

Georgia Residence Hall Organization Constitution

Preamble

We, the students of the colleges and universities in the great state of Georgia, in order to facilitate leadership training, develop a system for an open exchange of ideas, programs, policies, and procedures, and foster a central and unified voice for residence hall governments, do establish this constitution for the Georgia Residence Hall Organization.

Article I Name

The name of this organization shall be the Georgia Residence Hall Organization, hereafter referred to as GRHO.

Article II Purpose

The purpose of this organization shall be to:

- A) facilitate leadership training, through workshops, state-wide conferences, and retreats
- B) assist in the communication of ideas, programs, policies, and procedures by way of online resources, publications, and use of a state directory with assistance from professional organizations, such as the Georgia Housing Officers (GHO)
- C) serve as the primary voice of residence hall governments at the state, regional, and national levels
- D) administer the recognition of outstanding achievements in housing communities

Article III Membership

Section 1

All colleges and universities within the state of Georgia, which have a housing program and housing professional staff are eligible for membership.

Section 2

A school will become a member of the organization through affiliation, which is defined by payment of dues as outlined in Section 2 of the Bylaws and attendance of at least one state meeting per year.

Section 3

Each school shall have one Communications Coordinator (CC) as their voting representative. In all meetings of this organization, each member school shall have one vote in all matters, through their CC.

Article IV Officers

Section 1

The elected officers of GRHO shall be:

- A) Director
- B) Associate Director of Promotions
- C) Recognition Coordinator
- D) Administrative Coordinator
- E) State Advisor and State Advisor-Elect

Section 2

The GRHO State Conference Chair shall be an ex-officio officer of GRHO.

Section 3 – GRHO Executive Board

These officers shall comprise the GRHO Executive Board and shall have authority to appoint such assistants as are appropriate to facilitate the operations of their offices. All executive board members, except the Director and Advisors, retain voting rights exclusively in executive board meetings. The Director will only cast a vote in the event of a tie.

Section 4 - Qualifications of the Officers

A) All officers shall be from a member school.

B) All officers, with the exception of the State Advisor, must reside in a residence hall and be in good standing as determined by that school throughout the entire term of office.

C) The State Advisors must be employed by a college or university that is a member school of GHO.

D) No GRHO officer may serve as a voting representative for his/her host school in the GRHO boardroom.

E) No GRHO officer may hold another position on the GRHO executive board.

F) A GRHO Officer must have attended at least one state meeting prior to his/her election, and must be able to attend at least one regional conference in the duration of his/her term.

Section 5 – Term Length

A) The Director, Associate Director of Promotions, Recognition Coordinator, and Administrative Coordinator, shall be elected at the annual GRHO conference for a term of one year.

B) The term of office for all officers (except for Advisors) shall be from NACURH to NACURH.

C) These offices (except for Advisors) can only be held for a maximum of two terms in the same position.

D) The term of office for the Advisor position shall be two years, serving as Advisor-Elect for one year and Advisor for the following year.

Section 6 - Nomination Procedures

A) Any member school planning to nominate a candidate for office must present a typed bid to the other member schools at the annual GRHO conference.

B) Any member school planning to nominate a candidate for office must notify the Director of their intentions and submit a bid two weeks prior to the start of the annual conference.

C) Bids must include the following:

I) Letter of support from the administrator directly responsible for the member school's Campus Housing organization. This letter should include both moral and partial financial support.

II) Qualification/Resume of the candidate.

III) Goals for GRHO.

- D) In the event that an office other than the Advisors has no candidates, nominations will be taken from the floor at the GRHO business meeting.
- E) In the event that the Advisor has no candidates, the Director, Director-elect, and Advisor will appoint the Advisor-elect within two weeks.
- F) All nominated candidates, except as stated above, shall be present at the GRHO conference.

Section 7 - Duties of the Officers

A) The Director shall:

- I) Be the chief executive of GRHO and direct its activities throughout the year.
- II) Preside over the GRHO general meetings and meetings of the executive board.
- III) Appoint such non-elected officers and committee chairs as are deemed necessary.
- IV) Direct the expenditures of GRHO, and notify State board (GHO) of said procedures.
- V) Have the power to extend or establish committees to maintain GRHO's services.
- VI) Call meetings of the executive board, a minimum of twice a year.
- VII) Work with Associate Director of Promotions to establish a set date for bid proposals and create a notification on the website and newsletter.
- VIII) Serve as a liaison to other organizations on behalf of GRHO on a state (GHO), regional (SAACURH) and national level (NACURH).
- IX) Submit an article to each newsletter.
- X) Submit a comprehensive written report at the annual GRHO conference detailing all GRHO activities during the previous year.
- XI) Attend all regional conferences and if unable to attend will appoint a proxy to act on behalf of the Director.

