

AMERICAN ASSOCIATION OF HOUSING EDUCATORS

**AAHE Policy Handbook
1995 -1997 EDITION**

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**AAHE POLICY HANDBOOK
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**DELINEATION OF ROLES
OF OFFICERS AND COMMITTEES OF THE
AMERICAN ASSOCIATION OF HOUSING EDUCATORS**

PURPOSE

The Delineation of Roles adds clarification to and is based on:

1. The Constitution and By-Laws (Appendix A.)
This documentation undergoes constant study by the Constitution Committee. Recommended changes are presented to the membership for consideration at annual conferences or through a mail ballot.
2. The Long-range Plan (Appendix B.)
Prepared and revised under the direction of the Board of Directors.
3. Minutes of past Board and business meetings, including policies set.

The Delineation of Roles becomes Association policy to assure that:

1. Needed action is taken.
2. Duplication of effort is eliminated.
3. Repetitious policy discussions are avoided despite constantly changing Board membership.

BOARD OF DIRECTORS

The Board of Directors consists of: the elected officers (President, President-elect, Vice-president for Annual Conference Program, Treasurer, Recording Secretary), Immediate Past President, appointed officers, three elected Directors, three elected Professional Section Chairpersons, and standing committee chairpersons. (10/93)

It shall be the responsibility of *all board members* to:

1. Attend all business meetings of the Association and Board meetings as specific in Article B.9 of the AAHE By-laws.
2. Receive from Treasurer the baseline budget amount by September 1. (10/90)
3. Submit proposal by December 1 for use of supplementary funds for any amount of additional funding needed greater than the baseline budget amount. (10/90) Budget allocations of supplementary funds should be expended by November 30th of the following year. (10/91)
4. Submit to the Treasurer, one month prior to the annual conference, all operating expenses (except those directly related to the annual conference) to be paid and charged to that year's approved budget. Association voucher forms are to be used and receipts attached. (10/73; 10/77)
5. Submit to the Executive Director an annual report to be placed in the association records. (10/69)
6. Send records to the Executive Director for sorting and filing at the end of their term of office; only those essential to the records of the Association need be retained. (10/69)
7. Obtain from the Executive Director a copy of AAHE Policy Handbook. (10/90)

EXECUTIVE COMMITTEE

The Executive Committee consists of the following elected officers of the Association: President, President-elect, Vice-president for Annual Conference Program, Treasurer, and Recording Secretary. It shall be the responsibility of the Executive Committee to:

1. Carry on the business of the Association between meetings of the Board.
 - 1.1 Confer at the call of the President or upon request to the President by any three members thereof.
 - 1.2 Report all transacted business to the Board of Directors at its next meeting.
 - 1.3 Review and approve minutes of Executive Committee meetings and Board meetings within one month of meetings, so the reading of minutes at following meetings can be dispensed with. (3/96)

President

It shall be the responsibility of the President to:

1. Serve as chief executive officer of the organization.
 - 1.1 Act as chairperson at all Board and business meetings of the organization.
 - 1.1.1 Schedule Board and business meetings during annual conference, plus a mid-year Board meeting.
 - 1.1.2 Open and close the sessions of the annual conference.
 - 1.1.3 Send to the proper persons or organizations the resolutions passed by the membership at the annual conference.
 - 1.2 Coordinate the work of all elected and appointed officers
 - 1.2.1 Officially appoint committee chairpersons and chairpersons-elect at the beginning of term of office as President (with confirmation by the Board).
 - 1.2.2 Write to heads of departments or supervisors to thank them for making it possible for officers, directors, committee chairpersons, and editors to participate in AAHE affairs and to point out the value of such participation to departments, colleges, universities, business, or organizations.
 - 1.2.3 Supervise the work of the Executive Director.
 - 1.2.3.1 Authorize Executive Director to provide special typing, copying, and mailing support to Board.
 - 1.2.3.2 Authorize distribution of membership lists or mailing labels. Requests to use membership lists for *information purposes* is left to Presidential discretion. (1/78)
 - 1.2.3.3 Authorize update, printing, and distribution of Constitution and By-Laws, Articles of Incorporation, IRS tax-exempt certification, AAHE Long-range Plan, AAHE Policy Handbook, and all revisions or amendments of same.
 - 1.2.3.4 Receive quarterly reports on memberships and renewals.
 - 1.2.3.5 Receive semi-annual report of activities one month before the annual conference.
 - 1.2.4 Receive semi-annual financial statements from Treasurer. (8/84)
 - 1.2.5 Consult with Treasurer and Executive Director before authorizing expenses not included in the approved budget.
 - 1.2.6 Receive for approval from officers and section and committee chairpersons expenses to be paid and charged to that year's approved budget.
 - 1.3 File important correspondence in the headquarters' office.
 - 1.4 Represent the Association at public functions and to housing-related government, business, and industry groups.
 - 1.5 Seek applications from institutions or agencies to serve as host for annual conference for two years in advance. Provide copies of short version of AAHE Annual Conference Planning Manual to potential hosts.
2. Provide program leadership
 - 2.1 Be aware of the Long-range Plan and committee annual plans of work and encourage their accomplishment.
 - 2.2 At the beginning of the term deliver the President's address at the annual conference to define views of program thrust of year. At the close of the term give an address summarizing achievements.
 - 2.3 Appoint committees as needed to develop policies on internal and external access to AAHE e-mail addresses and listserves. (3/97)
3. Communicate with members of the organization.
 - 3.1 Prepare welcoming form letter to be sent by Executive Director to new AAHE members.
 - 3.2 Prepare column for each issue of *In House*.
 - 3.3 Receive from members written proposals (including resolutions) and send to appropriate officers or committee chairpersons for study and recommendation; for example:
 - 3.3.1 Proposed amendments to the Constitution and By-Laws to the Constitution Committee, chaired by the President-elect.
 - 3.3.2 Suggested scholarships to the chairperson of the Awards Committee.
 - 3.4 Receive annual election results from the Nominating Committee and immediately notify all nominees, the Executive Committee, and the Executive Director in writing and the membership via the newsletter.

