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NWACUHO Soundings

The Northwest Association of College and University Housing Officers is a professional organization whose purpose is to contribute to the improvement and coordination of housing, residence life and food service operations of our member institutions. NWACUHO sponsors activities to assist its members in exchange of ideas related to the administration of their organizations and the professional development of its members.

Soundings, the newsletter of NWACUHO, is published three times per year to provide information of the association and its member institutions, as well as present information affecting the housing, residence life and food service professions.

Soundings Publication Deadlines for

1999-2000:

September 1st

December 1st

March 15th

Soundings Editorial Board:

The editorial board is comprised of volunteer members from throughout the NWACUHO region. Duties include assisting in the development of an editorial schedule, submission of interest articles, and soliciting articles and feedback from the members of the association. If you are interested in being a member of the editorial board, please contact your state or provincial representative or the newsletter editor.

Editorial and Submission Policies:

Deadlines for publications are based on distribution needs, and therefore it is important that members honor the established deadlines. Material not received on time, or not used due to space limitations will be considered for use in the next issue. Because *Soundings* is the official publication of an educational association and reflects the professional standards of its members, necessary revisions will be made to ensure publication quality. *Soundings* also reserves the right to edit submittals for space requirements.

Authors bear full responsibility for references, quotations and data accuracy of publication submittals. Authors also hold NWACUHO harmless from any liability resulting from publications of articles submitted for printing.

Be sure to clearly indicate the author(s) and institution(s) on all submissions. Permission is granted to reproduce portions of *Soundings'* contents with proper attribution and credit to *Soundings*.

Advertisements in *Soundings* should not be considered an endorsement. For information on vendor advertising rates please contact Vennie Gore, Products and Services Coordinator, at (206) 543-7635.

Please send all submissions (articles, letters to the association, updates from around the region, and announcements) to either:

Leslie Barber, *Soundings* Editor
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FAX: (360) 650-6890

or

email: ljbarber@housing.wvu.edu.

**Please attach articles using (saving as a) MS Word document or type it into the email.

EDITOR'S NOTES

Welcome! To the last edition of the NWACUHO Soundings for the 1999-2000 academic year. It is hard to believe that it is that time of year again when we start to close down the buildings and begin to get settled into our summer routines. I know that for me, this year has been one of great excitement and transitions. It has really been fun seeing the first year students in my building learn and grow throughout the year. It is also really exciting for me to see the changes that have occurred and the wonderment they show of their coming sophomore years.

Many of the students with whom I have worked with closely this year have been hired to be staff next year or have been elected into office within our RHA, NRHH, or Associated Students. The fire and energy that they carry within are great to see (and continue to motivate me throughout this closing period; I can only imagine the lengths to which they will grow over the summer. The thought of them returning to Western next year as part of the support for students is what this job is all about.

At NWACUHO 2000 we learned many things from each other, great keynote speakers, and from the many excellent programs that we attended. It is my hope that we continue to take time to look at the past, live in the present and set goals for the future.

Here's to a great summer season of conferences, camps, and maybe for a few, some time off. We will catch you again in the Fall for the next issue of Soundings.

peace,

"We have to do with the past only as we can make it useful to the present and to the future."

~Frederick Douglass

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"The days come and go like muffled and veiled figures sent from a distant friendly party, but they say nothing, and if we do not use the gifts they bring, they carry them as silently away." ~Emerson

Greetings from the Current President

Hi everyone!

I hope that many of you, like me, are still basking in the aftermath of the wonderful conference at Semi-ah-moo! Although the conference experience takes on a different life as a program chair or an organizer, I still found time to re-energize by connecting with many of the fantastic people that make up our region! One of the best things about conferences like ours is that everyone can find something to take back, whether it be a memento from the seashore, ideas shared over a dinner or social activity or the wealth of information that presenters brought for us to take away. Sometimes, it is just the comforting reminder that we don't operate in a vacuum, and that people throughout our region are experiencing the same successes and stresses that are a part of our daily lives.

When I returned from Washington on Wednesday evening, instead of catching up on some sleep before heading to the office the next morning, I sat and made a list of all of the ideas, projects and interested people that I remembered from my few days at the conference. I know that as an Executive Board, we are often overwhelmed, juggling commitments to our institutions with those to NWACUHO and trying to leave a little something for the significant others in our lives. We often leave our annual meeting each February full of new ideas that in our hearts we want to accomplish, but in our minds knowing we won't find the time to do.

What overwhelmed me more than all of the great things we **COULD** do, however, were all of the people who wanted to help out, and who had very specific interests that would not only provide them with opportunities, but would benefit NWACUHO as a whole. My list of people who had expressed interest in projects ranging from involvement on the host committee, to various other committee work, to improving the website and other NWACUHO publications totaled 37. In the near future, I will be sending an email to all of those people, complete with the following list of projects and ideas:

- 1) Proposal to ACUHO-I to make it possible for both Americans and Canadians to work more easily in neighbouring countries
- 2) Website maintenance and improvement
- 3) Revitalizing Committees and Committee structure to serve the needs of all of our members

4) Broadening the range of conference programs to meet the interests of all housing staff

While these projects may not fit under the current structure, I will ask for team leaders to work with other interested people to develop some of the ideas.

I will do my best to keep up my energy throughout the course of the next year, and I hope that many of you save a little something to contribute to our organization. I hope to hear from you soon – if you have any ideas or thoughts on how you would like to contribute or what you would like to see happen in the coming year, please email me at jason.hunter@ualberta.ca, or call me at (780) 492-0879.

~ Jason Hunter

Past-President Thoughts

Greetings from the Palouse,

The annual conference is a memorable memory. I have heard nothing but positive comments from those who attended. The Host and Program Committees should receive pats on the back and gold stars for a job well done.

Between now and next fall I will be looking for a few good candidates to run for executive board positions next winter. If you have any interest in running for President-Elect, Treasurer or Newsletter Editor let me know. We also accept nomination from other individuals who might know someone who would make a good executive board member.

At the annual business meeting during the conference, one of the items that came up for discussion was affiliation with ACUHO-I. After some discussion a motion was made, seconded and passed with two schools abstaining that NWACUHO affiliate with ACUHO-I.

Part of the discussion before the vote was that members who were not present should have input into the decision whether to affiliate or not. Before the next Executive Board meeting in May, if you have any input on affiliation, please contact any Executive Board or State/Provincial Representative. Your comments will be shared at our meeting. I would like to thank the Executive Board and the State/Provincial Representative for their dedication and support this past year. Serving as the President has been a great learning experience and one that I have enjoyed. Thank you for giving me this opportunity.

~ Jerry Kruse

President- Elect's Report

Greetings from the University of Puget Sound. First and foremost, I would like to thank you for your support as the new President-Elect of NWACUHO. I am excited about getting to serve on our executive board for three more years and suspect we will be a very productive and energetic group.