B) The Associate Director of Promotions shall:

- I) Edit, publish, and distribute at least three GRHO newsletters per office term.
- II) Assume the duties of Director if he/she is unable to complete the term of office.
- III) Submit a comprehensive written report at the annual GRHO conference detailing the activities of the Associate Director of Promotions office during the previous year.
- IV) Be responsible for recruitment of Georgia schools to join GRHO
- V) Create packets for recruitment to be distributed throughout the year.
- VI) Be accountable for statistical/affiliation information given to the GRHO Executive Board.
- VII) Be responsible for distributing and receiving affiliation and re-affiliation forms to Georgia schools.
- VIII) Inform all members of the registration process for local, regional and national conferences utilizing the GRHO listserv.

C) The Recognition Coordinator shall:

- I) Assist the Director as needed in the performance of his/her duties.
- II) Be responsible for coordinating Peach Awards and handling all recognition.
- III) Maintain the Peach Awards webpage.

- IV) Submit a comprehensive report at the annual GRHO conference detailing the activities of the Recognition Coordinator's office the previous year.
- V) Notify and record all awards.
- VI) Act as a resource for educating members of the bid and awards process.

D) The Administrative Coordinator shall:

- I) Record minutes for executive board and general meetings.
- II) Maintain a list of current contact information of member schools.
- III) Maintain a roster of current affiliated member schools.
- IV) Preserve the historical documents and actions of GRHO within a designated electronic database.
- V) Keep a record of the budget.
- VI) Maintain GRHO website in coordination with the GHO webmaster.
- VII) Maintain all conference attendance records

F) The State Advisors shall:

- I) Serve as an administrative and supportive advisor to the executive board of GRHO and on the GHO executive board.
- II) Participate in all GRHO meetings, including SAACURH and No Frills.
- III) Work directly with Campus Housing organization advisors in the state.
- IV) Serve as custodian of the GRHO bank accounts in coordination with GHO.
- VI) Submit an article to each newsletter.
- VII) Aid in transition from one executive board to the next.
- VIII) Submit a comprehensive written report at the annual GRHO conference detailing the activities of the Advisor's office during the previous year.

Section 8 - Elections

- A) All elections shall be by secret ballot of the member schools in attendance at the conference with the executive board compiling and announcing the outcome immediately after the vote has been taken.
- B) Elections may be held at any time provided that no less than one hour's notice at a conference has been issued to all schools in attendance.
- C) The newly elected officers shall be installed in front of the conference at a special time designated for such.
- D) A majority vote of all member schools present shall be required to elect officers.
- F) In the case of a tie, the Director shall break the tie. If the Director is involved in the Election, the next highest ranking officer not involved in the election shall break the tie.
- G) Runoff elections shall take place as necessary to determine two final candidates such that one candidate will receive a clear majority.
- H) If a Communication Coordinator or Recognition Representative is involved in an election and an alternative representative from his/her school is unavailable, the Communication Coordinator or Recognition Representative must deliver a written ballot to the Director before discussion begins on the election.

I) The election of the advisor-elect will occur in conjunction with GHO; the candidate receiving the majority of combined votes, from the GRHO boardroom and GHO will be announced at Southeastern Association of Housing Officers (SEAHO).

Section 9 - Vacancies of Office

- A) If the Director should leave, the order of the succession for the position of Director shall be the Associate Director of Promotions, then the Recognitions Coordinator, and then the Administrative Coordinator.
- B) The Director may appoint all vacancies with a 2/3 vote of the executive board.
- C) An appointment process must be started within two weeks of a board members resignation or impeachment.

Section 10 - Business Meetings

- A) All GRHO business meetings shall follow the latest edition of Robert's Rules of Order.
- B) The Director may appoint a parliamentarian for business meetings if deemed necessary.

Article V Impeachment

Section 1

Any elected or appointed officer of GRHO may be removed from office for one or more of the following:

- A) Failure to act in accordance with the GRHO Constitution.
- B) Action in direct conflict with the majority opinion of GRHO member schools.
- C) Action extremely detrimental to the interests of GRHO, or any of its member schools.