President-elect

It shall be the responsibility of the President-elect to:

1. Perform the duties of the President when that officer is unable to carry out the duties, and assume the Presidency in case of a vacancy.
2. Take leadership in the development, implementation, assessment and marketing of the Long-range Plan. (9/92; 10/93)
See Appendix C for details.
 - 2.1 Develop the Long-range Plan.
 - 2.1.1 Co-chair with a director, appointed by the President, the Long-range Plan Committee and direct development of the planning process.
 - 2.1.2 Present the draft of the Long-range Plan to the Board and solicit input from Board members.
 - 2.1.3 Present the final draft of the plan to the Board at the Fall Board Meeting.
 - 2.1.4 Make copies of the plan available to the membership during the annual conference.
 - 2.2 Implement the Long-range Plan.
 - 2.2.1 Receive from Professional Section and committee chairpersons their programs of work by end of annual conference. Summarize plans of work for inclusion in the November issue of *In House*.
 - 2.2.2 Receive progress reports from Professional Section and committee chairpersons at mid-year (before the mid-year Board Meeting) and one month before the end of the fiscal year. Give copies of mid-year reports to Recording Secretary for inclusion in the minutes.
 - 2.2.3 Edit Professional Section and committee annual reports and distribute at the annual conference. (Give copies of annual reports to the for inclusion in the minutes.)
 - 2.2.4 Conduct an orientation session on the Long-range Plan for the current Chairs following the first Board meeting.
 - 2.3 Assess the Long-range Plan.
 - 2.3.1 Provide an annual summary of progress toward goals for the Board and membership and forward the report to the incoming President-elect for Annual Conference Program.
 - 2.3.2 Prepare or coordinate an aggregate summary of the status of the current Long-range Plan (only if in office during the fourth year of the plan).
 - 2.4 Market the Long-range Plan.
 - 2.4.1 Take the lead in recruiting support for the Long-range Plan.
 - 2.4.2 Contribute on a regular basis articles encouraging members to commit to and report on individual activities which relate to the Long-range Plan.
3. Coordinate and promote the work of the Standing Committees of the Association. (10/93)
4. Work with officers and chairpersons to revise and update the Policy Handbook as needed.
5. Coordinate selection of committee chairpersons-elect and appointed officers for presentation to the Board at the beginning of the term as President (close of annual conference).
 - 5.1 Consult with committees in selecting committee chairpersons-elect.
 - 5.2 Appoint three at-large members of the Publications Policy Sub-committee.
 - 5.3 Appoint a *Refereed Papers* Editor and *Proceedings Editor* for the next annual conference. (1/84)
 - 5.4 Appoint one director and one at-large member to the Friends of AAHE Fund Committee. (4/89)
 - 5.5 Appoint executive officer to Distinguished Service Award Committee.
 - 5.6 Appoint a Policy Handbook Editor; (3/91)
 - 5.7 Appoint one Director; to co-chair the Long-range Plan Committee with the President-elect. (9/92)

Vice-president for Annual Conference Program

It shall be the responsibility of the Vice-president for Annual Conference Program to:

1. Serve as Chairperson of the Program Committee for the annual conference held at the end of the year of his/her term of office. See Program Committee for details.
 - 1.1 Provide leadership in developing the theme and establishing the format of the annual conference program.
 - 1.2 Work with personnel at the host institution to utilize any local talent, facilities or events for the annual conference program.
 - 1.3 Work with committee and section chairpersons to provide for presentations and meetings during the annual conference.
 - 1.4 Write to thank those who present programs at the annual conference.
 - 1.5 Submit a file copy to Headquarters of all documents related to the annual conference, by January 1 following the completion of the conference. (3/94)
 - 1.6 Complete the annual update of the AAHE Conference Planning Manual, according to the guidelines found in the manual. (Also, refer to section 2.8, under the responsibilities of the Executive Director.) This update includes all five copies of the manual and the computer disks. (3/95)
 - 1.6.1 Prepare a summary report of the annual conference for which he/she was Chairperson of the Program Committee. This report is to be included in the AAHE Conference Planning Manual. Guidelines for the summary report are found in the manual.
 - 1.6.2 Redistribute the five copies of the AAHE Conference Planning Manual as needed.
 - 1.6.3 Update the AAHE Conference Planning Manual-Short Version as needed.

Treasurer

It shall be the responsibility of the Treasurer to:

1. Prepare a baseline budget in consultation with the Executive Director, based on previous income and expenditure patterns. (10/90)
 - 1.1 Format the budget in the same manner as other financial reports using categories established by the Headquarters bookkeeping system. (10/90)
 - 1.2 Mail baseline budget and estimate of special funds (supplementary and earmarked funds) to all board members by September 1 and publish it in the September issue of *In House*. (10/90)
2. Serve as chairperson of the Budget Committee (see Budget Committee for responsibilities).
 - 2.1. Receive by December 1 requests for use of special funds. (10/90)
 - 2.2. Present budget at the last business meeting of the annual conference for approval there or by subsequent Board action.
 - 2.3. Receive one month prior to annual conference from all elected officers, section and committee chairpersons all expenses to be paid and charged to that year's approved budget. Excepted are expenses directly related to the annual conference.
 - 2.4. Confer with Executive Director and President before approving expenses not included in the approved budget.
3. Receive and approve a detailed quarterly income and expenses report from the Executive Director.
4. Receive and approve semi-annual Association financial statements from the Executive Director (specifically, one for distribution at the annual conference and one for the mid-year Board meeting) and submit to the President. (8/84) (3/95)
5. Prepare and file annual IRS Section 501 (C) (3) tax-exempt organization return.
6. Recommend to the Board the best options for investment of Association funds and provide guidance to the Executive Director on timing of investment fund allocations. Manage AAHE funds to generate the greatest interest income within a conservative investment strategy. (3/87)
7. Employ co-signing procedure for the AAHE money market account with Executive Director as co-signer.
8. Maintain Life Memberships Fund, Symposium Fund, Scholarship Fund, Friends of AAHE Fund, and General Fund in separate accounts or in one account at the discretion of the Treasurer. (10/76; 8/84)
9. Divert any interest accruing to the Symposium Fund to the General Fund. Use remaining money in the Symposium Fund as a revolving loan fund for groups planning symposia on topics appropriate to AAHE purposes. (10/86)
10. Invest life membership dues and (to the degree possible) only the interest be used by AAHE. (10/81)
11. Withdraw an amount equal to active member dues on the last accounting day of the membership year for each life member. (1/83)
12. Prepare and file quarterly with the Internal Revenue Service the AAHE Social Security contribution for AAHE employees.
13. Serve on Friends of AAHE Fund Committee. (4/89)
 - 13.1 Manage the investment moneys of the Fund. (4/89)
 - 13.2 Submit annual reports to the AAHE Board of Directors and membership. (4/89)
14. Advance \$200 to department of the journal editor every 6 months to cover routine telephone and mailing costs associated with production of *Housing and Society*. An accounting for the expenditures is due to the Treasurer at the Fall and Mid-year Board meetings. (10/91)

Recording Secretary

It shall be the responsibility of the Recording Secretary to:

1. Be responsible for the minutes at all Board and business meetings.
 - 1.1 See that the minutes are transcribed and submitted to the Board for review and correction within two weeks after the meeting at which the minutes were taken.
 - 1.2 Request that Board members send approval or suggested corrections to minutes within two weeks after receiving a transcript.
 - 1.3 Receive from President-elect a copy of all Section and Committee mid-year and annual reports for inclusion in the minutes.
2. Distribute Board-approved minutes as follows:
 - 2.1 Complete sets of all minutes to Board members, Policy Handbook Editor and Executive Director for Headquarters.
 - 2.2 Summary only of all motions adopted to be published in *In House*.
 - 2.3 Complete set of annual conference Board and business meeting minutes to *Proceedings* editor for inclusion therein.

