000+

Each year member institutions shall have access to a roster of all member institutions and the housing officers employed therein.

Organizations that contribute to the Association's purpose as defined in the Articles of Incorporation, and not otherwise eligible to be member institutions, are eligible to be associate member institutions.

##### Section 2. Individual Members.

Housing officers employed by member institutions are individual members of the Association. A housing officer is any employee of a member institution who has direct or major

responsibilities for some aspect of student housing, such as administration, education, management, conferences, food services or operation of off-campus housing.

## ARTICLE II. MEETING

### Section 1. Annual Conference.

The membership shall assemble at least once in every year at an annual conference, at a time and place to be determined by the membership. A member institution selected at the business meeting of a preceding conference to host the next annual conference shall designate one of its housing officers to serve as host committee chairperson. The host institution must accept the responsibility of hosting the annual conference and agrees to conduct the conference according to guidelines established by the Association.

Housing officers of member institutions may be delegates to the annual conference. The chief senior housing officer of a member institution must endorse the conference registration of each delegate for that institution, verifying that each delegate qualifies as a housing officer.

A business meeting shall be conducted at the annual conference, at which a quorum shall consist of representatives of at least sixty percent of the member institutions attending the annual conference. Each member institution in attendance shall have one vote at the business meeting. The association shall prepare and distribute to the membership a summary of the actions of the Association at the annual conference. Matters to be considered by the membership when the annual conference is not in session shall be conducted by correspondence.

## ARTICLE III. OFFICERS

### Section 1. Officers Enumerated.

The officers of the Association shall be the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, and two Members-at-Large. Officers shall serve in their elected role providing they remain eligible for membership in the Association.

### Section 2. Qualifications and Terms of Office.

~~Housing officers from member institution shall be eligible to serve as officers of the Association. One member at Large shall be an entry level member with three years or less of full time experience as a housing officer. The President Elect, Secretary, Treasurer, Treasurer Elect and the two Members at Large shall be elected by a majority of the member intuitions present at the annual conference business meeting.~~

~~After serving one year, the President-Elect shall assume the office of President. The President shall serve a one year term and then assume the office of Immediate Past President for a one year term. The Secretary shall be elected to serve a two year term. The Treasurer-Elect shall be elected for a one year term after which time they assume the office of Treasurer for a two year term. The Members-at-Large shall be elected on alternating years for two year terms.~~

Officers shall be elected at the Annual Conference of the Association and shall serve until the following conference unless otherwise stated. Officers shall serve in their elected role providing they remain eligible for membership in the Association. The terms of service for each elected officer is as follows:

- a) The President-Elect shall serve for one year at which time s/he will automatically progress to the Presidency the succeeding year.
- b) The President shall serve for one year at which time s/he will automatically progress to the Immediate Past-President role the succeeding year.
- c) The Immediate Past-President shall serve a one year term.
- d) The Treasurer-Elect shall serve for one year at which time s/he will automatically progress to the Treasurer role the succeeding year. The Treasurer-Elect will be elected one year prior to the Treasurer leaving their position.
- e) The Treasurer shall serve for a two year term and shall be eligible for re-election for a second two-year term.
- f) The Secretary shall serve for a two year term and shall be eligible for re-election for a second two year term.
- g) The Senior Member-At-Large shall be elected for a two year term on alternating years from the New Member-At-Large. The Senior Member-At-Large must have four years or more full-time campus housing experience in order to be eligible for the role.
- h) The New Member-At-Large shall be elected for a two year term on alternating years from the Senior Member-At-Large. The New Member-At-Large must be an entry-level person with three or fewer years of full-time campus housing experience in order to be eligible for the role.

### Section 3. Executive Committee.

The President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect and the Members-at-Large constitute the executive committee. Standing Committee Chairs shall serve as ex officio (non-voting) members of the executive committee. The executive power is vested in the executive committee, which shall be empowered to conduct the affairs of the Association and carry out its directives. Trustees shall be appointed from the Executive Committee by the President annually.

