



Michigan Organization of Residence Hall Associations

Bylaws of the Michigan Organization of Residence Hall Associations

Article I – Membership

SECTION ONE– FEES

- A. The school's annual affiliation fee must be paid in full.
 - a) \$35- Small school (1-1,500 residents)
 - b) \$45- Medium school (1,501-5,000 residents)
 - c) \$55- Large school (5,001+ residents)

SECTION TWO – OTHER INFORMATION

- A. If the school has hosted a conference, their host fees and wrap-up report must be submitted.
- B. If re-affiliating, their annual resource or research report for the Michigan Organization Resource Library (MORL) must be submitted to the Student Resource Consultant (SRC) prior to the beginning of the April Business Meeting and shall include the following guidelines:
 - a) Minimum 3 pages (cover page not included in count)
 - b) Cover Page (year submitted, school submitting report, title of report)
 - c) Times New Roman Font
 - d) Double-spaced
 - e) 12 point font

Article II – Michigan Organization Communication Coordinators (MOCCs)

SECTION ONE– RESPONSIBILITIES

- A. All MOCCs must attend MOCC Training. MOCC Training shall be held between May and September at the discretion of the MORHA Director and the Student Resource Consultant.
- B. The MOCC must attend all MORHA Business Meetings and the annual conference or send a proxy.
- C. The MOCC shall be responsible for submission of membership dues and registration materials. These shall be submitted to the Associate Director of Records at the April Business Meeting and are for the following MORHA Calendar Year.
- D. The MOCC shall submit a research or resource report to the Student Resource Consultant, once per year, for the Michigan Organization Resource Library, due by the April Business Meeting. Beyond the April Business Meeting, a school will lose its good standing until such a report is submitted.
- E. The MOCC shall provide transition in office for the incoming MOCC from his/her school. This transition shall include but not limited to a written report, assistance at the April Business Meeting, and notification to the Board.
- F. The MOCC shall be responsible for the coordination of their conference delegations.

SECTION TWO – STANDARDS

- A. The MOCC must submit proof of good academic standing to the MORHA Advisor before the October and April business meetings are called to order.
 - 1. The proof of good academic standing can be provided one of three ways.
 - a) A letter sent via email to the MORHA Advisor from the school's RHA Advisor stating that the MOCC is in good academic standing as defined by MORHA.
 - b) The MOCC can bring a printed unofficial transcript to the MORHA Advisor a check-in for the business meeting that will show the MOCC is in good academic standing as defined by MORHA.
 - c) The MOCC can send a screenshot or digital transcript to the MORHA Advisor that will show the MOCC is in good academic standing as defined by MORHA.



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2. If proof of good academic standing is not provided or the requirements are not met by the time the meeting is called to order the MOCC will not be allowed to vote until such time the proper documentation is provided.
3. In the case that a proxy MOCC is sent to vote, the proxy must also provide proof of good academic standing following the same guidelines outlined above.
4. If a MOCC is unable to maintain a 2.3 grade point average (on a 4.0 scale) automatic resignation will occur.