IMMEDIATE PAST PRESIDENT

It shall be the responsibility of the Immediate Past President to:

1. Serve as chairperson of the Nominating Committee.

DIRECTORS

It shall be the responsibility of the Directors to:

1. Serve as the policy making body of the Association.
 - 1.1 Be familiar with the Constitution and By-Laws and guide the business of the Association toward the fulfillment of its purposes.
 - 1.2 Be aware of the progress of the programs of the Association, as outlined in the Long-range Plan and annual plans of work, and stimulate action.
 - 1.3 Study issues and prepare written proposals (with justifications) for Board action prior to Board meetings, to expedite the work of the Board.
 - 1.4 Solicit membership input before regular and mid-year Board meetings.
2. Serve as Board liaison to one or more committees as assigned by the President. Contact committee chairpersons at least twice during year (prior to Board mid-year and annual conference meetings) to offer help or respond to questions.
3. Transmit the policies of the Association to new officers, directors or committee chairpersons. Assist the President-elect in maintaining and transferring committee work folders as committee chairpersons change.
4. Submit expenses (except those directly related to the annual conference) to be paid and charged to that year's approved budget to the Treasurer one month before the annual conference.
5. Submit proposal to Treasurer by December 1 for use of supplementary funds if baseline budget is insufficient. (10/90)

PROFESSIONAL SECTIONS

The professional sections are Academic Program, Extension, and Research. It shall be the responsibility of all section chairpersons to:

1. Submit plan of work to President-elect by the end of the annual conference. (9/92)
2. Make recommendations to President-elect for AAHE Long-range Plan.
3. Submit progress report to President-elect two weeks prior mid-year board meeting.
4. Serve on Program Committee and assist in coordination of presentations and section meetings during the annual conference.
5. Submit proposal to Treasurer by December 1 for use of supplementary funds if baseline budget is insufficient. (10/90)
6. Submit final report to President-elect one month prior to annual conference.
7. In consultation with section members, make recommendations to Nominating Committee for chairperson.
8. Attend orientation by President-elect following the first Board meeting of the annual conference. (9/92)
9. Transfer records at end of term to new section chairperson.
10. One month prior to annual conference, submit to the Treasurer all operating expenses (except those directly related to the annual conference) to be paid and charged to that year's approved budget. Association voucher forms are to be used and receipts attached.
11. Committee members will not be reimbursed for expenses unless said expenses are submitted through the committee chair using the approved form. (1/84)
12. Serve on the Friends of AAHE Fund Committee. On a rotating basis, each year one section chair will serve a one year term on the committee. See Appendix N. (04/89)

Academic Program Section

It shall be the responsibility of the Academic Program Section to:

1. Promote the educational purposes and activities of the Association.
2. Encourage, develop, and distribute materials that will expand and improve the quality of housing education for researchers and teachers.

Extension Section

It shall be the responsibility of the Extension Section to:

1. Provide leadership for sharing and exchanging Extension programs, publications and resource materials at the annual conference and throughout the year, nationally and internationally.
2. Provide leadership, support and encouragement for the development and/or implementation of housing continuing education opportunities, e.g., professional improvement, graduate programs, workshops, seminars, short courses, to include government, educators, business and industry.

Research Section

It shall be the responsibility of the Research Section to:

1. Encourage and support research in housing and related areas by identifying and developing sources of funding for research.
2. Take leadership role in disseminating research by compiling and submitting abstracts of recently completed research to *In House*.
3. Identify areas in which housing research would be beneficial and report to the membership for possible use.
4. Section Chairperson will serve on Publications Policy Sub-committee.

APPOINTED OFFICERS

The appointed officers of the Association include the Executive Director and *Housing and Society* Editor(s). It shall be the responsibility of all appointed officers to:

1. Serve as non-voting members of the Board of Directors.
 - 1.1 Attend Board and business meetings.
 - 1.2 Submit proposal to Treasurer by December 1 for use of supplementary funds if baseline budget is insufficient. (10/90)
 - 1.3 Submit operating expenses to be paid and charged to that year's approved budget to the Treasurer one month before the annual conference. The Executive Director may submit travel expenses for attending board meetings in addition to operating expenses. Association voucher forms are to be used and receipts attached. (10/73; 10/77)

Executive Director

It shall be the responsibility of the Executive Director to:

1. Manage and administer the work of the Headquarters Office:
 - 1.1 Receive, sort, and respond to routine correspondence. Forward all other correspondence to the appropriate officer, section chair, committee chairperson, or editor.
 - 1.2 Order supplies and printed materials (letterhead stationery, envelopes, vouchers, membership brochures, renewal cards, etc.) as needed.
 - 1.3 Obtain educational bulk mailing permit for headquarters as necessary. (1/76)
 - 1.4 Provide typing, copying, and mailing support to the Board upon authorization of the President, considering the most economical methods of spacing, pagination, reproduction, packaging, and postage available.
 - 1.5 Prepare an annual report of activity and workload, to be submitted to the President one month before the annual conference.
2. Maintain the business and financial records of the organization:
 - 2.1 Organization records.
 - 2.1.1 Keep a copy of the official minutes of all Board and business meetings as provided by Recording Secretary, a copy of the current Policy Handbook, and other official documents.
 - 2.1.2 Prepare and distribute through *In House* one month after the annual conference a list of Board officers, directors, and committee chairpersons with office and home addresses and telephone numbers.
 - 2.1.3 Send names of new officers and directors annually to the Encyclopedia of Associations, Gale Research Company, Book Tower, Detroit, MI 48226, and to similar directories of associations.
 - 2.1.4 Format, print, and store the revised Distinguished Service Award cover sheet and nomination forms and send out as requested. (10/88)
 - 2.1.5 Provide each new member of the Board with a copy of the Policy Handbook containing the Constitution and By-Laws. (11/87)
 - 2.2 Membership records
 - 2.2.1 Report membership/renewal progress to the President quarterly.
 - 2.2.2 Provide section and committee chairpersons;(annually) the names of every member indicating interest in that committee. (1/77)
 - 2.2.3 Process commercial orders for mailing labels.
 - 2.2.4 Make available the AAHE membership mailing labels as follows: (3/85)
 - At no cost for AAHE members for use in organization business
 - \$100 for commercial purposes
 - Exchange with other organizations at no cost or at the discretion of the President
 - All other uses that would benefit the AAHE membership: \$15.00.
 - 2.2.5 Consult with the Membership Chairperson on brochures, billing procedures, membership packet, renewal notices and coordinate member service and recruitment with that committee.
 - 2.2.6 Use the membership brochure only for new members and a card system for billing membership renewals. (8/82) Send an annual dues invoice to all members on September 1 each year. (3/95)
 - 2.2.7 Receive from President a welcoming form letter sent to new members in the membership packet.
 - 2.2.8 Apply lowest membership rate when multiple-year dues for active, affiliate, associate, and emeriti members are paid at one time. (1/84)
 - 2.2.9 Exchange memberships with the American Sociological Association's Ad Hoc Committee on Housing and the Built Environment, and the British journal *Open-House International*. (3/85)
 - 2.2.10 Maintain E-mail addresses for members. (3/97)