For those that attended the annual conference at Semiah-moo, I hope you enjoyed the conference and were able to meet some new professionals in the region and get reacquainted with friends and colleagues throughout our region.

I know I appreciated the opportunity to touch base with many people. I was encouraged by the number of people that approached me and other members of the executive board with questions about how they might get involved in NWACUHO and improve/expand our services and interactions. We had a very positive discussion regarding committees and other outreach opportunities during the conference (during our free time) and I hope we can generate some concrete and worthwhile opportunities.

As part of my responsibilities as President-Elect, I will be the Program Chair for the annual conference to be held in Edmonton, Alberta in 2001. So, it is never too early to forward any program/presentation ideas you might have my direction. No worries, I will be in touch.

Again, thanks for your support as I begin this new journey and chapter. I am excited about our future as an organization and hope that together we will be able to look back three years from now and be very proud of what we have accomplished. If you have any suggestions or questions, feel free to contact me at (253) 879-3317 or sdaetwiler@ups.edu.

*Cheers,
~ Shane Daetwiler*

Provincial and State Reports

News from Alaska

Fairbanks campus hits it big with their "Catch 22" local access cable channel. When the university added cable to each room one of the requests with the company was an opportunity to have a channel specifically designated for housings use. This channel has proved to be a great lifeline between students and the residence life office. The channel is on 24 hours per day, with various programming options. Clubs and

organizations have the opportunity to advertise on this channel, as well as the res. life staff telecasting their programs on the station. They have received great feedback and will continue to expand upon this in the years to come.

University of Alaska Southeast is proud to introduce their two summer interns, Tiffany Pelletier from Western Illinois University a member of the GLACUHO region (Great Lakes), and Tricia Schwery from Texas A&M a member of the SWACUHO region (Southwest). The interns will be assisting with conferences throughout the summer as well as being intricate staff members working with high school leadership programs that will be offered through UAS this summer. Welcome Tiff and Tricia.

*~ Timi Hough
Alaska Representative*

Alberta News

The R.L.P.A. (Residence Life Professional Association) is holding its Annual General Meeting on March 23 at Lakeland College in Lloyminster. On March 24th, there will be a full day of PD. We will be learning about the Enneagram Personality Tool which is said to be fun to administer and a great learning tool. This will be followed by a session on 'Negaholism' – I'm not negative and a "Dynamic Kiwi Presentation".

The Student Leadership Conference planning committee will also be meeting on the 23rd to begin the planning of the annual student leadership conference held in September. Another committee that will be meeting that day is the NWACUHO 2001 planning committee....remember, next year's conference will be held at the **West Edmonton Mall in Edmonton, Alberta**, bring your 'toques'.

-Margot Bell, Alberta Rep

News from British Columbia

Hello everyone, I have recently accepted the position as the Representative for British Columbia on the executive board. I am excited to have the responsibility of liasoning with all of the BC members and assisting in keeping us connected.

Like most in Vancouver, I am originally from Ontario and was drawn to the west by the mountains and ocean. I have been in BC four years, spending two years in Prince George at the University of Northern British

Columbia and currently two years in Vancouver at the University of British Columbia.

Are your staff and student leaders looking for an opportunity to become more involved in the North West? Then why not submit a proposal to host the 2001 North West Residence Life Leadership Conference.

This year we at UBC had the pleasure of hosting NWRLLC 2000. We hosted 160 delegates from 16 schools from Washington, Oregon, British Columbia and Alberta. The conference allowed staff and student leaders opportunities to share their experiences and knowledge with one another. It also allowed old friendships to be renewed and new ones to be formed.

All of the students involved hosting the conference, gained valuable experience and had the opportunity to work together on a dynamic team to make NWRLLC 2000 happen.

If you are interested in hosting NWRLLC 2001 please contact me for more information – the conference bid proposal deadline is: May 19th- valh@housing.ubc.ca.

If you have any comments or would like to share what is going on in your neck of the woods, please don't hesitate to call (604) 822-1071 or drop me a line valh@housing.ubc.ca.

~ Val Holtom
British Columbia Rep

Updates from Washington

Greetings and Salutations!

I hope each of you is having a smooth transition into spring and getting through the Residence Life/Housing version of "March Madness." My name is Jim Bajczyk from Washington State University and I am your newly elected Washington State Representative for NWACUHO.

Aside from working to represent your interests, one of my responsibilities is to solicit information from you for our "Soundings" newsletter. I ask each of you to share recent departmental successes, recent hires, position openings and any other information you would like to share with the rest of the "Great Northwest."

If there are any concerns you may have or have any ideas how NWACUHO can better serve you, drop me a line and I will work to meet your needs.

Gonzaga University

Congratulations to the Gonzaga Bulldogs for their stellar representation of Washington at the recent NCAA Basketball championships! Even more exciting, the Department of Housing and Residence Life is proud to announce *Dennis Colestock* as its new Director.

Pacific Lutheran University

PLU welcomes Andrew Gray to its Residential Life staff. Andrew, most recently of Greenville College in Illinois is filling the Resident Director vacancy created by *Dane Waltjen's* return to Hawaii.

St. Martin's College

St. Martin's has begun a long-term planning process for the Residence Life program and is currently working to assess their current housing facilities. The goal is to remodel or build within the next three to five years.

Washington State University

The WSU staff is still buzzing over its great time at Semi-ah-Moo and would like to thank Western Washington University for putting on an excellent conference. Representatives have returned from both the Oshkosh Placement Exchange and the Western Placement Exchange and are excited about the candidates they met. Currently, WSU is looking for five Graduate Hall Directors.

Western Washington University

The Staff at WWU would like to welcome two new members to their Resident Director Staff: *Jen Perry* filling the vacancy left by *Rich Murray*, who went to work for Datatel; and *Dave Akana* who will be filling in for the rest of the quarter for *Dan Larson*, who is left to take a Manager position at Oregon State University.

Thanks again and I look forward to hearing from each of you!

~ Jim Bajczyk
Washington Representative

Oregon Updates

No report at this time.

~ Katie Bryant
Oregon Representative

"To excel the past we must not allow ourselves to lose contact with it; on the contrary, we must feel it under our feet because we raised ourselves upon it."
~Jose Ortega Y Gasset

"We know what we are, but know not what we may
be." ~Shakespeare

REFLECTIONS

I will long remember the NWACUHO 2000 Conference and the warm hospitality of my colleagues, both past and present. I am grateful to *Jerry Kruse* and to the Regional Executive Board for giving life to The Platinum Group. The invitation to participate in a special gathering of both active practitioners and former colleagues is always compelling. The unique aspect of this occasion was to spend time with individuals who have contributed mightily to our endeavors by providing the foundational compass to the Regional Association and, indeed, to an entire profession.