Section 2

Any state board officer and/or member institution may initiate impeachment proceedings against a GRHO officer by obtaining support of all state board members not up for impeachment on a written petition for removal in addition to quorum of all affiliated member institutions. The charges against the officer must be stated on the petition. The petition will be sent to the GRHO State Advisor, who will notify the accused state officer, all other members of the GRHO Executive Board, and all GRHO member institutions.

Section 3

A hearing will be scheduled by the State Advisor in accordance with the schedules of all executive officers and as many other member institutions as possible, to make the final decision on the accusations. The hearing shall be no later than 30 calendar days from the date the State Advisor receives the petition. The procedure for the hearing will be predetermined by the State Advisor and sent to all member institutions before the hearing.

Section 4

The Director shall chair the hearing unless he or she is the officer on trial. If the Director is on trial, the next highest ranking officer shall chair the meeting.

Section 5

A 2/3 majority vote of participating member schools shall be required to remove the officer. Any decision made will become effective immediately upon the announcement of the voting results.

Section 6

A letter of official notice will be presented by the chair of the hearing and distributed to all member schools within two week of the hearing.

Article VI State Meetings

Section 1

A) GRHO shall hold one conference annually.

B) One meeting shall be called prior to the annual SAACURH conference. The format of this meeting of Communication Coordinators, Recognition Representatives, and the GRHO board will be decided by the GRHO board no later than April 1st.

C) Any meeting held at a regional or national conference will be considered an official state meeting.

D) Quorum shall be defined as 50% + 1 of all affiliated schools in attendance at any conference.

Article VII Amendments

Section 1

Amendments to this document may be proposed by any GRHO member institution representative.

Section 2

Amendments must be received by the GRHO Director no less than two weeks prior to the conference and distributed to the Communication Coordinators and Recognition Representatives prior to the start of the business meeting.

Section 3

All Amendments to the GRHO Constitution must be approved by a 2/3 vote of all participating member schools.

Georgia Residence Hall Organization Bylaws

Section 1: Conferences

A) The annual GRHO conference should be held the first or second weekend in February.

- B) Two day programming conference held on a Friday and Saturday.
- C) All delegations must be from member institutions in the state of Georgia or invited guests of the GRHO board.
- D) The conference chair and the state executive board shall focus on the development of contacts within the state of Georgia, skill training for the Residence Hall leaders the promotion of GRHO, information exchange between various Residence Hall systems, promotion of Residence Hall life in the state of Georgia, and bidding for the following year's conference.
- E) Bids
- i. Bids for hosting the next year's conference will be accepted at the GRHO conference.
 - ii. If no bids are presented at the conference, they will be accepted at the next state meeting as determined by the GRHO board.
 - iii. If there are no bids presented at the next state meeting as determined by the GRHO board, then the board will search for a host institution.
 - iv. The bid must include a proposed budget that shall be planned to minimize costs as much as possible and the amount of fees must be included in the conference bid.
 - v. The proposed budget should include the costs for the summer retreat of the executive board.
 - vi. If necessary, the conference chair will set limitations on delegate size.
 - vii. All bids must include the State Conference Host School Responsibilities Acknowledgement Form, which can be attained from the State Director.
- F) In the event that there is no conference, all business normally conducted at the conference will be sent over the GRHO listserv and/or website, and shall include all necessary business that would have been held at the conference. This shall be sent out no later than the last day of February.
- G) The conference chair shall send first notification of the conference by October 1, to all member schools, including the date, location and cost per delegate.
- H) Each institution shall have two voting members, a Communications Coordinator and a Recognition Representative, or proxy. They will represent the consent of the institution with one vote each in the boardroom.
- I) The conference chair and his/her advisor shall plan the conference in conjunction with the GRHO Director.
- J) Any delegate at any GRHO organization event will be prohibited from possessing alcoholic and or illegal substances. Anyone violating the drug and alcohol policy will be expelled from the event.
- K) Each delegation attending the conference shall submit their conference evaluation prior to departure of the conference. If an electronic evaluation is used, it shall be completed within one week of the conference.
- L) Each host institution shall compile and distribute a comprehensive and critical report of the conference as evaluated by delegate schools.
- M) Copies of the comprehensive evaluation should also be filed by the host institution with the GRHO executives and made available to GRHO, GHO, SAACURH and NACURH upon request.