2.3 Financial records.

- 2.3.1 Have custody of all moneys of the Association, making deposits promptly and keeping association funds invested according to directions from the Treasurer or Board. Set up a co-signer procedure for the AAHE money market account and with the co-signer to be the Treasurer. (1/84)
- 2.3.2 Pay vouchers promptly upon receipt from the Treasurer.
- 2.3.3 Provide to the Treasurer a detailed quarterly summary of income and expenses and prepare semi-annual financial statements for treasurer to review. (8/84) (3/95)
- 2.3.4 Keep financial reports according to the established accounting system and submit them to the Audit Committee for review during the annual conference.

2.4 Educational materials and publications.

- 2.4.1 Maintain inventory of educational materials for sale and process orders for same (order duplicates, invoice orders, deposit receipts, package, and mail materials).
- 2.4.2 Subject to availability, process orders for back issues of *Housing and Society* at the rates stated inside the front cover of the most recent issue of *Housing and Society*. Back issues of the *Housing and Society* and *Proceedings* will be sold for classroom use for \$1.50 for individual copies and for \$1.00 each for five or more copies. (1/78)
- 2.4.3 Confer with editors of conference papers to determine cost. Prices for back issues should be set at cost of production plus 25% for members and cost plus 50% for nonmembers. Apply a \$4 surcharge for foreign mail.
- 2.4.4 Confer with chairperson of section or committee producing educational materials to determine the sales price. Prices should be set at cost of production plus 25% for members and cost plus 50% for nonmembers. Apply a \$4 surcharge for foreign mail. (10/71)
- 2.4.5 Receive from any committee developing educational materials a report of the cost for all materials mailed or distributed to the Board. (10/71)
- 2.4.6 Provide mailing labels as requested by the *Housing and Society* or *Proceedings* editors.
- 2.4.7 Assemble materials submitted for publication in *In House*, edit; arrange according to newsletter format; and publish and distribute according to quarterly schedule. Content of the *In House* includes:
 - 2.4.7.1 notice of publication and resource prices and availability
 - 2.4.7.2 research in progress
 - 2.4.7.3 committee reports, notices
 - 2.4.7.4 summaries of annual conference and mid-year Board; and business meeting minutes
 - 2.4.7.5 notices of AAHE annual conferences and related meetings
 - 2.4.7.6 positions announcements (\$15.00 charge per 100 words)
 - 2.4.7.7 summer course announcements (no charge)
 - 2.4.7.8 President's column
 - 2.4.7.9 articles of less than one-half page, with exception of whole-page items suitable for reproduction as hand-out materials
 - 2.4.7.10 copy of current editorial procedures in November issue (11/87)
 - 2.4.7.11 news of the Emeriti group (1/82)
 - 2.4.7.12 announcement, once a year, of availability of AAHE Constitution and By-Laws (11/87)
 - 2.4.7.13 baseline budget in the September issue (10/90)
 - 2.4.7.14 acknowledgment of gifts and bequests of \$1,000 or more to the Friends of AAHE Fund (04/89)
- 2.4.8 Publish the AAHE newsletter *In House* each year on the following dates: September 1, November 15, February 15, and May 1. Submission deadlines to be two weeks prior to each of these dates. (10/83)
- 2.4.9 Serve as member of Publications Policy Sub-committee.
- 2.4.10 Distribute copies of *Housing and Society*, *In House*, and *Proceedings* via bulk mailing to the AAHE membership, subscribers, and other persons designated by the Board with excess copies to the Headquarters office.
- 2.4.11 Send to new members, as a one-time bonus, any current issues of *Housing and Society* and *In House* plus those that are dated during that membership year, whenever published. (10/81)
- 2.4.12 Send libraries only *Housing and Society* at a subscription price of one and one-half times active membership dues. (10/89)
- 2.4.13 List *Housing and Society* and other AAHE publications with EBSCO Subscription Services. (1/78)
- 2.4.14 Send issues of *Housing and Society* or subscriptions to indexing services. (3/86)

2.5 Elections.

- 2.5.1 Update nominations list annually with names of nominees from the most recent ballot and provide copies for each member of the Nominating Committee.
- 2.5.2 Prepare a ballot by March 15 using information and photographs submitted by the Nominating Committee, submit for review by nominating committee, have printed, and mail first-class to active members.

2.6 Association documents/reporting requirements.

- 2.6.1 Based upon information provided and as directed by the Board or the President, update, print and distribute copies of the following documents: Constitution and By-Laws, Articles of Incorporation, IRS tax-exempt certification, AAHE Long-range Plan, AAHE Policy Handbook, and all revisions or amendments of same.
- 2.6.2 File Constitutional amendments with the state where the Association is incorporated.
- 2.6.3 Assure that incorporation reporting requirements are met in timely fashion.
- 2.6.4 Comply with requirements of the Internal Revenue Service concerning Articles of Incorporation and nonprofit status.
- 2.6.5 Distribute at the annual conference a copy of the Constitution to members of the organization and a copy of the Policy Handbook to new members of the Board. (11/87)

2.7 Archives.

- 2.7.1 Appoint someone with the authority to act as Archivist.
- 2.7.2 Maintain a file of important records and documents of the Association, including at least one copy of the following items:
 - a. each issue of *Housing and Society*, *In House* and *Proceedings*;
 - b. correspondence of officers and committees;
 - c. a running narrative of activities of the organization;
 - d. documents of the organization, e.g., Association logo, Constitution and By-Laws, Articles of Incorporation, and IRS Tax-exempt certification and returns.
- 2.7.3 Collect and bind in annual volumes the written narrative of organization activities and important correspondence and documents. File these documents at headquarters office.