My sincerest thanks and congratulations to *Kay Rich* and our colleagues at Western Washington University who served as the Conference Host Committee in successfully providing the all-important environment for sharing and learning to take place. *Jason Hunter* and the Program Committee did exceptional work in bringing meaningful content and professional relevance to the conference program. Additionally, my best wishes to Jason as he begins his term as the Association's new president.

Of particular note and delight to me was the considerable evidence that a deep well of talent exists within the Region — individuals genuinely committed to our field and to the need of addressing professional development at every level. This was particularly gratifying to observe and see unfold in every facet of the Conference program and planning. The vitality of NW/ACUHO is strongly represented in its current leadership, committee structure and the Association's aspirations. It was wonderful to see the enthusiastic participation and contributions of the new professional contingent — especially those representing various Student Personnel programs within the Region — and in this important regard, the Association has remained true to its origins. Indeed, the evolution of the Association during the last ten years is striking to observe and exciting to witness. All of the stake holders — past, present, future — should feel considerable pride in the work that has been achieved and in the direction NW/ACUHO has charted.

At the very core of the enterprise has always been a commitment to share and teach ... a unique and cherished attribute within the Housing academy across the

Left to Right

Row 1: Jerry Marczynski, WSU; Lois Seifkes, UW retired **Row 2:** Mike Segawa, Evergreen; Peter Rosenberg, WWU; Kay Rich, WWU; Roger Frichette, Cal State Northridge; Chuck Cleveland, Whitman **Row 3:** Ed Bryant, OSU retired; Don Moon Lee, U of O, retired; David B. Stephen, U of Akron **Row 4:** Jerry Kruse, WSU; Phil Campbell, Southern Oregon

globe. Observing that this core philosophy is still at the very heart of NW/ACUHO was not a surprise at all, but was instead, affirmation of the foundational values we all share and embrace. Therefore, on many levels, the Conference was a richly rewarding experience and I trust that it was for you as well.

I will close on a personal note ... returning to the Region Association that provided me with boundless opportunities to grow, contribute and thrive (both personally and professionally) was an exceptionally meaningful event. The opportunity to reestablish long-standing friendships and forge new ones was an experience I will long treasure.

The NWACUHO 2000 Conference was confirmation that you can go home again! Your generosity-of-spirit and goodwill was particularly gratifying and appreciated. In every way, I sincerely thank each of you for opening your hearts yet again. All is well with NW/ACUHO ...

With every good wish ...

David B. Stephen

President - 1983/84

Director of Residence Life & Housing/The University of Akron

NWACUHO CONFERENCE

2000

*Semi-ah-moo Resort; Blaine, WA
Hosted by Western Washington University*

Best of the Northwest

Congratulations to our regional representatives at this summer's ACUHO-I 2000 conference in Pittsburgh, **Tamara Baldwin and Beverly Lemoine** from the University of Alberta! Tamara is in her first year as Assistant Residence Life Coordinator and Bev is the Faculty in Residence at Lister Hall. Their presentation at Semi-ah-moo dealt with Academic Initiatives in Residence; attendees were impressed with their ideas and the perspective that they brought to the partnership of academics and residence life.

Each year, NWACUHO sponsors the presentation at our annual conference that is most highly rated by attendees to represent the region at the annual ACUHO-I conference. This year, ACUHO-I is providing an \$850 U.S. award to each region contribute to their expenses.

If you would like to find out more information about academic initiatives in residence at the University of Alberta, you can reach Tamara by email at tamara.baldwin@ualberta.ca

NEW PROFESSIONAL SCHOLARSHIP

Tammy Trick, Residence Life Manager of Newton Place at the University of Alberta was the winner of the Canadian New Professional Scholarship. Tammy held many positions at both the executive and staff levels while she was a student at the University of Alberta and upon graduation last April, was hired by the department on a full time basis to manage a building which the university purchased in August of last year. Tammy's leadership, hard work and commitment this year have made the transition of 'apartment building to university residence' as seamless as possible.

The scholarship was created in order to provide a new professional with the financial means to attend the NWACUHO conference. The scholarship covered the conference fee and a portion of travel expenses to attend the conference 2000. Criteria for selection was based on contributions a person has made to the field in their first year as a full time professional in housing and residence life.

WELCOME NEW BOARD MEMBERS

*Please welcome our new NWACUHO
Executive Council members:*

President Elect: Shane Daetwiler

Product & Services Coordinator: Vennie Gore

Secretary: Chris McGrath

Washington Representative: Jim Bajczyk

British Columbia Representative: Val Holtom

Thoughts from Products and Services Coordinator

The Products and Services Coordinator is responsible for vendor relations and exhibitor functions for the Association. This winter, 300 exhibitor packets were mailed out. The cost of mailings was approximately \$375.00.

At the 1999 Annual Conference at Sun River, there were 21 exhibitors represented. At this year's conference there are 25 exhibitors represented. Norse Furniture is sponsoring the conference shirts and ATT is providing nametags and other materials. We have two new Canadian Exhibitors: Ducan Industries and Heartwood Manufacturing of Kelowna, B.C.

Exhibitors generated \$15,350 in revenue for the Association and conference activities. Registration fee revenue was \$14,375, extra meal package was \$525, and Directory Advertisement revenue was \$450. Below is a list of exhibitors who participated in the conference.

<i>Adden Furniture</i>	<i>Saunders Company</i>
<i>US Contract</i>	<i>Tesa Entry System</i>
<i>Franklin Covey Collegiate Planners</i>	<i>Marietta Drapery & Window Coverings</i>
<i>Norse Furniture</i>	<i>Ducan Industries</i>
<i>This End Up Furniture</i>	<i>Fantagraph</i>
<i>CBORD</i>	<i>University Loft</i>
<i>Coriander Wood Design, Inc</i>	<i>USA Today</i>
<i>Blockhouse Company</i>	<i>Mithun Partners</i>
<i>The Refinishing Touch</i>	<i>WEB</i>
<i>KLN</i>	<i>Campus Voice</i>
<i>Correctional Industries</i>	<i>Collins & Aikman Floor Coverings</i>
<i>DCI</i>	<i>Campus TeleVideo</i>
<i>Heartwood Manufacturing</i>	

~Vennie Gore

Conference Case Study Winners

John Hollan and Laura Bennett for Oregon State University

John and Laura did an excellent job identifying the problems associated with this year's case study during the Annual Case Study Competition. They covered a variety of resources, both internal to Residential Life and external, available to them, the RA and the students. The judges were impressed with their ability to present solutions that offered a good balance between quickly ending the inappropriate behavior and humanizing the situation while working to keep everyone's dignity in tact. Their presentation had a logical progression and exhibited complete thinking. Congratulations to John and Laura! Thank you to all of the Case Study Competition participants — with five quality presentations, the judges' task of choosing just one was difficult.

"The future belongs to those who believe in the beauty of their dreams."