Article III – Election Of Officers

SECTION ONE- QUALIFICATIONS

- A. All board members must submit proof of good academic standing to the MORHA Advisor before the October business meeting is called to order.
 1. The proof of good academic standing can be provided one of two ways:
 - a) A letter sent via email to the MORHA Advisor from the school's RHA Advisor stating that the Board Member is in good academic standing as defined by MORHA.
 - b) The Board Member can bring a printed unofficial transcript that will show the Board Member is in good academic standing as defined by MORHA.
 2. If proof of good academic standing is not provided or the requirements are not met by the time the meeting is called to order the board member will not be allowed to perform any board member duties at the meeting until such time that proper proof is provided.
- B. The Conference Chairperson(s) shall be from the MORHA member school chosen to host the next MORHA annual conference and shall remain until the close of the conference.
- C. All officers, with the exception of the Advisor and the MORHA Advisor-Elect, shall be members of their campus wide residential governing organization at their college or university.
- D. There is a time period of six (6) months where an officer may be out of school due only to graduation mid-year, student teaching or an internship. Once a member of the MORHA board decides to hold an internship, they shall notify the director in order to be put on the agenda for the next business meeting. At that next business meeting, the board member must be re-approved by the voting members of MORHA. All officers out of school for a time period of six (6) months must obtain a letter of support from his or her RHA/RHC/URA and must also be re-approved by the voting members of MORHA. All re-approvals of board members must be made with a 2/3 vote.
- E. In the event that an officer transfers to another MORHA member school, s/he must:
 1. Obtain a letter of acknowledgement from the new school. An officer is considered a student at another MORHA member school when the officer has received an official letter of acceptance for the school intended to transfer to.
 2. Obtain a letter of support from the new member school's RHA/RHC/URA the student is intending to transfer to in order to remain on the MORHA Executive Board.
- F. A student intending to transfer to another MORHA member school while running for a MORHA Executive Board position must have a letter of support from the school they are intending to transfer to in order to obtain a MORHA Executive Board position.
- G. The term of office of the MORHA Executive Board, excluding the MORHA Advisor and the MORHA Advisor-Elect, shall be from the close of one April Business Meeting to the close of the next April Business Meeting.
- H. The term of office of the Advisor shall be for two years following the April Business Meeting when elected.
- I. No officer may concurrently serve as an MOCC with the exception of a timely transition period for a new MOCC to be found.



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- J. Every member of the MORHA Executive Board shall submit a letter of good academic standing to the MORHA Advisor within the first four weeks of each session. If MORHA Executive Board members are unable to maintain a 2.3 grade point average (on a 4.0 scale) automatic resignation will occur.
- K. Any MORHA Executive Board member not turning in their letter of good academic standing within the first four weeks of each session will receive the following consequences: MORHA Executive Board members will lose their votes and voices completely in meetings until the letter is received.
- L. In the event that a member of a MORHA member school runs for a MORHA Executive Board position, while living in an off-campus situation, the following steps be taken:
1. Member's host school must support off-campus members on their executive board.
 2. Member must have resided in the on-campus living arrangements at least two semesters.
 3. Must pay his/her RHA/RHC/URA tax.
- M. In the event that a MORHA Executive Board member moves off-campus after being elected or appointed, he/she must:
1. Obtain a letter of support from his or her RHA/RHC/URA and must also be re-approved by the voting members of MORHA.
 2. Adhere to the guidelines stated above in Article IV, Subsection N.
- P. Every member of the MORHA Executive Board shall submit a letter of support from their host school, in the event that the host school decides that they are no longer in support of a MORHA Executive Board member, the following steps should be taken:
3. A host school should be permitted to withdraw support of a MORHA Board member with good reason at any time throughout the year.
 4. A host school who would like to withdraw their support for a MORHA Board member should first address their concerns with both the member, as well as the rest of the MORHA Board.
 5. In order to withdraw support of a MORHA Board member, an official letter should be given to that member, as well as the MORHA Director and/or the MORHA Advisor.
 6. After a letter has been submitted to the individual, the MORHA Director and/or the MORHA Advisor, the MORHA Director and/or the MORHA Advisor shall contact both the host school and the MORHA Board member.

SECTION ONE- ELECTION OF OFFICERS

A. MORHA Executive Board

1. The MORHA Executive Board shall be elected separately by position by the general voting members at the business meeting at the MORHA conference (or equivalent) by a secret ballot vote.
2. Any individual bidding for a MORHA Executive Board position shall submit a letter of intent to the Advisor-Elect by the announced specified date.
3. Any individual bidding for a MORHA Executive Board position shall submit a copy of the bid through email in PDF format to the Advisor-Elect fourteen (14) days prior to the start of the April Business Meeting. The bids will be checked for constitutionality by the AD of Records and the Director, and then posted on the MORHA website by the Advisor-Elect and/or AD of Public Relations no later than seven (7) days before the April Business Meeting for Board/MOCC viewing.
 - a) Bids will have an optional preliminary constitutional check due date no less than 48 hours in advance of the final due date. The bid will be checked for constitutionality by the AD of Records and the Director and given back to the submitter with either changes that need to be made to make the bid constitutional or a confirmation that the bid is already constitutional. This bid, with changes, will be due by the general bid due date.