- N) An add-on fee of \$5 shall be charged to each delegate to be deposited in the GRHO account.
- O) Any financial excess generated by the conference is the property of GRHO and must be paid to the GRHO State Advisor no later than sixty (60) days after the end of the State Conference.
- P) The conference bank account must be balanced and closed, and all monies owed shall be paid to GRHO within sixty days of the conference. Failure to do so will result in the host institution having its membership privileges suspended until all monies owed are paid to GRHO.
- Q) A state conference loan for the amount of up to \$500 is available through the state budget for the host institution. This loan must be repaid on the first day of the conference.

Section 2: Finances

- A) Dues for each member institution shall be designated based upon categorization of large school or small school. A large school will be defined as a school with a capacity of 2000 or more residents in campus residence halls. A small school will be defined as a school with a capacity of less than 2000 residents in campus residence halls.
- B) Dues for a large school member institution shall be \$50.00 per year per affiliation. Dues for a small school member institution shall be \$25.00 per year per affiliation.
- C) The term of membership shall be from GRHO to GRHO. All institutions with paid memberships shall be considered to be in good standing and have full voting privileges.
- D) The Director, or proxy, must approve all expenditures of GRHO funds. The State Advisor and Director will be the official signatory of all the monies of GRHO.
- E) The GRHO account will be housed at the same banking institution as GHO and all money processes will be administered via GHO and recorded by the GRHO Administrative Coordinator.

Section 3: Awards

A) Award Bidding

I. The following awards will be up for bid at the annual GRHO Conference:

- a. School of the Year
- b. Program of the Year
- c. Emerging Student Leader
- d. Student Leader of the Year
- e. Advisor of the Year

II. Bids will be submitted to the GRHO Director two weeks prior to the GRHO conference.

III. The submissions will be reviewed by the Recognition Coordinator and the Bid Review Committee. If the proposed bid is approved by the committee then it will be distributed to Communication Coordinators and Recognition Representatives for further review.

B.) Bid Process

- I. The bidding process shall consist of a written bid for School of the Year, Program of the Year, Emerging Student Leader, Student Leader of the Year, and Advisor of the Year.
- II. Should a current Communications Coordinator or Recognition Representative be nominated for any of the awards, he/she shall leave the room for the specific nominated bid process, but may appoint a proxy to submit a vote for this award.
- III. Only one nomination may be submitted per award per school per year.
- IV. Letters of Support, as stated in the individual award criteria, must be present.
- V. Bids must meet outlined requirements or will not be voted on by the General Body.
- VI. Any member school may nominate someone or some program for an award.
- VII. All Bids must be year specific, from GRHO to GRHO.
- VIII. Intents will be submitted two weeks prior to the GRHO conference to the GHRO Director.
- IX. The award winners will be announced at the close of the annual GRHO conference.

C.) Bid Format

- I. Shall be submitted online in PDF format to the GRHO director, and posted on the database, for review by general electing body.
- II. Shall not exceed the maximum limit of pages that the bid may contain per the individual bid requirements.
- III. Must adhere to all bid requirements as stated in their specific sections of this article in this document.
- IV. A page is defined in all bids as a side with print (10-12 point fonts) including appendices, letters of recommendation, and text, and with covers (front and back) and title page not included.
- V. Inclusion of page numbers (not including cover page) is required for reference.

D.) GRHO Annual Award Criteria

I. School of the Year Award

The School of the Year Award will be given annually to recognize an outstanding GRHO institution.

- a. Bid criteria shall include:
 - i. Bid may not exceed twenty (20) pages not including cover pages.
 - ii. Bid adheres to the format stated in Section C.
 - iii. Description (including structure and organization) of the Campus Housing organization and its subsidiaries (i.e. Hall Councils, NRHH Chapter, etc.)
 - iv. How the needs of the residents were met.

- v. Perceived student benefits from residence hall government.
- vi. Goals for the year and outcomes
- vii. Types of programs offered within on-campus housing (social, educational, diversity or community service)
- viii. Challenging issues addressed
- ix. Relationship with GRHO
- x. Representation of school at the state conferences (GRHO)
- xi. Involvement in statewide projects and programs.
- xii. Submission of and recognition by Peach Awards based on set Peach Award Criteria.
- xiii. Efforts made to meet resident's needs
- xiv. The leadership development opportunities on-campus.
- xv. Efforts made to recognize individuals, housing/halls, and organizations
- xvi. Letters of support shall include and are limited to the Campus Housing Organization President, Primary Advisor, and Director of Residence Life.