~ Eleanor Roosevelt

NWACUHO EXECUTIVE BOARD MEETING HIGHLIGHTS

February 20, 2000

Inn at Semi-ah-moo, Blaine, Washington (conference meeting)

REPORTS:

PAST-PRESIDENT: Kelly Boyer announced that elections went well. All positions are filled. Mailing ballots worked well.

MEMBER AT LARGE: Vennie Gore reported that we have more vendors than in the past!

COMMITTEE REPORTS:

Host committee 2001. Alberta is hosting the conference – location is the West Edmonton mall. Working on budget & will have it ready for May executive board meeting.

NWTI: Discussed whether or not we want to continue sponsoring this event. Chris McGrath presented an idea for full-day workshop during actual conference. Maybe charge a little extra and have people sign up in advance. Decided to bring this topic up during the town meeting and maybe do an e-mail survey about what we should do from here.

Spring Meeting: Dates: May 30 and 31.

These minutes provide only the highlights. For a full copy of the minutes, please contact your provincial or state representative.

NWACUHO KEYNOTE SPEAKERS:

We were lucky to have three wonderful keynote speakers at NWACUHO 2000. First was **Swil Kanim** (whose name means “works for goodness”) shared his violin music with us and talked with us about balance and what’s important in life. Swil Kanim’s list of projects and achievements is lengthy and varied. He has spent time as a drill sergeant, appeared several times on television’s “Northern Exposure” and has played at more than 90 benefit concerts. His skill with the violin is impressive and he has just finished his fourth CD, “Traditional Colors.” He has worked with the Lummi Cedar Project, an organization that promotes healthy living and other traditions of the Lummi people. He can be reached for questions or comments at theviolinguy@earthlink.net.

Violet Malone followed, with riveting and hilarious anecdotes and lessons about being an effective leader. Dr. Malone currently serves as professor of Adult and Higher Education in the Woodring College of Education at Western Washington University. She has spent most of her career working with adults in some phase of transition. She had conducted experiential learning session in Sri Lanka, Jordan, Kenya, Zambia, Belize and several islands of the Caribbean as well as Canada and the Netherlands. She is the former president of the Adult Education Association of the USA and former Chairperson of the National Coalition for Literacy. Her name is listed in *Who’s Who in American* and *Who’s Who in American Women*. Violet is a Chicago native and has earned four degrees: Elementary Education, Guidance and Counseling, Adult Education and the Ph.D. in Adult Education. She is a published author and an active member of her community serving as president of the YMCA, AAUW, member of the United Way of Illinois, Board of Education for Corrections member, Public Member of the Council of Education for the AVMA and Board member of the Whatcom Volunteer Center.

Finally, William B. Davis (better known as “cancer man” on the hit television show “The X-Files”) addressed the group talking about philosophical issues related to evil, life as a recognizable “star” — and his life as a student residence hall leader in Toronto, Canada. Mr. Davis is also the director of the William Davis Centre for Actor’s study, located in Vancouver, British Columbia. He has extensive directing experience and has appeared in several movies. He has worked with a wide variety of actors including Donald Sutherland, Penelope Ann Miller, Martin Sheen and Laurence Olivier. He is also a competitive water skier and certified Downhill Ski Instructor.

An incredible line-up of speakers. If you would like more information about any of the speakers, feel free to contact Linda Amburgy (L.A.) at Western Washington University (360) 650-2960.

ALLIES: Advocating for the LGBTQ Community At SFU

The Ally Program at Simon Fraser University targets students, staff and faculty who are willing to identify themselves as individuals who are committed to respect, openness, and the celebration of the LGBTQ community. As allies, members of the university community commit themselves to not only being supportive of the community through a willingness to discuss LGBTQ issues and serve as a campus-wide support network for LGBTQ students, but also to be active advocates on behalf of LGBTQ issues in the community. Individuals who identify as allies accept the fact that they are part of the LGBTQ community, and are willing to work towards creating and impacting positive social change on campus.

Chris McGrath, Assistant Director, Residence Life, introduced "Straight but Not Narrow: The Home Game" to SFU as a training module for allies on campus. Developed by Chris and Erika Nestor, Special Projects Coordinator at the University of Vermont, this human-sized board game was initially targeted to train University of Vermont Resident Assistants as allies to the LGBTQ community. The Ally Program at SFU is a partnership between Residence Life, Health Counselling and Career Centre, and the LGBTQ Peer Support Program.

Following the game, which sees participants challenged to move beyond their "comfort zones of personal sexuality" by either wearing a big card that says "DYKE," or a purple feather boa and a tiara, the group then participates in a debrief session, facilitated by one of the ally trainers. In the session, the trainers highlight the fact that becoming an ally is not the consequence of a one-hour interactive game, but instead part of an individual journey towards critical consciousness. The debrief session provides participants the opportunity to articulate and discuss fears, challenges, motivations and concerns, while setting the foundation for the formation of an ally community that is committed to ongoing personal education surrounding LGBTQ and ally issues on campus.

After participating in the game and a post-training debriefing session, participants are provided with an "Ally Resource Guide" and an "Ally Card" to display in their office, residence room door, or other location. The Resource Guide is a comprehensive collection of

valuable information including: LGBTQ and ally identity development models, campus and community resources for LGBTQ people and their allies, profiles of well-known allies across North America, and further information about how to sustain one's own development as a supporter and advocate for the LGBTQ community. The Ally Card signifies that the cardholders are not only safe people to talk to, but also that they promote a "safe space" where the LGBTQ community is supported and celebrated. They are also given an "Ally button" to wear at their discretion, and are automatically added to an e-mail discussion list where allies and their supporters can openly discuss issues that they face. As a fully "certified" ally, each participant embodies the following ideals:

1. I am now serving as an ACTIVE advocate for the LGBTQ community;
2. I am making a difference in the lives of SFU's LGBTQ community;
3. I am gutsy and courageous;
4. I am designated as a "safe person" for someone who identifies as LGBTQ. This means that I am committed to: providing support and maintaining confidentiality; supporting individuals who are family or friends of someone who identifies as LGBTQ; providing assistance to the greatest of my abilities, but will also refer individuals to LGBTQ-positive resources in the community.
5. I am actively working to confront homophobia and heterosexism by demonstrating my support for people in various ways. This means that I must speak up when a homophobic joke or stereotype is related, planning awareness activities, encouraging discussions about oppression, or looking within myself to unlearn my own "myths" that society has taught;
6. Though I am an ally for LGBTQ people, I will understand that my allied actions will mean little if I simultaneously put down other groups of people on the basis of their race, religion, culture, gender, social status, physical or mental abilities.

The Ally Program is paramount to the creation of a campus community that actively supports and celebrates the lives of LGBTQ students, staff, and faculty. Allies act on behalf of the dominant institutional culture to impact positive social change for LGBTQ persons who feel oppressed by their campus community. Ally cards and buttons are not

meant to say anything about one's sexual orientation, political or religious perspective, or personal life. Their sole purpose is to define and identify people and spaces where personal safety, commitment to diversity, and mutual respect prevail.