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4. Any individual bidding for a MORHA Executive Board position shall include the following in their written bid: an introduction letter from the person bidding, positional and organizational goals, past student leadership and conference experience, past experience related to the position for which they are bidding, list of achievements and/or honors, projected time commitments for the upcoming year, letter(s) of support from MORHA member school RHA advisor and/or executive board, and a statement of good academic and disciplinary standing.
 5. Any individual bidding for a MORHA Executive Board position may not obtain a letter of recommendation from a current MORHA board member (including advisor).
 6. Any individual bidding for MORHA director shall obtain at least two letters of support, one of which must come from an RHA advisor or executive board (member).
 7. All MORHA Executive Board position bids shall be limited to ten (10) pages in length, including cover page and letters of recommendation.
 8. Any individual bidding for a MORHA Executive Board position shall be prepared to make an oral presentation at the April Business Meeting.
- B. In the event that a MORHA Executive Board position has no candidate after the April Business Meeting, then letters of intent will be accepted no later than ten (10) days after the meeting .
- C. MORHA Advisor
1. The Advisor-Elect is to be elected by the voting members at the general business meeting of the appropriate annual MORHA conference by a secret ballot vote.
 2. The MORHA Advisor shall serve a two (2) year term (one (1) year as advisor-elect, and one (1) year as advisor.)
 3. Any individual bidding for the Advisor-Elect position shall submit a letter of intent to the Advisor-Elect by the date specified by the Director.
 4. Any individual bidding for the Advisor-Elect position shall submit a copy of the bid through email in PDF format to the Advisor-Elect fourteen (14) days prior to the start of the April Business Meeting. The bids will be checked for constitutionally, and then posted on the MORHA website by the Advisor-Elect and/or AD of Public Relations no later than seven (7) days before the April Business Meeting for Board/MOCC viewing.
 5. Any individual bidding for the Advisor-Elect position shall include in their bid the following:
 - a) Past advising and conference experience
 - b) Positional and organizational goals
 - c) Letter of support from their Residence Hall organization
 - d) Letter of support from their Housing office
- D. Conference Chairperson(s).
- E. Upon selection of conference site, the individual(s) specified as Conference Chairperson(s) in the chosen school's bid become the Conference Chairperson(s).
- SECTION TWO – VACANCIES IN OFFICER POSITIONS**
- A. If the Director's position is vacated, the MORHA Board will appoint a person to the position of Director by a 50%+1 vote which will then be voted on by the MORHA MOCC's at the soonest available time thereafter. The order of succession of officers is as follows:
1. Student Resource Consultant
 2. Associate Director of Records
 3. Associate Director of Public Relations
 4. Associate Director of Programming
- B. Upon assuming the office of Director, the new Director will appoint someone to fill the newly vacant MORHA Board position pending a 50%+1 vote of the MORHA voting member schools that are present.
- C. If any position, except that of the Director, is vacated, the following steps will be made:



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1. The Director will notify MORHA members of the vacancy and distribute an application for the position, which shall include a specific timeline for the selection process.
2. The Director will conduct interviews with applicants in the matter agreed upon by both parties.
3. The Director and the MORHA Board shall meet and discuss all candidates, appointing someone the vacant position with a 50% + 1 vote of the current MORHA Board Members.
4. The newly appointed MORHA Board Member will assume the duties and responsibilities of the position pending a 50% + 1 vote of the MORHA voting member schools at the soonest business meeting.

Article IV – Duties of Officers

SECTION ONE– ALL OFFICERS

- A. Shall carry out such directives as are adopted at scheduled MORHA meetings.
- B. Outgoing officers shall provide for both oral and written forms of transition, including any files or MORHA property, to their incoming successor and not doing so will result in the prevention of being inducted into the MORHA Alumni Association (MAA).
- C. All outgoing officers shall submit a MORHA Annual Accountability Report to the incoming Student Resource Consultant within ten days of the MORHA April Business Meeting.
- D. Shall carry out such directives as assigned by the Director.
- E. Shall adhere to the guidelines for their respective positions stated herein in Article IV.