2.8 AAHE Conference Planning Manual. The *AAHE Conference Planning Manual* is used for the planning and implementation of the annual conference.

- 2.8.1 Assist the Vice President for Annual Conference Programs in annually updating and redistributing the *AAHE Conference Planning Manual*. (3/95) The five copies of the manual are to be distributed as follows:
 - a. AAHE headquarters staff (includes disks)
 - b. President
 - c. Local Arrangements representatives for the next two consecutive conferences (two copies)
 - d. Vice President for Annual Conference Programs (3/95) (includes disks)
- 2.8.2 Send the "Short Version" of the Conference Planning Manual upon request to those members or institutions interested in serving as host for the annual conference. An original copy of this "Short Version" is kept at AAHE headquarters, for duplication as needed, and is updated, when necessary, by the President.

3. Be responsible to the Board of Directors through the President.

- 3.1 Serve as a nonvoting member of all committees and Professional Sections.
- 3.2 Serve in any other function that the Board may designate.

Housing and Society Editor

It shall be the responsibility of the *Housing and Society* editor(s) to:

1. Serve as member of the Publications Committee and the Publications Policy Sub-committee, which serves as their policy recommending body, subject to Board approval.
2. Collect, edit, and arrange for the printing of *Housing and Society*.
 - 2.1 Charge a submission fee for articles submitted to *Housing and Society*. (10/81) For all manuscripts the submission and review fee is \$35. (10/94) In addition, non-members will be charged a manuscript acceptance fee equal to the membership dues. (10/91)
 - 2.2 Implement page charges for papers that exceed 15 published pages. Those authors will be assessed \$15 for each additional published page. No charges will be assessed for comments, book reviews and solicited articles. Solicited articles will be published at the discretion of the editor. (10/81; 3/85; 10/90)
 - 2.3 Receive an advance of \$200 to the department of the journal editor every 6 months to cover routine telephone and mailing costs associated with production of *Housing and Society*. An accounting for the expenditures is due to the Treasurer at the Fall and Mid-year Board meetings. (10/91)
3. Print the publication guidelines, refereeing procedures, and submission deadlines for the respective publications. See Appendix F: Editorial Policies for types of information and articles to be included in *Housing and Society*.
4. Prepare current status report of manuscripts for the mid-year and fall Board meetings with the fall version distributed to the Publications Committee at the annual conference. (11/87)

STANDING COMMITTEES

The Standing committees are: Awards, Membership and Public Affairs, and Publications. Committee membership is usually for one year, renewable at the member's discretion. It shall be the responsibility of each of these committees to:

1. At the beginning of each fiscal year and before the last business meeting at the annual conference:
 - 1.1 Select and recommend a chairperson-elect to the President-elect for appointment and confirmation by the Board.
 - 1.2 Develop and submit to the President-elect an annual plan of work by the end of the annual conference. (9/92)
2. Submit proposal to Treasurer by December 1 for use of supplementary funds if baseline budget is insufficient. (10/90)
3. Submit a progress report to the President-elect two weeks prior to the mid-year Board meeting.
4. At the end of the fiscal year and one month before the annual conference:
 - 4.1 Submit to the President-elect, an annual report on the year's program of work for presentation to the membership at the meeting.
 - 4.2 Submit to the Treasurer the committee's operating expenses (10/73) on a Board-approved voucher (10/77) to be paid and charged to that year's approved budget. Send copy to Treasurer. All committee expenses must be submitted by the chair. (1/84)
5. Attend orientation by the President-elect following the first Board meeting of the annual conference.
6. Appoint steering and subcommittees as appropriate.

Committee Chairpersons. It shall be the responsibility of the chairperson of each committee to:

1. Attend all Board and business meetings during the annual conference, and, if possible, the mid-year Board meeting.
2. Work with the Director appointed to serve as a liaison person to report to and communicate with the Board in the event the committee chairperson cannot attend a Board meeting.
3. Give leadership to the portions of the AAHE Long-range Plan delegated to the committee.
4. Cooperate with chairpersons of other committees in promoting portions of the AAHE Long-range Plan which are of mutual concern to the committees.
5. Present committee proposals to Board for action and approval. For proper consideration by the board, these proposals should be as complete as possible.
6. Present committee reports at all Board and business meetings.
7. Pass on the committee's work folder to the new chairperson during the annual conference or by mail within two weeks after the conference.

Awards Committee

It shall be the responsibility of the Awards Committee to:

1. Recognize professional achievement or outstanding contributions, and determine awards to members, students, and housing-related government, business and industry groups.
2. Develop guidelines and policies governing the Tessie Agan Award. The graduate award is \$500, contingent upon the student's conference attendance and presentation of the winning paper. (10/94) The undergraduate award is \$200. Conference fees, including cost of meals and a copy of the *Refereed papers*, are waived in either case if the paper is presented by the student. (10/80; 3/89) (See Appendices J and K for guidelines.)
 - 2.1 Prepare an application form for use of those applying for the student awards.
 - 2.2 Prepare announcements to publicize the availability of the student awards.
 - 2.3 Distribute application forms to those requesting them.
 - 2.4 Receive, evaluate, and rank research reports or essays submitted by applicants. Members at institutions with applicants for AAHE awards are not eligible to serve as judges for that category. (3/85)
 - 2.5 Notify award recipient and his/her advisor, and invite recipient to attend the annual conference. Registration fees will be waived if the recipient attends. Direct expenses, excluding optional tours, are to be built into the conference budget by program committee.
3. Work with the Publications Committee to draft guidelines for reviewers of Conference papers and student papers submitted for the Tessie Agan Awards. (10/95)
4. Work with Program Committee to schedule presentation of award paper(s) and other awards.
5. Submit the top three graduate papers from the award competition to *Housing and Society* editor for possible publication. A year's AAHE membership will be awarded to the authors of those papers.
6. Develop policy regarding naming of scholarships and awards.
7. Notify members wishing to recommend names for additional scholarship or awards that they should submit their suggestions to the President, in writing, one month or more before the annual conference.
8. Receive report from Treasurer on status of Scholarship Fund.
9. Finance current and future contests officially sponsored by AAHE resulting in scholarship awards from the Scholarship Fund through the Awards Committee. (2/80)
 - 9.1 Finance Tessie Agan Awards from operating fund until the Scholarship Fund reaches the level of producing at least \$500 interest annually. (10/90)
10. Investigate ways to enlarge the Scholarship Fund.
11. Committee Chairperson will chair Distinguished Service Award Committee. Other members of the committee are the most recent winner and an executive officer. All three are appointed by the president, with Board approval, and serve a one-year term.
 - 11.1. One award may be presented annually. The award will be presented only if suitable candidates are nominated.
 - 11.2. Criteria and procedures for the Distinguished Service Award can be found in the Policy Handbook, Appendix L.
 - 11.3. The revised Distinguished Service Award cover sheet and nomination form is formatted, printed, and stored at Headquarters, and sent out from Headquarters as requested. (10/88)
 - 11.4. Provide brief summary of rationale for selection of candidate for Distinguished Service Award at the Mid-winter Board Meeting. (3/95)
12. Administer the Esther Knowles gift proposal (of an outstanding paper award at the annual conference) with the provision that there be a review after one year to see if refinement is needed. (11/88)