For more information on the SFU Ally Program, or to bring "Straight But Not Narrow: The Home Game" to your campus, please contact Chris McGrath, Assistant Director, Residence Life at (604) 291-5803, or by email at cmcgrath@sfu.ca.

NWACUHO OUTSTANDING NEW PROFESSIONAL AWARD 2000

This year's Outstanding New Professional Award goes out to Leslie Barber of Western Washington University. She is in her third year as a Resident Director. Supervisors and colleagues say that she successfully applies her previous education and experience to her work at Western and within Student Affairs in general. She is an outstanding professional – always willing to help her colleagues, volunteer for that one more "extra" committee or whatever. She role models balance in a profession where this is difficult. Leslie is a thoughtful and dedicated leader. She truly cares about students and does her best to create a positive experience for them. Thank you for your time and consideration of this nomination. Leslie has demonstrated outstanding leadership in areas of educational programming, supervision, training and service. Her staff have consistently met and exceeded educational programming goals and have provided a wide variety of educational and social programs. At Western, Resident Directors have special assignment areas along with their usual/regular job duties. This year, Leslie is the Leadership Development Coordinator. Leslie has brought experience and dedication to this special assignment area. Leslie has consistently participated in training both professional and paraprofessional staff. She worked in the central office over the summer on special projects and did an excellent job. Leslie consistently presents programs at NWACUHO and also to her colleagues in In-Services at Western.

EXECUTIVE BOARD ANNUAL CONFERENCE MEETING HIGHLIGHTS

NORTHWEST ASSOCIATION OF COLLEGE & UNIVERSITY HOUSING OFFICERS

28 February 2000; Inn at Semi-ah-moo, Blaine, WA; Start time: 1:00pm

- 1) President Jerry Kruse called the Business Meeting to order.
- 2) Jerry Kruse gave his report on the past year with the association.
- 3) Kelly Boyer, Past President, gave her report on the past year's activities, including updates on elections, and participation in the Case Study Competition.
- 4) Jason Hunter, President Elect, gave an update on the conference program, recognized the conference program committee and gave yet another shameless plug to attend the 2001 conference in Edmonton.
- 5) Dave Dettman, Treasurer, distributed financial statements for the 1999-2000 year, and highlighted important information.
- 6) Linda Amburgy, Secretary, brought everyone's attention to the constitutional changes document that had been included with the conference program binder. It would be open for discussion later in the meeting.
- 7) Leslie Barber, Newsletter Editor, gave an update on the status of our newsletter and asked people to provide feedback on internet-based newsletters. She also encouraged submissions from the membership and reinforced the deadline of March 15 for submissions.
- 8) Vennie Gore, Member-at-Large updated the membership on vendor participation in this year's conference. He also took this opportunity to recognize and thank the vendors for their participation and support.
- 9) The Western District Representative of ACUHO-I offered his greetings from the national office and also highlighted some of the advantages of membership affiliation with ACUHO-I. Included in the benefits is \$850 to support sending the "Best of the Northwest" to the national conference in Pittsburgh, and also the strengthen a symbolic relationship with the larger organization.
- 10) Representatives from the Western Placement Exchange at Oregon State University encouraged participation from the membership.
- 11) Val Holtom and Chad Hyson from UBC spoke on behalf of the Northwest Residence Life Leadership Conference at UBC. Looking forward to a great weekend with a strong programming focus and some great speakers.
- 12) Old Business
- 13) New Business

Constitutional Revisions.

Attention drawn to **By Laws, Part One, Section 1** Noted to change "shall be elected at the annual business meeting of the Association" to be congruent with the current electoral practices as outlined in Sections 1a) - 1e).

Attention drawn to **By Laws, Part Two, Section 1e)** Should read "Represent the Association at the ACUHO-I **regional Presidents'** meeting."

Attention drawn to use of "Soundings" throughout text of constitution. May wish to change to "newsletter" in the event that the newsletter is re-named.

Attention drawn to fact that the "Current NWACUHO Constitution" as presented in the document does not reflect revisions made since 1990. Recommendation to double check with past constitutions and minutes to ensure accuracy.

Moved by Vennie Gore, University of Washington, to accept the constitution with revisions as stated in the discussion. **Seconded** by Steve Fitterer, University of Victoria. **Motion carried unanimously.**

Affiliation with ACUHO-I

Moved by Mike Eyster, Uof O to affiliate with ACUHO-I **Seconded** by Leslie Barber, WWU

Discussion: Kay Rich, WWU, spoke in favor of affiliation. We may need to consider voting via a mailed ballot because association member schools need to be involved in spite of inability to attend conference. Jason Hunter, Uof A added that if we do a ballot, we will need to provide more information to member schools. Western District Representative acknowledged that he would provide such information if needed. Timi Hough, UofAK, noted that response at the business meeting would provide us with greater numbers than balloting for executive officers has in the past. It makes sense to vote here. Jim Dunsdon, Royal Rhodes University, questioned why we would do a balloted mailout to decide on what is a "symbolic affiliation."

Call to vote. Motion carried. 2 abstentions.

- 14) **Motion to adjourn** Business Meeting: Vennie Gore, UW **Seconded:** Jim Dunsdon, RRU
Motion carried unanimously. Meeting adjourned, 1:30pm.

The 2000 David B. Stephen NWACUHO LEADERSHIP & SERVICE AWARD

It is with great pleasure that I present the Association's LEADERSHIP AND SERVICE AWARD to this year's recipient. Indeed, few of us have served our Association as long or well. He is a former NWACUHO president and he significantly exceeds the award criteria in all areas:

- leadership to the Association;
- breadth and length of service; and,
- continuing contributions to the betterment and advancement of the Student Housing profession and to NWACUHO in particular.

I can think of no other currently active Association member more deserving of this prestigious honor. He has been a career professional in student housing and food services for more than 30 years. During his tenure, he has literally transformed the housing, food service and auxiliary enterprises on his campus — countless renovations, new construction and reshaped facilities; he's done it all.

One of his staff describes him as the — “The King of Conversion;” doubles to singles; three rooms to two rooms; regular rooms to loft rooms; square rooms to “L” shaped rooms; old rooms to kitchenette rooms; under-used rooms to conference rooms dead space to offices; offices to residences; dark basements to daylight study areas; drab lounges to inviting gathering places; streets to parking spaces; vacant lots to student and faculty housing; just to name a few!

One of his co-workers describes him this way:

“Probably my favorite quality is the way he has maintained genuine enthusiasm for his career throughout all the years. His commitment to students drives his vision. With all of his responsibilities, he is still a guy who will give up a Saturday to come campus and hand carve an ice-sculpture for a student organization if they ask him to.

Others added, “It's his compassion for the job: those who work with him and for the students themselves. He constantly considers their well-being and how to help them achieve their lifelong goals. He is truly a person who leads by example!”