SECTION TWO– DIRECTOR

- A. The Director shall preside over all MORHA meetings.
- B. Act as an official spokesperson of MORHA and may defer this authority to other MORHA board members, on an issue-to-issue basis, when necessary.
- C. Shall represent Michigan at any regional meeting of the Great Lakes Affiliate of College and University Residence Halls (GLACURH) as necessary, acting as the official liaison between MORHA member schools and the GLACURH Regional Board of Directors.
- D. Shall be responsible for submitting an agenda for each business meeting. An unofficial agenda shall be posted two weeks prior to the business meeting, with the official agenda sent out after MORHA Executive Board approval.
- E. Shall assist with the planning of all MORHA meetings, including, but not limited to: activities for the MORHA family.
- F. May attend MOCC Training.
- G. Shall appoint acting parliamentarian for all business meetings in the absence of the SRC.

SECTION THREE – STUDENT RESOURCE CONSULTANT

- A. Shall encourage participation and unity by MORHA member schools.
- B. Shall be available as a resource to MOCCs in coordinating their delegations for conferences.
- C. Shall be responsible for planning and organizing MOCC training which shall take place between May and September.
- D. Shall be the mediator of any debate during business.
- E. Shall follow Robert's Rules of Order and submit a set of Standing Rules of Order MORHA Business Meetings at the October Business Meeting.
- F. Shall act as a liaison between the GLACURH Regional Communication Coordinator for Michigan and MORHA
- G. Shall act as the Parliamentarian at all conference and business meetings.

SECTION FOUR -- ASSOCIATE DIRECTOR OF RECORDS

- A. Shall oversee the MORHA checkbook with consultation from the Advisor, the Advisor-Elect when applicable, and the Director.
- B. Shall submit to the MOCCs and the MORHA Executive Board a budget for approval by the MOCCs for the upcoming fiscal year at the April Business Meeting.



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- C. Shall submit to the MOCCs and the MORHA Executive Board a monthly financial statement by the following month prior to the annual conference.
- D. Shall be responsible for distributing a bill for MORHA affiliation dues to the member schools one month prior to the annual conference.
- E. Shall take minutes at all meetings and shall distribute them, via email, to the MORHA Executive Board and the MOCCs within three (3) weeks of the preceding meeting.
- F. As directed by the Director, shall have the authority to make any changes to the Constitution that do not alter its meaning (i.e. spelling, grammar, obsolete, or offensive terms).
- G. Shall be responsible for updating the Constitution after legislation is passed. Updated copies are to be sent out with the minutes.

SECTION FIVE – ASSOCIATE DIRECTOR OF PUBLIC RELATIONS

- A. Shall be responsible for recruiting new member schools to MORHA.
- B. Shall create MORHA publicity material to publicize MORHA and the accomplishments of the organization.
- C. Shall advise the Recruitment and Retention Committee.
- D. Shall be responsible for helping each member schools' RHA/URA/IRHC to cope with any problems within their organization.
- E. Shall be responsible for helping affiliated and non-affiliated schools with their Resident Hall Organizations in the following three categories:
 - 1. To start a Resident Hall Organization if there is not one on that respective campus
 - 2. To assist in building up weaker Resident Hall Organizations
 - 3. To maintain those organizations and make improvements on their respective campuses
- F. Shall oversee all operations of the MORHA web page.
- G. Shall be responsible for the Michigan Organization Resource Library (MORL).
- H. Shall be responsible for maintaining an updated address list with the help of the membership forms.

SECTION SIX - ASSOCIATE DIRECTOR OF PROGRAMMING

- A. Shall oversee the Family from member schools at each regular business meeting.
- B. Shall schedule round tables, summits, and activities for the Family at each business meeting.
- C. Shall coordinate with the host school of the business meeting the service project at that particular meeting.
- D. Shall keep a log of all family members at each business meeting and their contact information.
- E. Shall highlight a program from a member school at each business meeting for the family.
- F. Shall publish a MORHA Issues calendar annually.
- G. Shall keep MORHA members informed of campus issues and diversity topics that affect Michigan schools. This can include, but is not limited to, a MORHA Issues and Diversity newsletter, list serve, or blog.
- H. Shall conduct one (1) MORHA Issues and Diversity Study which focuses on an issue or diversity topic that concerns schools across Michigan. The study should be completed and presented at the MORHA Annual Conference.
- I. Shall coordinate and administer the annual MORHA Conference Case Study. The case study shall be administered to two (2) first year delegates from each school and shall consist of two scenarios, one focusing on an issue and one focusing on a diversity topic.
 - 1. Each first-time delegate shall attend a programming session after the conclusion of the opening ceremony.
 - 2. Delegates participating in the case study shall be required to attend a debriefing session during the first programming session of the second day of the annual conference.
- J. Shall obtain member school opinions on current campus issues and coordinate any action as deemed necessary by the MORHA body, including organization-wide initiatives and advocacy.