### Section 4. Duties of the President.

The President is the ~~chief~~ **senior** executive officer of the Association and shall fulfill all duties listed herein and as prescribed by the members, including but not limited to the following:

- a. presides over all Association meetings and executive committee meetings;
- b. makes all necessary committee appointments;
- c. serves as the spokesperson for the Association;
- d. serves as a member of the ACUHO-I regional presidents' committee;
- e. invites appropriate representatives to attend the annual conference, i.e. ACUHO-I President or President-Elect, ACUHO-I Regional Representative, IACURH representative;
- f. prepares (with assistance from the Treasurer) an annual budget;
- g. prepares the agenda for the annual business meeting;
- h. presides over executive committee summer meetings;
- i. attends the annual conference and ~~AIMHO College~~ **association pre-conferences**;
- j. attends or sends representatives to the RAppin conference;
- k. ~~oversees the work of the Members at Large~~; **oversees the work of the Executive Committee**;
- l. organizes Association reception at ACUHO-I; and
- m. ~~oversees the AIMHO College and Research and Information Committees~~. **serves as a liaison to a standing committee (e.g. Diversity, Host Committee, Program Committee, Awards & Recognition, Research, Marketing, AIMHO College, SHO Institute, Corporate Partner, State & Provincial Representatives, etc.) as assigned by the Executive Committee.**

#### Section 5. Duties of the President-Elect.

If the President is unable to perform the duties of the office, the President-Elect shall complete the term of the President and then serve the next succeeding term as President. In addition, the President-Elect shall perform duties which include but are not limited to the following:

- a. serves as a member of the executive committee;

- b. assumes duties of the President in the President's absence;
- ~~e. serves as liaison to the diversity committee;~~ serves as a liaison to a standing committee as assigned by the Executive Committee;
- ~~d. updates and publishes a directory of all Association members;~~
- ~~e. oversees and assist the newsletter editor;~~
- f. recruit members;
- g. attends annual conference;
- h. attends executive committee meetings;
- ~~i. works closely with annual conference host and program committee chairs; and~~
- j. Serves as a member of the Finance Committee which meets annually during the summer business meeting;
- k. fulfills all other duties and projects as assigned by the President or the executive committee.

#### Section 6. Duties of the Secretary.

##### The Secretary:

- a. serves as a member of the executive committee;
- b. serves as the custodian of Association documents and records, carries on all necessary correspondence, and updates the ~~prepares and distributes~~ Association stationary;
- c. prepares minutes of all meetings and records, transcribes, and distributes a summary of the annual conference and business meeting minutes to all member institutions;
- d. attends annual conference;
- e. attends executive committee meetings;
- ~~f. prepares, manages, and updates the database and distributes the regional directory.~~
- ~~g. corresponds with various Association constituencies.~~
- h. serves as a liaison to a standing committee as assigned by the Executive Committee;

- i. fulfills all other duties and projects as assigned by the President or the executive committee.

#### Section 7. Duties of Treasurer.

The Treasurer:

- a. serves as a member of the executive committee;
- b. serves as treasurer of the Association, collects and distributes all funds, and prepares an annual financial statement;
- c. manages Association revenue and bank accounts by establishing and maintaining Association accounts in a Federal Deposit Insurance Corporation bank or in an insured account, by making all funds disbursements by check, and by rendering a report of the treasury at the annual conference business meeting;
- d. sends dues billings to member institutions by July 1;
- e. attends annual conference;
- f. attends executive committee meetings;
- g. serves as a liaison to a standing committee as assigned by the Executive Committee and is responsible for convening the Finance Committee on an annual basis;
- h. fulfills all other duties and projects as assigned by the President or the executive committee.

#### Section 8. Duties of the Treasurer-Elect.

The Treasurer-Elect:

If the Treasurer is unable to perform the duties of the office, the Treasurer-Elect shall complete the term of the Treasurer and will be eligible for re-election to serve the next succeeding term as Treasurer. In addition, the Treasurer-Elect shall perform duties which include but are not limited to the following:

- a. serves as a member of the executive committee;
- b. observes and assists as needed the treasurer of the Association in the collections and distribution of all funds, and assists in preparing an annual financial statement;

- c. observes and is aware of Association revenue and bank accounts established and maintained; assists the Treasurer in rendering a report of the treasury at the annual conference business meeting;
- d. through consultation with the Treasurer, assists the Treasurer as needed in sending dues billings to member institutions by July 1;
- e. serves as a liaison to a standing committee as assigned by the Executive Committee;
- f. attends annual conference;
- g. attends executive committee meetings;
- h. fulfills all other duties and projects as assigned by the President or the executive committee.