Membership and Public Affairs Committee

The responsibilities of the Membership and Public Affairs Committee include membership duties and public affairs duties (10/94):

Membership Duties:

1. Set up criteria for memberships classification, encouraging new; memberships and ascertain eligibility of those seeking membership.
 - 1.1 Develop forms for documentation for honorary membership and publish procedure for submission of honorary member nominations at least every other year in *In House*.
 - 1.2 Advise prospective members outside the U.S. that the membership fee is the same; however, if other than surface mail is desired for publications and correspondence, an additional \$4.00 will be assessed.
2. Work with the Public Affairs Committee to determine eligibility for associations or groups wishing Affiliate memberships.
3. Establish membership/liaison representatives in each region.
4. Develop informational brochures about AAHE, its purposes and program of work, including membership procedures and application, for use in membership recruitment. Work with Executive Director to provide recruitment materials.
5. As appropriate, contact prospective new members from groups such as the following:
 - 5.1 Educational units:
 - 5.1.1 Home Economics
 - 5.1.2 Engineering (agricultural, civil, mechanical, structural, etc.)
 - 5.1.3 Architecture, landscape architecture, and building science
 - 5.1.4 Interior design
 - 5.1.5 Urban studies, area/regional planning, and community development
 - 5.1.6 Economics, sociology, political science and public affairs
 - 5.1.7 Elementary and secondary school
 - 5.1.8 Retired faculty of such units
 - 5.2 Business, industry and trade associations
 - 5.3 Federal, state or local government
6. Develop and maintain membership exhibit (to be stored and scheduled at the headquarters Office) for use at housing-related professional meetings.
7. Study intermittence of dues payment, identifying reasons for not sustaining membership.
8. Investigate affiliate membership for AAHE in other organizations and upon approval of the Board, obtain the membership.
9. Assemble and keep updated a membership packet for distribution to members of AAHE. The packet should include Constitution and By-laws, Long-range Plan, and President's letter.

Public Affairs Duties:

1. Encourage interaction between this Association and other related professional associations and interest groups.
2. Provide members with a list of business and industry professional associations and interest groups in housing-related fields, to be published in *Housing and Society* or *In House*.
3. Contact organizations or groups with related interests, such as those listed below, to provide an introduction to the

Association, its program of work, and an invitation to join AAHE as affiliate group members and/or participate in annual conferences.

3.1 Professional associations, such as:

- 3.1.1 Home Economics
- 3.1.2 Engineering (agricultural, civil, mechanical, structural, etc.)
- 3.1.3 Architecture landscape architecture, and building science
- 3.1.4 Interior design
- 3.1.5 Urban studies, area/regional planning, community development
- 3.1.6 Economics, sociology, political science and public affairs
- 3.1.7 Education (college, trade school, secondary and elementary)
- 3.1.8 Retired faculty of such units

3.2 Business, industry, trade associations, and government agencies, such as:

- 3.2.1 U.S. Department of Housing and Urban Development
- 3.2.2 U.S. Department of Agriculture, Farmers Home Administration, and Extension Service
- 3.2.3 U.S. Department of Health and Human Services
- 3.2.4 State and local housing finance agencies, planning agencies, housing authorities and housing inspection divisions.

- 4. Monitor professional activities of other organizations and report these in abstract form to *Housing and Society*, *In House* or other appropriate outlet.
- 5. Support leadership of Academic Program, Extension and Research Sections in encouraging innovation through special grants obtained via government and industry support.
- 6. Facilitate distribution of lists of resources supportive of elementary, secondary, and continuing education in housing.

Publications Committee

It shall be the responsibility of the Publications Committee to:

1. Recommend to the Board publication changes in dates, format and distribution policies for Association and committee publications, refereeing guidelines, and policies relative to the Editors and their responsibilities as recommended by the Publications Policy Sub-committee.
2. Work with the Awards Committee to draft guidelines for reviewers of Conference papers and student papers submitted for the Tessie Agan Awards. (10/95)
3. Propose and recommend types of publications for Association-sponsored mass duplication and seek ways of editing and distributing materials having value to the membership, such as:
 - 3.1. Papers, educational materials, or resources from other professional organizations or individuals.
 - 3.2. Out-of-print papers, leaflets, bulletins, or other items having current relevance.
4. Provide to each member one free copy of all new Association publications so designated by the Board. Make available additional copies for members, non-members, and subscribers at prices set by the Board.
5. Send subscription notices and price lists of AAHE publications to libraries and other professional organizations.
6. Determine, in consultation with the President, the distribution policy for past issues of *Housing and Society*. (3/86)
7. Initiate contacts with indexing services.
8. Policy Sub-committee
 - 8.1. The Publications Policy Sub-committee of the Publications Committee, consists of the Publications Chairperson (as chair), Research; Section Chair, three members-at-large, Editor of *Housing and Society*, and Executive Director. (3/86)
 - 8.2. It shall be the responsibility of the Sub-committee to develop and, upon approval by the Publications Committee, to implement publications policies. See Appendix G. (3/86)

AD HOC COMMITTEES

Ad hoc committees are appointed by the president to serve during his/her term and may include Long-range plan, audit, budget, constitution, and resolutions. Ad hoc committees serve at the discretion and direction of the President and Board of Directors.