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K. Shall coordinate any action on school issues to be taken and deemed necessary.

L. Shall advise the Issues/Diversity Committee.

SECTION SEVEN– CONFERENCE CHAIRPERSON (S)

A. Shall be from the MORHA member school chosen to host the next MORHA conference and shall remain until the close of the conference.

B. Shall act as the official liaison(s) between the host school and MORHA.

C. Shall submit an oral report at MORHA business meetings, and attend MORHA Executive Board meetings.

D. Shall be responsible for making sure the conference operates within all objectives set by the MORHA Constitution.

SECTION EIGHT– MORHA ADVISOR

A. Shall act as an official liaison between MORHA and its professional counterparts.

B. Shall represent the professional housing community at all board meetings and conferences.

C. Shall provide for an effective transition for the Advisor-Elect.

D. Shall be responsible for overseeing the MORHA checking account as directed by the MORHA Board.

E. Shall be responsible for recruiting bids for Advisor-Elect.

F. Shall communicate with the state conference host school(s).

SECTION NINE– MORHA ADVISOR-ELECT

A. Shall represent the professional housing community at all board meetings and conferences, along with the current Advisor.

B. Shall assist the current MORHA Advisor on all matters.

C. Shall take over the full-time MORHA Advisor position the year after they are elected at the MORHA Annual Conference.

D. Shall oversee the selection process of the MORHA scholarship.

E. Shall be responsible for collecting all letters of intent for MORHA Executive Board positions and the Advisor-Elect position.

SECTION TEN– Miscellaneous Duties

A. Following the election of a new board the Director-elect, Advisor, and Advisor-elect will assign additional duties regarding philanthropic efforts to a member of the MORHA Board.

B. The additional duties are as follows:

1. Shall oversee the process of recruiting, implementing, and guiding the MORHA schools on the MORHA philanthropy.

2. Shall assist in choosing an annual MORHA philanthropy, subject to MOCC and board approval.

3. Shall advise the Philanthropy Committee.

Article V - MORHA Calendar

SECTION ONE - MORHA CALENDAR YEAR

The MORHA Calendar Year shall be defined as the period from the close of the April Business Meeting to the close of the next April Business Meeting.

SECTION TWO – RESTRICTION OF DATES

A. MORHA events, with the exception of Socials, cannot happen unless all affiliated schools have currently started classes.

B. MOCCs must submit dates to the MORHA Director when their member school's classes are in session, when classes end, and dates of school vacations.

C. These dates must be submitted no later than the start of the annual conference.

1. Failure to submit school dates to the MORHA Director by the deadline could result in dates that conflict with missing member school's dates.



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SECTION THREE – ANNUAL CONFERENCE

- A. Shall be hosted by a member school of MORHA in good standing.
- B. Shall be held between the third weekend of February and the first weekend in April, inclusive following the guidelines set forth in Article VII of the Constitution.

SECTION FOUR – APRIL BUSINESS MEETING

- A. This event shall be held at a MORHA member school in good standing at least ten days after the MORHA conference and within the first 3 weeks of April and shall be three days and two nights.
- C. All incoming MOCCs, if elected, must attend with outgoing MOCC from their school.
- D. This business meeting shall have the opportunity to provide some form of community service, with the approval of the MORHA Director.

SECTION FIVE – OCTOBER BUSINESS MEETING AND PRE-CONFERENCE TRAINING

- A. Shall be held at a member school in good standing during October. The business meeting shall be a three-day event.
- B. The MORHA Executive Board shall meet prior to the regular MORHA meeting.
- C. The MOCC Pre-Conference training shall take place during the business meeting with time allotted specifically in the agenda for pre-conference training and shall be closed to the Family.
- D. Delegation Leaders are highly encouraged to attend the Pre-Conference Training as it pertains to the Annual MORHA Conference.