“He gets things done! One secret to his success is he always has two or three projects on the back burner so when opportunity presents itself, he is ready to jump!”

“He has been exceptionally effective and supportive in developing new professionals. He goes the extra mile to encourage, teach, support and nurture people new to the field ... He is generous with his wisdom, experience and perspective, and while he is known as a dynamic “get-it-done” person, he is very sensitive to the human side of everything he touches.”

“Vision, high standards, sensitivity, support. He is a giant in our field.”

“He is an entrepreneur, the likes of which are probably unequalled by anyone in Student Housing, anywhere.”

And perhaps his greatest test and greatest contribution to the Housing profession, came when some members of the local business community within his city mounted a challenge against the educational mission of the University claiming the University was a “business enterprise, conducting unfair and illegal activities” in the context of University-based conference programming and services. “It was he, who provided the pivotal leadership necessary to successfully defend this legal challenge and provide, for ALL of our conference programs across the United States, the unassailable right to “do business as usual.”

To these I would humbly add ... I admire and respect this Colleague as a person and professional and have done so for more than 20 years. I value his judgment ... and covet his support ... I rely on his wisdom ... and cherish his friendship.

Dedicated ... ethical ... earnest ... Sincere ... tireless ... selfless ... Humble ... kind ... genuine ... Honest ... visionary ... leader ... Colleague ... mentor ... confidant ... friend.

These characteristics describe our Colleague as we know, respect and love him. From my heart, I can say, he gives me pride in what I do as a professional. And he is a model of what to be as a Housing Officer.

This Association has done itself proud in bestowing the 2000 Leadership and Service Award on such a worthy and talented professional. It is my honor and privilege to introduce Mr. Phil Campbell.

Phil Campbell - Southern Oregon University

Phil Campbell receives the award from David Stephen at the 2000 Conference closing Banquet.

Utilize the NWACUHO Website:
NWACUHO.org

It offers a Regional Directory, Regional Updates, Info on Upcoming Events, Soundings On Line (coming soon), and Position Announcements.

Quarterly Financial Report

Period of Report: February 2, 1999 to February 1, 2000

	Feb 98-Feb 99	Feb 99-Feb 00	
I. Revenues:			
A. Payments from Vendors (total)	11,975.00	9062.50	9062.50
<i>Newsletter Advertisements</i>		<i>800.00</i>	
<i>NWACUHO 2000 Conference Revenues</i>		<i>8262.50</i>	
B. Member Dues	4779.40	5470.00	8284.63
<i>NWRLLC 99 Reimbursement and revenues</i>		<i>2814.63</i>	
C. Interest On Account	281.24	156.92	
Total Revenues:	\$17,035.64	\$17,504.05	
II. Expenditures:			
A. Expenditures associated with NWACUHO '99	13,077.14	13,077.14	
B. Expenses Incurred by NWACUHO Publications	2126.54	6258.04	6258.04
1. <i>Soundings Printing 1998</i>	<i>945.00</i>	<i>0.00</i>	
2. <i>Soundings, May 1999</i>		<i>534.45</i>	
3. <i>Pagemaker Software Purchase</i>		<i>300.76</i>	
4. <i>Soundings, Fall 1999</i>		<i>1281.78</i>	
5. <i>Soundings, Winter 1999</i>		<i>1175.84</i>	
6. <i>Directory Costs</i>	<i>1181.54</i>	<i>1649.80</i>	
<i>1998 Directory costs incurred in 1999</i>		<i>903.95</i>	
<i>Stationary and Mailing</i>		<i>411.46</i>	
C. ACUHO-I Related Expenses	5429.19	1980.50	1980.50
1. <i>"Best of the Northwest"</i>	<i>3495.20</i>	<i>486.25</i>	
2. <i>ACUHO-I Conference (President)</i>	<i>1143.00</i>	<i>962.04</i>	
3. <i>ACUHO-I Reception</i>	<i>540.99</i>	<i>532.21</i>	
4. <i>ACUHO-I Foundation</i>	<i>250.00</i>	<i>0.00</i>	
D. Expenditures Incurred by NWACUHO Board Meetings	3445.62	2973.61	2973.61
1. <i>Fall 1997</i>	<i>312.74</i>		
2. <i>Spring Travel</i>	<i>682.45</i>	<i>474.42</i>	
3. <i>Spring Meeting</i>	<i>201.17</i>	<i>571.58</i>	
4. <i>Fall Travel</i>	<i>1127.47</i>	<i>689.89</i>	
5. <i>Fall Meeting</i>	<i>1121.79</i>	<i>1237.72</i>	
E. Miscellaneous	5084.04	6041.81	6041.81
1. <i>NWRLLC Loan</i>	<i>2500.00</i>	<i>300.00</i>	
2. <i>Web Page (Equipoise)</i>	<i>1000.00</i>	<i>1188.00</i>	
3. <i>NWACUHO Conference Deposit</i>	<i>1000.00</i>	<i>3000.00</i>	
4. <i>Western Placement Seed Monies</i>		<i>1500.00</i>	
5. <i>Mailout to Vendors</i>	<i>208.35</i>	<i>29.31</i>	
6. <i>Account Adjustments</i>	<i>375.69</i>	<i>24.50</i>	
Total Expenses:	\$16,846.77	\$30,331.10	
III. <u>Summary of Activity</u>			
Balance as of February 2nd, 1999	\$36066.17		
Total Revenues	\$17504.05		
Total Expenses	\$30,331.10		
Balance as of February 1 st , 2000	\$23,239.12		

Notes/Outstanding Activity

Expenditure A (\$13077.14) includes repayment of vendor revenues collected for the 1999 NWACUHO Conference to the conference host institution. These vendor monies had been deposited and held in the NWACUHO account and reflected as part of NWACUHO's revenue for the reporting period 2/98 – 2/99.

Reflecting a change in bookkeeping procedures, the current annual report does not include vendor revenues that would be reimbursed to the conference host institution. Thus, the annual treasurer's report will reflect lower reported vendor revenues incoming, but will also not report an associated expense occurring as the conference host institution is reimbursed these monies.

Respectfully Submitted:
Dave Dettman, NWACUHO Treasurer
Date: February, 2000

CURRENT NWACUHO CONSITITUTION PROPOSED CHANGES TO CONSTITUTION (IN BOLD)

ARTICLE I

NAME:

The name of this organization shall be the Northwest Regional Association of College and University Housing Officers, hereafter referred to as NWACUHO or the Association.

ARTICLE II

PURPOSE:

The purpose of this Association shall be:

SECTION 1. To contribute to the improvement and coordination of housing and food service **operations** for students and professional staff **from** member institutions.

SECTION 2. To sponsor those activities and services which will assist its members and provide for them a means of exchanging and distributing professional information and ideas relating to the administration of the physical, financial, social, and educational phases of housing and food service programs.

