

Tennessee Association of College and University Housing Officers (TACUHO)

BY-LAWS

Revised October 15, 2010

Section 1

Voting

Each institution in attendance at the annual business meeting shall be entitled to one vote on any issue which comes before the body.

All matters coming before the annual business meeting will be decided by a simple majority of the institutions in attendance.

Section 2

Revenues and Expenditures

Revenues: The revenues of the Association will consist of the net income from the annual conference.

Expenditures: The financial policy of the Association shall be established by the membership and directed by the Executive Council.

Section 3

TARH/RA Drive-in Conference

The institution that is hosting the TARH/RA Drive-in Conference may request from TACUHO up to \$200.00 in start up funds to host the annual conference. The funds are to be repaid from the revenues generated by the conference.

Section 4

SEAHO Mid-year Planning Meeting

The Association will provide no less than \$200.00 and no more than \$500.00 to the State Representative of the Association to attend the SEAHO Mid-year Planning Meeting and represent the State.

Section 5

Officers

President/Host Committee Chair

The president/host committee chair is the chair of the Executive Council as well as the head of the Association. He/she is the program chairperson for the annual meeting held during the year of his/her assumption of duties as president of the organization. The president/host committee chair works with staff members from the conference host institution(s) in selecting the theme, programs, guest speakers and direction of the annual conference of the Association. The President/Host Committee Chair coordinates the pre-conference, publicity, local arrangements, program personnel and the fiscal arrangements for the conference. He/she submits to the Executive Council a summary of the financial account of the conference within 45 days of its close and submits all registration and rates at the Mid Year Business Meeting or other agreed upon meeting for a simple approval of the executive board and give a detailed conference update.

He/she is the official representative of the Association; presides over all meetings of the Association; and performs all other duties customary to such an office. The president/host committee chair will also represent the state at SEAHO business meetings, should the state representative be unable to attend.

Past President

The past president will assist with Association business meeting to ensure the Constitution and By-Laws are being upheld. The past president will be responsible for making sure that any changes made at Association meetings are reflected in the Constitution and By-Laws. This position will also serve as the historian for the organization.

State Representative/State Web Coordinator

The state representative will represent the state at all SEAHO business meetings, including mid-year and at the annual conference.

The state editor of the SEAHO report is responsible for soliciting articles from colleagues from the represented state for publications in each issue of the SEAHO report. This involves communicating with fellow state housing officers at least three times each year to inform them of publication deadlines and other important matters as they pertain to the SEAHO report. The State Web Coordinator is responsible for monitoring and updating the TACUHO website to insure its viability as a state-wide resource.

Secretary/Treasurer

The secretary/treasurer maintains the custody of all funds and property of the Association. At the direction of the Executive Council, he/she will collect and disperse monies on behalf of the Association with the exception of the ongoing activities of the annual conference. He/she will prepare an annual account of the financial standing of the Association and present it to the annual business meeting.

Section 6

All officers will assume their duties immediately at the end of the annual meeting. The president/host committee chair's first order of duty will be to conduct the meeting of the newly constituted Executive Council immediately after the conclusion of the annual meeting at which he/she is elected.

All officers and members of the Executive Council will be elected by the membership at the annual meeting.

The terms of office will be:

President/Host Committee Chair	1 year
State Representative/Web Coordinator	2 years
Secretary/Treasurer	2 years

In the event that an office becomes vacant before the mid-year business meeting at SEAHO, the position will be filled at an election held at the mid-year business meeting.

Section 7

Committees

The President and/or Executive Council will appoint committees from the membership as may be necessary.

Section 8

Dissolution

In the event of dissolution of this Association, the assets will be turned over to the Southeastern Association of Housing Officers or ACUHO-I, in that order.

Section 9

Adoption

The Constitution will be effective upon its adoption by a majority vote of institutions in attendance at the Association business meeting at which it is presented.