SECTION SIX – SOCIALS

- A. There can be two socials held per year.
- B. The socials shall be held at anytime throughout the MORHA year.
- C. The voting members of MORHA shall choose the site of each social.
- D. Funding for the socials shall follow the guidelines as stated in Article IX, Section Three – Allocation of Funds.

SECTION SEVEN – ACCESSIBILITY

- A. All MORHA business meetings and conferences should be held in accessible locations distinguished by the Americans with Disabilities Act and the Michigan Barrier Free design Law. In accordance with the law, if the school is a private institution and it would cause undue hardship to have the event in an accessible location, the MOCCs can still consider the location.
- B. Any person with a disability requesting to be accommodated for must notify the host school and the Director with no less than a 10 day notice time. This includes, but is not limited to, large print agendas, sign language interpreter, and alternative food options. The Director will be responsible for making sure the accommodations are met.

Article VI - MORHA Annual Conference

SECTION ONE- SITE SELECTION

- A. Any MORHA member school or combination of member schools in good standing is eligible to bid to host the conference.
- B. Any school(s) wishing to bid for the annual conference shall submit a letter of intent to the MORHA Director at least four (4) weeks prior to the annual conference at which they are bidding.
- C. Any school(s) bidding shall include, but not be limited to, in its bid the following: possible conference dates between the third weekend in February and the first weekend in April, inclusively, a preliminary budget, theme, schedule of events, and letters of support (both financial and moral).
- D. An oral bid shall also be presented to the MOCCs and may include a video or slide show.
- E. The MORHA conference site shall be determined by a majority of the voting member schools in attendance at the meeting when bids are presented at the annual conference.



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- F. If a conference site is not selected, bids will be accepted at the April Business Meeting, at which time a site may be selected.
- G. Pending no annual conference, the majority of the voting MOCCs present shall determine an annual meeting site at the April Business Meeting.

SECTION TWO – HOST SCHOOL RESPONSIBILITIES

- A. The host school(s) shall be responsible for selecting and presenting the following conference awards: Most Spirited Delegation, Best Banner, Top Programs, and Best Roll Call. The host school has the option of splitting these awards into small and large school categories. The host school may add other awards as they see fit such as Best Delegation T-shirt and such.
- B. The host school(s) shall present a final conference presentation to the MORHA Board, including conference dates and registration costs. Registration materials will be made available during this presentation.
- C. The conference host school(s) shall prepare a written conference wrap-up report following guidelines set by the Host School Responsibilities. This wrap up report shall be presented to the MORHA Director and the next host school, and the MOCCs, at the April business meeting.
- D. The host school(s) shall enforce an alcohol-free conference policy as follows:
 - 1. Any delegate or advisor found using or in possession of alcohol or illegal drugs will be immediately expelled from the conference without a refund. The delegate(s) or advisor(s) in question will be responsible for providing their own transportation and housing after expulsion. The incident will be reported to the proper authorities.
 - 2. If a MORHA Executive Board member is found using or in possession of alcohol or illegal drugs at a MORHA event, s/he shall be forced to leave the event and resign from his/her office with both school and MORHA Advisor notification.
- E. The host school(s) shall follow the guidelines as stated in the Host School Responsibilities in the MORHA Handbook.

SECTION THREE – FINANCES

- A. The host school(s) must work into its conference budget a \$5.00 per delegate/advisor add-on fee to be given to the outgoing Associate Director of Records within two months from the close of the MORHA annual conference. Those schools that do not submit payment within the two month time period will be in bad standing. After the host school's payment is received, immediate good standing of the school will be restored.
 - 1. In the event of MORHA being in financial need, the MORHA Director has the authority to raise the add-on fee up to but not exceeding \$7.
- B. The conference host school(s) shall waive the registration fees for all the MORHA Executive Board members for the annual conference or its equivalent.
- C. The MORHA conference host school(s) shall waive the conference fee for the GLACURH Director.
- D. All conference excess money and financial receipts shall be turned over to the Associate Director of Records within sixty (60) days of the end of the conference.
- E. Should there be a conference deficit; the host school(s) shall pay the first \$500.00. The remaining amount shall be paid accordingly: 50% by host school(s) and 50% by MORHA, up to and not to exceed \$500.00. The host school(s) will absorb any conference loss.
- F. Any school in attendance at the conference must pay all fees before they are allowed to receive registration packets and room keys.