SECTION 3. To cooperate with other organizations in the fields of housing, food service, and related areas within institutions of higher education.

SECTION 4. To support and encourage the professional development of housing personnel **who are individual members or from member institutions**.

ARTICLE III

MEMBERSHIP:

SECTION 1. Membership in NWACUHO shall be available to either individuals who are associate members of ACUHO, **to** institutions of higher education which have housing officers involved in the coordination of administration, educational programming, food service and housing and maintenance operation for students and staff members on or off the college/university campus, **and individuals in the region from non-member institutions who are affiliated with student housing and wish to actively participate in NWACUHO**.

SECTION 2. Membership shall be open to qualified institutions in the states of Alaska, Hawaii, Oregon, and Washington, and the provinces of British Columbia and Alberta, Canada, and by special invitation of the Executive Committee to similarly qualified institutions in adjoining states **and provinces**.

SECTION 3. Voting membership in NWACUHO shall be by institution and shall be limited to those member institutions in attendance at the annual conference of the Association. In the event of a mail ballot, all member institutions may participate.

SECTION 4. All staff and faculty **from** member institutions, **and individuals from non-member regional institutions who purchase individual membership, who have involvement in their institution's** residence hall and family housing services and programs may participate in the activities of, benefit from the services of, and hold office within NWACUHO.

SECTION 5. Affiliate institutional membership may be granted by the Executive Committee in the case of governmental, nonprofit, or commercial organizations engaged in activities directly related to the purposes of the Association.

SECTION 6. Membership in the Association and its committees is open to all eligible persons regardless of race, color, sex, age, religion, national origin, physical and/or mental handicap.

SECTION 7. Honorary membership may be awarded by the Executive Committee subject to the approval of the membership at their annual conference to past representatives who have given outstanding service to the Association.

ARTICLE IV

ANNUAL DUES:

SECTION 1. The Executive Committee **shall** recommend **any change to** annual dues for members of the Association. To establish and set the annual dues, a motion must be made and passed by a two-thirds majority of member institutions attending the annual business meeting of the Association, or in the event of a mail ballot, a simple majority of the total institutional membership of NWACUHO.

REMOVE SECTION 2 AND COMBINE INTO SECTION ONE

ARTICLE V

SERVICES AND ACTIVITIES:

SECTION 1. NWACUHO will hold an annual conference which shall be open to all members. Upon recommendation of the **President** of the Association, the Executive Committee shall approve the time and place for the conference.

SECTION 2. **Three times per year (October, January and April)**, NWACUHO will publish a newsletter designed to be a communication and feedback channel that can distribute information and ideas through the Association, and provide recognition to association members for contributions which improve the management of student housing services and programs.

SECTION 3. Under the direction of the President of the Association, the Executive Committee will take steps to provide other activities and services necessary to fulfill the purposes stated in Article II of this Constitution.

SECTION 4. A registration fee shall be charged each person attending the annual conference. The amount of the registration fee shall be determined by the Executive Committee in conjunction with the host institution.

ARTICLE VI

ANNUAL BUSINESS MEETING:

SECTION 1. The official annual business meeting will occur at the annual conference of the Association. The time and place of the annual business meeting shall be published in the official conference program.

SECTION 2. The President of NWACUHO will preside over the annual business meeting and will be responsible for preparing and distributing the meeting agenda. The meeting agenda is to be included in the annual conference registration packet.

SECTION 3. The Secretary of NWACUHO will record the minutes of the annual business meeting and insure their inclusion in the first issue of the newsletter published after the conference.

SECTION 4. All registered participants at the annual conference are encouraged to attend the annual business meeting and participate in discussion.

SECTION 5. Voting at the annual business meeting will be by institution. Each institution in attendance will be represented by one delegate who will serve as its voting member at the annual business meeting.

SECTION 6. A quorum will be required to conduct the annual business meeting of NWACUHO. Sixty percent of **member institutions in attendance at the** conference will constitute a quorum.

ARTICLE VII

OFFICERS:

SECTION 1. Officers shall be president, **past-president**, president-elect, secretary, treasurer, product and services coordinator and newsletter editor for the Northwest Region who shall also act as contributing editor to the *ACUHO-I Talking Stick*.

SECTION 2. The officers of NWACUHO shall assume office in accordance with the procedures in this constitution and its first **by-law**.

SECTION 3. The Executive Committee shall consist of the officers, and immediate past-president, and four or more members appointed as state/provincial representatives to assist with conference program development. These state/provincial representatives are not voting members of the Executive Committee.

SECTION 4. Four members of the Executive Committee constitute a quorum, except that the President may conduct a mail ballot of the Executive Committee at his/her discretion. A **simple majority** of the voting quorum shall determine Executive Committee decisions.

SECTION 5. In the event of vacancy in the office of president, the president-elect shall automatically become president and complete the unexpired term of office for which he/she was elected.

SECTION 6. In the event of a vacancy in the office of president-elect, the president shall work closely with the Executive Committee to solicit nominations from the membership, prepare a mail ballot, tabulate and inform the membership of the results. The new president-elect shall assume office immediately and complete the term of office for which he/she is elected.

SECTION 7. In the event of other vacancies on the Executive Committee, the president shall make interim appointment until the next election at the annual business session. All interim appointments shall be with the concurrence of the Executive Committee.

SECTION 8. To be eligible to assume and maintain office, an individual must meet the terms of membership stated in Article III of the Constitution. **If, after assuming office, an officer no longer meets these terms, or does not fulfill the duties of the office he/she must resign his/her position or he/she may be removed by order of the Executive Board President upon consultation of the full Executive Board.**

ARTICLE VIII

AMENDMENTS:

SECTION 1. The Constitution may be amended by two-thirds majority vote of institutional representatives in attendance at the business session of the annual conference; or in the event of a mail ballot, a majority of the total membership of the Association. Only one vote shall be recorded from each member institution represented at the business session at the annual conference, or in the event of a mail ballot, one vote per member institution shall be recorded.

SECTION 2. By-laws may be amended by a majority vote of representatives from member institutions in attendance at the annual conference, or in the event of a mail ballot, a majority of the votes cast by the membership of the Association. One vote shall be recorded from each member institution represented at the business session at the annual conference, or in the event of a mail ballot, one vote per member institution shall be recorded.

SECTION 3. Amendments to the Constitution and/or **by-laws** may be proposed by any member of **NWACUHO**. Such proposals by **a member** shall be made in writing, endorsed by at least three **member institutions** of NWACUHO, and submitted to the President of the Association **at least 10 days** prior to the business session at the annual conference for presentation to the membership.

SECTION 4. Amendments to the Constitution and/or By-laws may be proposed by the Executive Committee. Such proposals shall be submitted either to the members in attendance at the business session at the annual conference, or to the total membership **by ballots**.

ARTICLE IX

EFFECTIVE DATE:

SECTION 1. This Constitution shall take effect upon its ratification by a two-thirds majority vote of member institutions present at **the** annual conference business meeting.