Section-8 9. Duties of the Immediate Past President.

The Immediate Past President:

- a. solicits bids for AIMHO Annual Conference and RAAppin conference host schools;
- b. serves as member of the executive committee;
- c. recruits from within the membership to run for executive committee positions;
- d. recruits committee chairpersons and members;
- e. advises the President and executive committee;
- f. attends annual conference;
- g. attends executive committee meetings;
- h. ~~oversees the Awards and Recognition committee; and~~ serves as a liaison to a standing committee as assigned by the Executive Committee;
- i. ~~prepares awards, plaques, and certificates to recognize members' contributions as~~
  - 1) ~~program chairs: AIMHO, RA~~
  - 2) ~~host chairs: AIMHO, RA~~
  - 3) ~~executive officers~~
  - 4) ~~committee chairs~~
  - 5) ~~other chairs~~

- j. coordinates orientation meeting of new executives and chairs;
- k. fulfills all other duties and projects as assigned by the President or the executive committee.

Section 9 10. Duties of the Member-at-Large (senior level).

Member-at-Large (senior level):

- a. serves as a member of the executive committee;
- b. assists with membership recruiting;
- c. attends annual conference;
- d. attends all executive committee meetings;
- e. assists in the advertising, recruiting, and selection of recipient(s) for various AIMHO Conference Scholarships;
- f. assists in the advertising, recruiting, and selection of recipient(s) of the ACUHO-I New Professionals Scholarship;
- g. serves as liaison between the members and the executive committee; and serves as a liaison to a standing committee as assigned by the Executive Committee;
- h. fulfills all other duties and projects as assigned by the President or the Executive committee.
- i. fulfills all other duties and projects as assigned by the President or the executive committee.

Section 10 11. Duties of the Member-at-Large (entry level).

The Member-at-Large (entry level):

- a. serves as a member of the executive committee;
- b. plans and implements newcomer orientation and welcome at the annual conference in conjunction with the Program Committee;
- c. encourages participants participation by new members in Association activities;

- d. serves on the RAppin program committee;
- e. attends the annual conference, ~~and the conference~~;
- f. attends executive committee meetings;
- ~~g. serves as liaison to AIMHO College committee;~~
- h. ~~serves as liaison between the members and the executive committee;~~ serves as a liaison to a standing committee as assigned by the Executive Committee;
- i. contributes to the new professionals page in the Newsletter;
- j. fulfills all other duties and projects as assigned by the President or the executive committee.

#### Section 11. Vacancies.

If the office or offices of President-Elect, Secretary, Treasurer, **Treasurer-Elect**, Member-at-Larger (senior level) or Member-at-Large (entry level) become vacant, or if an executive officer is for any reason unable to perform the duties of the office, the President shall, within thirty days after learning of the inability, call for an election to fill the vacancy. The person elected to fill the vacancy shall complete the term of the vacated office. If both the offices of the President and President-Elect become vacant, or if both executive officers are unable to perform their duties, the Immediate Past President shall assume the office of President.

#### Section 12. Recall.

In the event a member or members of the executive committee fail to perform their duties, violate the Articles of Incorporation or the Association By-laws, or disregarded the direction of the membership, that member shall be subject to a recall election. An officer shall face a recall election when a petition requesting the recall of the officer and bearing the authorized names of 20 percent of the member institutions is presented to the executive committee. Within thirty days after a valid recall petition is presented, the President shall appoint a special election commissioner, who shall be responsible for calling a recall election. The recall election shall be conducted by email or snail mail, if necessary, and shall be concluded with forty-five days of the appointment of the special election commissioner. The special election commissioner shall inform the membership of the recall election and shall receive the names of the candidates. It is the duty of the election commissioner to provide each member institution with a recall election ballot. Each member institution shall have one vote. The candidate receiving the most votes shall be the winner. Should the two leading candidates include the recalled member and receive an equal number of votes, the recall shall have failed.