Article VII - MORHA Business Meetings

SECTION ONE– BUSINESS MEETING DATES



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MORHA shall hold two business meetings throughout the year. One will take place in the month of October and one in April.

SECTION TWO - GOALS OF MORHA BUSINESS MEETINGS

- A. To conduct the business needed for the organization to operate properly.
- B. To provide leadership development for both MOCCs and Family Members on smaller scale than at the Annual Conference
- C. To allow MORHA institutions to interact with each other on a more intimate level, thus building one large MORHA community.

SECTION THREE - SELECTION OF HOST SITE

- A. The voting members of MORHA shall choose the business meeting sites at the first meeting of the MORHA year (April).
- B. Letters of intent are due to the Director by a date indicated by the Director before the April Business meeting.
- C. If there are no bids for a particular business meeting, the Director shall receive bids and voting should take place at a future business meeting.

SECTION FOUR - HOST SCHOOL RESPONSIBILITIES

- A. Schools who wish to bid must write a one to two page summary on what the plans are for the proposed Business meeting.
- B. Any school(s) bidding shall include, but shall not be limited to, in its bid the following:
 1. First night activity,
 2. Meeting rooms and sizes,
 3. Sleeping arrangements,
 4. Meals provided, approximate cost,
 5. Approximate date(s),
 6. A letter of support from their respective schools' RHA/URA/Housing Department, and
 7. Accessibility to the handicapped and diverse individuals
- C. After receiving the bid for hosting a business meeting, the host school must provide this information to the entire MORHA Board and the MOCCs.
- D. The cost for the Business Meeting should not exceed \$35 per person.
- E. The host school shall send invoices for the business meeting cost to each attending school no later than 48 hours after registration closes.
- F. MORHA shall create a fund by adding a minimum \$1 add-on fee to each person who attends a business meeting for the cost of any accessibility accommodations. Host schools that wish to have an add-on fee greater than \$1 must consult the Director prior to announcing the price. This will continue until the fund reaches \$1,500. If the cost goes under \$1,000 at any point, the fund will be reinstated. If the cost of the accommodation is more than what is in the fund, then it shall be covered in the following manner: 1/3 from the MORHA savings account, 1/3 by the host school, and 1/3 by the delegate's school.
- G. While hosting the business meeting, host schools must keep in mind the goals of the MORHA Business Meeting, as stated in Article VIII, Section Two.
- H. A \$2 per person add-on fee shall be assessed at each business meeting to go to the MORHA general account.

SECTION FIVE - RULES OF BUSINESS MEETINGS

- A. Business will be conducted according to The Standard Rules of Order for MORHA Business Meetings
- B. Those attending the business meeting are required to stay in housing provided by the Host School overnight.
 1. Schools may obtain permission to leave early with approval from the MORHA Adviser.



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2. Once permission is obtained, the MORHA Adviser will relay information to the Host Institution in writing.

Article VIII - Philanthropy Selection

SECTION ONE- SELECTION

- A. MOCCs will vote to select philanthropy during the April Business meeting.
- B. Any MOCC from a MORHA member school may submit a short essay to the Student Resource Consultant prior to the April Business meeting describing a philanthropy that they would like MORHA to select as their philanthropy for the upcoming MORHA calendar year.
- C. All essays will be compiled and distributed to the MOCCs during the start of business at the April Business meeting.
- D. The short essays are due to the Student Resource Consultant at the date indicated following the annual conference. Short essays must contain the name of intended Philanthropy in the case of repeated Philanthropies. It is at the discretion of the Student Resource Consultant to assign what school will submit that Philanthropy.
- E. In the case of short essays not being submitted to the Student Resource Consultant, the Student Resource Consultant will present the philanthropy of their choice, in which the MOCCs will vote between that and the current year's philanthropy.

Article IX - MORHA Alumni Association (MAA)

SECTION ONE

- A. Members will receive by mail a bi-annual MAA newsletter, contact info for all fellow MAA members, and contact info for the current MORHA Executive Board and MOCCs as prepared and distributed by the SRC.
- B. Inductees will receive a membership certificate, MAA gift (as set by the SRC), and a thank-you note from the entire MORHA family.
- C. Members and inductees shall be invited to the MORHA Annual Conference.