II. Program of the Year

The Program of the Year Award will recognize an outstanding program developed by student leaders that took place between the open of GRHO of the previous year and the opening of the current GRHO. Planning can occur no longer than two GRHOs before the upcoming GRHO.

i. Bid criteria shall include:

- a. Bid may not exceed twenty (20) pages not including cover page.
- b. The program type (educational, community service, diversity, or social).
- c. Relevance to residence hall students.
- d. Target audience of the program.
- e. A summary of the program.
- f. Development and marketing of the program.
- g. The goals of the program.
- i. Impact and effectiveness of the program.
- j. Evaluation of the program.
- k. Creativity and uniqueness of the program.
- l. Level of student input and involvement.
- m. Feasibility for this program to be executed on other campuses.
- n. The finance report/budget for the program.
- o. Letters of support shall include, but are not limited to: the Campus Housing organization President, Primary Advisor, Director of Residence Life.

D. Emerging Student Leader

The emerging Student Leader Award will recognize the student who has made outstanding progress in leadership skills and involvement between the previous and current year's annual GRHO conference.

i. Bid criteria shall include:

- a. Bid may not exceed eight (8) pages not including cover page.

- b. The recipient must currently be living in a residence hall or university housing.
- c. Nominee must have less than 60 credit hours from affiliated institution.
- d. Leadership roles taken by the student in their residence hall organization, campus, and campus community.
- e. The bid shall include a list of collegiate accomplishments and involvement.
- f. Involvement in campus organizations.
- g. Good academic standing according to institution guidelines.
- h. Other service to Campus Housing organization
- i. Other activities (i.e. community service, employment).
- k. Two Letters of Recommendation

E. Student Leader of the Year

The Student Leader of the Year Award recognizes a student and their institution for outstanding and continuous service to their school and state from the opening of the previous year's GRHO conference to the opening of the current GRHO conference.

i. Bid criteria shall include:

- a. Bid may not exceed eight (8) pages not including cover page.
- b. Service in leadership roles to the residence halls, Campus Housing organization, campus, campus community, and state, including offices held.
- c. Good academic standing according to institution guidelines.
- d. Participation through conferences.
- e. Recognition received through awards: campus, state, regional, and national.
- f. Other activities (i.e. community service, employment).
- g. Two Letters of Recommendation.

G. Advisor of the Year Award

The Advisor of the Year Award will recognize the advisor who has made a significant contribution to a student organization, in particular a residence life/housing student organization.

i. Bid criteria shall include:

- a. Bid may not exceed eight (8) pages, not including cover page.
- b. Involvement/contribution to student organization(s).
- c. Position with institution of employment and responsibilities.
- d. Contributions to the institution or group in regards to programming, advising, support, etc.
- e. Other activities (i.e. community service, professional association involvement, campus involvement, etc.).
- f. A letter of support from the advisor's current supervisor and Campus Housing organization describing the advisor's current contribution to the institution and/or particular group must accompany the bid.

ii. Involvement/contributions must take place while employed in the state of Georgia.

Section 5: Special Awards

I. GRHO Distinguished Service Award

i. May be awarded to one person per year, the Distinguished Service Award will

recognize a student who has gone above and beyond the call of duty in service to the organization. This shall be GRHO's highest honor.

ii. The recipient of the Distinguished Service Award will be chosen by the GRHO board.

iii. The recipient of the Distinguished Service Award will be announced at the closing of the annual GRHO conference.

II. GRHO Executive Pins

i. During the tenure of the GRHO board, the members shall be given the privilege of presenting 3 Georgia Residence Hall Organization Executive Pins to whomever he or she deems deserving of recognition for valued service to GRHO.

ii. Each GRHO Executive Pin shall be presented during any time of the executive's term of office, being solely at his or her discretion.

Section 6: Affiliation

I. Any school in the State of Georgia with an established residence hall government is eligible to affiliate with GRHO.

II. The affiliation process shall consist of two steps:

i. Each school shall complete the RHA Contact Form.

ii. Each school shall pay affiliation fees as outlined in Section 2: Finances of the GRHO Bylaws.

III. Schools must affiliate before the opening of the state conference in order to have a vote in boardroom.

IV. Schools must re-affiliate before each state conference.

V. Schools do not have to affiliate with the region or NACURH, Inc. to affiliate with GRHO.

VI. Affiliation with GRHO entitles a school to voting rights in all state matters, access to grant money, the opportunity to submit bids and Peach Awards, host state officers, submit constitutional amendments and amendments to the bylaws, and any other benefits as determined by the state board.

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