### **ARTICLE IV. REVENUE**

The Association shall have the power to collect annual dues from the member institutions. The amount of annual dues shall be established from time to time by a majority of the membership and **presented on the Association website and billing invoices.** ~~in the By laws of the Associations.~~

Revenues shall be appropriated for the execution of Association business, which must fulfill the purpose of the Association as stated in the Articles of Incorporation.

It shall be the duty of the **president and treasurer** ~~executive committee~~ to prepare and present a budget to the membership at the annual business meeting. The budget shall be approved by a majority of the membership present and voting. The executive committee shall have the power to appropriate approved funds. Approval of such appropriations shall be by a majority of the executive committee.

## **ARTICLE V. STANDING COMMITTEES**

### **Section 1. Standing Committees.**

The standing committees of the Association are, but are not limited to, Awards & Recognition, Diversity, Marketing, Program, Research & Information, AIMHO College, ~~CHO~~ **Senior Housing Officer** Institute, **Host, State & Provincial Representatives**, and Finance.

## **ARTICLE VI. AMENDMENTS**

Amendments to the Articles to Incorporation and By-laws may be proposed by any member or member institution. Such proposals shall be submitted in writing to a member of the executive committee and presented to the membership at the annual business meeting or within sixty days, whichever comes first. The Articles of Incorporation or By-laws shall be amended by a two-thirds majority vote of member institutions.

**ARTICLES OR INCORPORATION  
FOR THE  
ASSOCIATION OF INTERMOUNTAIN  
HOUSING OFFICERS, INCORPORATED**

**I. NAME**

The name of the corporation is the Association of Intermountain Housing Officers, Incorporated.

**II. DURATION**

The duration of the corporation's existence is perpetual.

**III. PURPOSE**

The corporation is a nonprofit corporation and is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making and distributions to organizations that qualify as exempt organizations under section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Within the limits of said nonprofit and exclusively charitable, religious, education, and scientific activities and purposes, the corporation may conduct the following educational activities:

- a. provide activities and services that promote the advancement of housing and food services for students and staff in institutions of higher education;
- b. offer professional training and personal development programs;
- c. promote the exchange of ideas by housing professionals and related service officers, including exhibits and product demonstrations; and
- d. foster the distribution of professional information relating to the education, financial, social and facilities phases of housing operation.

**IV. RESTRICTIONS**

No part of the net earnings of the corporation shall inure the benefit of, or be distributable to its member, trustees, officer, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article III hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution or statements) any political campaign on behalf or of in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section, or 501 (c) (3) of the Internal Revenues Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code, or corresponding section of any future tax code.

## **V. MEMBERS**

The corporation shall have members, and the qualifications for membership shall be as stated from time to time in the corporation's by-laws.

## **VI. SHARES OF STOCK**

The corporation shall have no shares of stock as evidence of membership or interest in property rights.

## **VII. DISTRIBUTIONS UPON DISSOLUTION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the state district court of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

## **VII. TRUSTEES**

The number of trustees constituting the initial governing board is three. The names and street addresses of the initial trustees are:

Greg Ziebell  
University of Arizona  
El Portal  
Tucson, AZ 85721

Rich Payne  
Northern Arizona University  
P.O. Box 4100  
Flagstaff, AZ 86011-4100

Ginny Racette  
Sheridan College  
Sheridan, WY 82801

## **IX. INCORPORATOR**

The name and street address of the incorporator of the corporation is:

Julie Franklin  
Brigham Young University  
Provo, UT  
84602

## **X. REGISTERED AGENT AND INITIAL PRINCIPAL OFFICE**

The registered agent appointed for the corporation is Julie Franklin, Brigham Young University, Provo, UT 84602

## **XI. AMENDMENTS**

These articles may be amended as provided in the By-laws.