SECTION TWO – QUALIFICATIONS

- A. Any person inducted into the MAA shall have attended at least one (1) MORHA Annual Conference and been an active part of their undergraduate institution's RHA/URA for at least one (1) year.
- B. A faculty or staff member from the nominee's undergraduate institution, a member of the current MORHA Executive Board or a MOCC shall nominate inductees.
 1. Nominations (if not from the MORHA Executive Board or a MOCC) must come from an institution currently affiliated and in good standing with MORHA.
 2. A complete nomination form shall be included with the nomination; the form will be provided by the Associate Director of SRC.
 3. A typed, 100 words or less, document should be provided by the nominator, stating the nominee's contributions to their host school(s) and/or to MORHA.
 4. The SRC will set the due date for completed nomination forms.
- C. Inductees, or their nominators, shall pay a \$25 induction fee, which will be due within thirty (30) days of nomination acceptance.
- D. The out-going MORHA Advisor shall be inducted into the MAA and shall not pay the induction fee. The Advisor will be automatically inducted at the close of their term.
- E. The out-going MORHA Director shall be inducted into MAA and shall not pay the induction fee. The Director will be automatically inducted at the close of their term.
- F. The recipient of the Outstanding MOCC of the Year Award shall be inducted into the MAA and shall not pay the induction fee.



Michigan Organization of Residence Hall Associations

Article X - Financial Guidelines

Section One - MORHA Budget

- A. The AD of Records shall be required to set the annual budget. The MORHA Executive Board shall be required to operate by the annual budget.
- B. The annual budget shall be approved by a 2/3 majority of the voting members present at the spring business meeting.
- C. Financial statements must be submitted at all MORHA business meetings for approval by a 2/3 majority of the voting body. Statements not receiving approval shall be revised by the Associate Director of Records, the Director, the Advisor, and the Advisor-Elect, and be resubmitted to MORHA member schools for approval.
- D. The budget shall contain but not be limited to consist of allotments for business meeting expenses, MORHA Executive Board member travel, supplies, copies, and postage as well as funding for programs instituted by the MORHA Executive Board and/or member schools of MORHA.
- E. Monthly financial reports shall consist of the following:
 1. A spreadsheet overview of annual budget projections, subdivided into specific line items. The spreadsheet should also include actual funding gained and in each line item, to date.
 2. An overview of the net worth of the MORHA bank accounts
 3. A detailed listing of all income and expenditures within the MORHA account during the Fiscal year, compiled using a ledger or appropriate financial software (Quicken, etc.)
- F. The MORHA fiscal year shall run from June 1 to May 31 of the following year.

Section Two – MORHA Accounts

- A. MORHA funds shall be contained within two bank accounts, a checking account and a savings account.
 1. The MORHA Checking Account shall hold funds including, but not limited to: Fiscal Year rollover, affiliation fees, conference add-on fees, and fundraising.
 2. The MORHA Savings Account shall hold funds including, but not limited to: the ADA fund and fundraising.
- B. Only the following MORHA Executive Board members shall have access to the MORHA Accounts: Associate Director of Records, Director, Advisor-Elect, and Advisor.
- C. The incoming Associate Director of Records and Advisor shall be in charge of ensuring only the proper individuals have access to MORHA accounts at the start of the new MORHA Fiscal Year.
- D. The Associate Director of Records shall hold control of the checkbook for the MORHA accounts.
 1. In the event of a vacancy in the Associate Director of Records position, the Advisor or Advisor-Elect shall hold the MORHA checkbook.
- E. The Associate Director of Records will be the primary signer on MORHA checks. The MORHA Director, Advisor, and Advisor-Elect shall also have signing power. However, individuals with signing power may not sign checks payable to his or her self, and such checks must be signed by another authorized individual.
- F. At the conclusion of the April Business Meeting, the outgoing Associate Director of Records shall hand over the MORHA Checkbook to either the Advisor or the incoming Associate Director of Records.
- G. The outgoing Director, Associate Director of Records, and the Advisor shall remove their names off of all MORHA financial accounts no later than thirty (30) days from the time they leave office.