BY-LAWS

I. ELECTIONS

Section 1: The President-Elect, **Secretary, Treasurer, Products and Services Coordinator**, and Newsletter Editor shall be elected at the annual business meeting of the Association. The Secretary and **Products and Services Coordinator** shall be elected every even-numbered year. **The** Treasurer and the **Newsletter** Editor shall be elected every odd-numbered year. **The President-Elect is elected annually and serves for a three-**

year cycle. **President-Elect, President, Past-President**).

a.) **The Nominating Committee is chaired by the Past-President. Nominations shall be solicited by the nominating committee and accepted from member institutions and non-voting individual membership holders prior to November 15. Nomination forms shall also be included in the fall edition of Soundings.**

b.) **Persons nominated shall be contacted by the Past-President and informed of their nomination. Nominees confirm their status in writing and submit candidate profiles to the Past-President by no later than December 15.**

c.) **The Past-President shall mail ballots and candidate qualifications to all NWACUHO member institutions by January 1. Institutions who have not paid association dues for the current year will be allowed to vote only if dues payment is received by the treasurer by December 15.**

d.) **Each NWACUHO institution shall receive one ballot. Member institutions are encouraged to caucus prior to casting votes. All ballots must be received by the past-President by January 25th.**

e.) **To be elected, a candidate must receive a simple majority of the votes cast by member institutions. Election results shall be announced during the annual business meeting at the NWACUHO Annual Conference and in the Spring edition of Soundings.**

Section 2: **New Officers** shall be installed at the business meeting of the annual conference-**held the day after the conference closes**, and shall serve until their successors are installed.

Section 3: The President-Elect shall be elected for **a one-year term**. The Secretary, Treasurer, **Product and Services Coordinator**, and Newsletter Editor shall be elected for a two-year term. No member may serve as an elected officer more than two full terms in any one office.

II. DUTIES OF OFFICERS OF THE ASSOCIATION

Section 1: The President shall:

- a.) Preside over all meetings of the Association.
- b.) Preside over all meetings of the Executive Committee.
- c.) In consultation with the Executive Committee, state those goals for NWACUHO which he/she intends to pursue during his/her term of office and insure their inclusion in the first issue of the NWACUHO Newsletter published after the beginning of his/her term of office.
- d.) Present a report outlining the state of the Association at the annual business meeting of the Association, and to insure its inclusion in the first issue of the NWACUHO NEWSLETTER published after the conference.
- e.) Represent the Association at the **ACUHO-I** business meeting.
- f.) Fulfill all duties necessary to insure that the Association meets the expectations presented in its constitution.

Section 2: The President-Elect shall:

- a.) Serve as the Chair for the annual conference **program committee. The program committee is charged with organizing solicitation of programs, facilitating the selection process for programs, scheduling programs into their respective time slots, communicating with the conference host chair regarding audio-visual equipment needs and developing the program book. Additionally, the program committee shall select the "Best of the Northwest" program and refer this program information to the ACUHO-I conference program chair.**
- b.) The President-Elect **shall** select the State/Provincial Representatives.
- c.) Assume the duties of the President in the latter's absence, or in the event of his/her resignation.

Section 3: The Past-President shall:

- a.) Coordinate the annual election process for executive board officers. This includes soliciting nominations, formulating a ballot, distributing and collecting ballots, and insuring adherence to the election process as

outlined in the constitution.

- b.) Facilitate the case study competition conducted at the annual conference. This includes developing the case, soliciting judges and participants, leading the discussion regarding the participants, choosing the winners and presenting the award at the annual conference.
- c.) Assist the President and President-Elect in the overall leadership of the organization.

Section 4: The Secretary shall:

- a.) Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.
- b.) Record, transcribe, **and post in Soundings**, the minutes of the annual business meeting of the Association.
- c.) Record and transcribe the minutes of Executive Committee **meetings. Distribute minutes to all Executive Board members within one month of each meeting. Post meeting summary in Soundings.**
- d.) **Coordinate Directory information. Distribute directory to membership in November of each year. Send directory changes to Webmaster throughout the year.**

Section 5: The Treasurer shall:

- a.) Insure proper control of any funds which may accrue to the Association.
- b.) Maintain a system for collecting annual dues of all member institutions.

Section 6: The Newsletter Editor shall:

- a.) **Ensure regular publication** of the NWACUHO Newsletter.
- b.) **Be** the Contributing Editor to *ACUHO-I Talking Stick* newsletter for the Northwest Region.

Section 7: Product and Services Coordinator:

- a.) Coordinate all correspondence with vendors who are interested in the Association.
- b.) Plan and coordinate the vendor program at the annual conference of the Association.
- c.) Work in conjunction with the Newsletter Editor to coordinate vendor advertising in the "Soundings".

III. STANDING COMMITTEES

Section 1: The President and Executive Committee may, by administrative action, appoint those standing committees which they feel necessary for the proper function of the Association.

Section 2: Committee Chairs should use the following guidelines for committee member selection:

- a) Ensure that there is at least one committee member from each of the following areas:
 - 1) Canada
 - 2) Oregon/Washington
 - 3) Hawaii/Alaska
- b) Ensure an equal representation of the various institutional differences, i.e.,
 - 1) Large schools – small schools
 - 2) Public schools – private schools
- c) Maintain a commitment to involving all levels of housing staff in NWACUHO affairs with special emphasis on entry level staff.
- d) Committee membership should reflect the intent of Article III, Section 5. If a committee is obviously not represented by members of any minority, race, or sex, then a special emphasis should be placed on recruitment of members for those groups.
- e) Whenever possible, have not more than one representative from the same institution on each committee.

IV. EFFECTIVE DATE:

These By-laws and any additions of amendments thereto, not in conflict with the constitution, become effective upon adoption.

V. DISPOSITION OF FINANCES:

In the event the Association dissolves or become inactive, any funds on account shall be placed in escrow for up to twenty-four months. At the time of dissolution, a related professional organization, qualifying under section 501 (c) (10), shall be designated as beneficiary should this association not reorganize and reclaim the funds within the 24-month period.

VI. PARLIAMENTARY AUTHORITY:

The rules contained in Robert's Rules of Order Revised shall govern the proceedings of this organization, except in such cases as are covered by the Constitution, By-laws and Special Rules, adopted by the Association.

Originally approved: May 23, 1978 – Pacific Lutheran University Revised: April 23, 1979 – Central Washington University Revised: May 9, 1984 – University of British Columbia Revised: April 18, 1990-Portland, Oregon
Revised: February 25, 2000 – Western Washington University

**DEADLINE for the Next NWACUHO Soundings Article Submission is
September 1, 2000**

Items to submit from your institution:

- New programs working for your living area
- New staff /staff for your institution
- Ideas for education in the halls
- Issues on your campus
- Anything you think is news worthy