OPERATIONAL COMMITTEES AND EDITORS

BUDGET COMMITTEE

The budget committee consists of the Treasurer as chair, President-elect, Immediate Past President, and the Executive Director (non-voting). It shall be the responsibility of the Budget Committee to:

1. Develop criteria based on the Long-range goals of AAHE for evaluating requests for use of special funds. Special funds consist of supplementary funds and earmarked accounts including, Symposium Fund, Scholarship Fund, and Journal Enhancement Fund. Criteria may include: (10/90)
 - 1.1 detailed rationale for the project
 - 1.2 how the project meets Long-range goals of the organization
 - 1.3 length of the project
 - 1.4 how the project will be evaluated, including responsibility for progress reports during multi-year projects.
2. Develop forms for submitting proposals for use of special funds. (10/90)
3. Receive from Treasurer copies of request for special funding. (10/90)
4. Review all proposals for special funding and submit recommendations to the President for Board approval. (10/90)
5. Investigate restructuring the financial operations of AAHE to (3/95):
 - 5.1 Change the financial statement to more clearly specify income and expenses, such as encumbered funds and Headquarters' expenditures.
 - 5.2 Change the job description of the Treasurer and Executive Director so that financial statements are produced by Headquarters and reviewed by the Treasurer.

FRIENDS OF AAHE FUND COMMITTEE

The purpose of the Friends of AAHE Fund is to support special projects, research studies, or educational workshops which will benefit both a significant number of members and the organization as a whole. For policies, procedure, committee composition, and responsibilities, see Appendix N.

NOMINATING COMMITTEE

The Nominating Committee consists of the Past-president, as chairperson, and the two elected persons from the previous election. It shall be the responsibility of the Nominating Committee to:

1. Keep a record of the terms of office of the Directors and other elected officers.
2. Consult Professional Section chairpersons for recommendations for nominees for their respective section.
3. In a meeting at the annual conference, select nominees for office, and subsequently contact persons in order of committee preference.
4. Inform prospective nominees of the duties of the office (via a copy of the Delineation of Roles for that office) and obtain commitment to perform these duties. Provide nominees with vita forms to be completed for ballot information.
5. Prepare a slate of at least two nominees with as broad a geographic representation as possible. Consult with Executive Director to determine that membership dues are paid for the current year by January 1 in order to be nominated. (10/69) (10/96)
 - 5.1 President-elect
 - 5.2 Vice-president for Annual Conference Program
 - 5.3 Treasurer (every third year)
 - 5.4 Recording Secretary (every third year)
 - 5.5 Directors (two directors elected in even numbered years and one director in odd numbered years)
 - 5.6 Academic Program Chairperson (elected in odd numbered years) (10/95)
 - 5.7 Extension Chairperson (elected in even numbered years) (10/95)
 - 5.8 Research Chairperson (elected in odd numbered years) (10/95)
 - 5.9 Nominating Committee (two elected each year)
6. Send ballot information for each nominee to Headquarters Office by February. (10/96)

PROGRAM COMMITTEE

The Program Committee consists of the Vice-president for Annual Conference Program as chair, one representative from each Professional Section, and one or more active members from host institution(s).

Invitations are received at least two years in advance from administrative officers of prospective host institutions (and from state Association members) for the annual conference. Dates are cleared through the Executive Committee and generally fall during mid-October or August and in the latter portion of the week.

It shall be the responsibility of the Program Committee to:

1. Comply with guidelines for operation of the annual conference as found in the *AAHE Conference Planning Manual*.
2. Select the theme of the program for the annual conference in line with the Association action program(s).
3. Set up the format for the program.
4. Select and arrange for participants to be on the program.
5. Arrange the printing of the annual conference papers including abstracts, distributing one copy to each registrant at the annual conference.
6. Work with *Proceedings* editor and *Refereed Abstracts* editor regarding compiling the *Proceedings* and *Refereed Abstracts*, respectively.
7. Work with Awards Committee in scheduling the presentation of award papers and other awards.
8. Determine the cost of the program and set the registration fee in accordance with the guidelines in the *AAHE Conference Planning Manual*, and the policies listed below.
 - 8.1 Registration fees will include the cost of the *Refereed Abstracts*. The *Proceedings* are paid for from the general fund.
 - 8.2 The proposed budget and final summary of expenses should include an estimate of in-kind goods and services to be provided by the host institution in order to accurately reflect the cost of the conference.
 - 8.3 Nonmembers attending the conference or presenting a refereed paper will be charged a nonmember fee equal to the annual dues amount in addition to the regular registration fees. Those who pay the non-member registration fee will automatically be granted membership for the next program year, retroactive to October 1993. (3/94)
 - 8.4 Speakers presenting papers at the invitation of the program chairperson are guests of the conference on the day the paper is given. Expenses will be budgeted to conference.
 - 8.5 Registration fees, with the exception of meals, refreshments, and other direct costs, will be lowered for student members.
 - 8.6 Authors presenting papers submitted at their own volition or in response to a request for papers will pay conference registration fees and personal expenses incurred to attend the conference. Exceptions may be made for selected papers, conference fees waived if the cost of the award is considered as an award from a committee, and the award is a Board approved and budgeted committee item.
 - 8.7 Conference fees for student award winners are waived. Direct expenses will be built into conference budget. Cost of optional tours is not waived.
 - 8.8 Allocate \$300 from General Fund for postage to mail conference invitations to members of other organizations that might be interested in attending the annual conference (EDRA, IDEC, AIA, NAHB, etc.) and that \$100 of conference registration fees be used to cover mailings to AAHE members.

It shall be the responsibility of the Program Committee members from the host location to:

1. Suggest resources for program and tour possibilities as available at the host location and appropriate to the conference theme.

2. Determine and make physical arrangements needed for the program and provide them.
3. Develop advance notices of the annual conference and submit to *Housing and Society* and *In House* for publication.
4. Announce date and location of annual conference in publications of related and/or affiliate organizations such as AHEA, NAHRO, AID, ACCI, EDRA, IDEC, etc.
5. Arrange for registration in advance of and during the conference.
 - 5.1 Include with pre-registration materials a dues notice card/bill with instructions that dues be returned to Executive Director.
 - 5.2 Include a conference paper order form, pre-addressed to be sent directly to Headquarters for processing to encourage conference papers orders to be placed in advance by those who will not attend.
 - 5.3 Communicate with the chair of any symposium sponsored by AAHE in regard to a common registration mailing. (10/90)
 - 5.4 Send mail registration materials only to those members who do not have a current functional electronic address.(as tested by an initial listserv message) (3/97)
6. Prepare and distribute during the conference printed programs and a roster of names and addresses of those in attendance.
7. Prepare form news releases for use before or after annual conference describing theme, highlights, etc., by persons who:
 - 7.1 appear as speakers,
 - 7.2 preside,
 - 7.3 are appointed to a committee or take office,
 - 7.4 carry other responsibilities during the meeting.
8. Arrange for AHEA Professional Development Units for Certified Home Economists attending the conference.
9. Submit bills, receipts, and report of conference expenses to the Treasurer as soon as possible after the annual conference.

REFEREED ABSTRACTS EDITOR

The Refereed Abstracts Editor is appointed by the President-elect and approved by the Board. (10/95) The term coincides with that of the President-elect making the appointment. It shall be the responsibility of the *Refereed Abstracts* Editor to: (See Appendix M for details.)

1. Serve on Program Committee.
2. Send call for papers to be included in the December issue of *In House*.
3. Receive papers and send to reviewers with notice of date to be returned
4. Notify paper authors of reviewers decision.
5. Work with Program Committee in scheduling sessions for symposia, poster sessions, and papers.
6. Submit bills to Treasurer.

CONFERENCE PROCEEDINGS EDITOR

The conference *Proceedings* Editor is appointed by the President-elect and approved by the Board. The term begins upon approval by the Board and ends when the Proceedings have been published. It shall be the responsibility of the conference *Proceedings* Editor to:

1. Compile the conference proceedings which consist of (10/88):
 - 1.1 Titles of presentations at meeting, with author's names, institutional affiliation, and addresses for non-member presenters;
 - 1.2 Minutes of annual conference business meetings.
2. Forward compiled *Proceedings* to Executive Director to be published in the first issue of *In House* following the mid-year; Board meeting. (10/88)

POLICY HANDBOOK EDITOR

The Policy Handbook Editor is appointed by the President and approved by the Board. The term begins upon approval of the board and ends when the revised edition of the Policy Handbook is published. It shall be the responsibility of the Policy Handbook Editor to (3/91):

1. Procure suggested changes. Changes to be included are those that have been acted upon by the board and are included in the official minutes of the Board of Directors and Business Meetings or are documents appended to the minutes.
2. Submit handbook revisions by March 1 for Board approval, with final revision submitted by August 1. The revision (hard copy and disk) will be filed with Headquarters. (3/94)
3. Arrange for changes to be incorporated into the current edition of the Policy Handbook.
4. Arrange for printing of the current edition by Headquarters with a cover color different from previous years. The cover is to include the name of the editor and the year of the edition.
5. Arrange to distribute Policy Handbook by e-mail for 1996-97 and on a web page during later years. (10/96)

OPERATIONS

DUES

Annual dues for Active members are set by vote of the Board of Directors.
Summary of Board action on dues (10/94):

| | |
|-----------------------------|-------|
| 1995 Dues | |
| Active members | \$65 |
| Library | \$100 |
| Student | \$15 |
| Associate/Affiliate/Emeriti | — |
| Life Membership | \$975 |

| | |
|-----------------------------|--------|
| 1996 Dues | |
| Active members | \$75 |
| Library | \$115 |
| Student | \$25 |
| Associate/Affiliate/Emeriti | — |
| Life Membership | \$1125 |

| | |
|-----------------------------|--------|
| 1997 Dues | |
| Active members | \$85 |
| Library | \$130 |
| Student | \$35 |
| Associate/Affiliate/Emeriti | — |
| Life Membership | \$1275 |

An additional fee will be assessed for memberships that are outside the continental U.S.

**APPENDIX A:
AMERICAN ASSOCIATION OF HOUSING EDUCATORS
CONSTITUTION**

Adopted November 5, 1965

(Amended October 26, 1966; October 29, 1966; October 14, 1967; October 29, 1968; October 16, 1969; October 16, 1970; October 20, 1971; October 12, 1973; November 1, 1974; October 16, 1976; October 13, 1978; October 16, 1979; October 19, 1979; October 6, 1980; October 8, 1980; October 6, 1983; October 17, 1986; June 15, 1987, September 19, 1992; October 9, 1993)

PREAMBLE

The American family needs housing information that will enable its members to attain optimum satisfaction. This organization shall be concerned with problems connected with housing the American family and the promotion of education and research for their solution.

ARTICLE 1. NAME AND GOVERNMENT

Section 1. The name of this organization shall be the American Association of Housing Educators.

Section 2. The Association shall be governed by this Constitution and By-Laws in harmony therewith.

ARTICLE 2. PURPOSE

The Association exists to:

1. Promote an awareness of the relationship between housing (as a product, an environment, a service, and a process) and the well-being of individuals, families, and communities;
2. Strengthen housing education at all levels of instruction and recruit students for undergraduate and graduate courses in housing and related disciplines;
3. Encourage and disseminate research to increase the body of housing knowledge;
4. Provide for professional development and serve as an interdisciplinary forum for persons engaged in housing education;
and
5. Expand the outreach of housing educators and researchers to practitioners and policy makers in housing.

ARTICLE 3. MEMBERSHIP

Section 1. Active members. Any person is eligible for membership who is interested in the purposes of the Association and who (1) is engaged in teaching or research in housing; or (2) is employed by industry, communications, government, or other organizations actively interested in advancing the purposes of this Association; or (3) have continued professional interest in the goals of the Association.

Section 2. Student members. Any student having a professional interest in the goals of the Association shall be eligible for membership and shall enjoy all privileges accorded active members with the exception of the right to vote. Active members who become student members during full-time graduate study in a housing-related area may retain their right to vote.

Section 3. Honorary members. An honorary member shall be a person whom the Association desires to honor for exceptional service in advancing the purposes of the Association.

Section 4. Affiliate group members. An organization having fundamental interest in housing for the American family is

eligible for affiliate group membership in the Association. One person designated as the liaison representative of the affiliate group member will receive all publications and have full voting privileges.

Section 5. Associate members. Any person engaged in teaching, supervision, or administration for grades kindergarten through twelve is eligible for membership without voting privileges at a reduced membership fee. Associate members may participate in all activities of the Association and will be eligible to receive the Newsletter and other publications as determined by the Board.

Section 6. Lifetime members. Any person who qualifies for active membership is eligible for lifetime membership and will enjoy all privileges accorded active members.

Section 7. Emeritus members. Any retired person, sixty-five and over, who was formerly an active member of the Association shall enjoy all privileges accorded active members at a reduced membership fee.

ARTICLE 4. OFFICERS

Section 1. Officers of this Association, their method of selection and term of office are as follows:

- a. President. The term of office of the President extends from the close of the annual meeting following his/her term as President-elect to the close of the next annual conference.
- b. President-elect, elected by mail ballot of active members for a one-year term in the year preceding his/her service as President.
- c. Vice-president for Annual Conference Program, elected by mail ballot of active members for a one-year term.
- d. Treasurer, elected by mail ballot of active members for a three-year term.
- e. Recording Secretary, elected by mail ballot of active members for a three-year term.
- f. Chairpersons of Professional Sections, elected by mail ballot of active members for a two-year term. Chairpersons of the Research and Academic Program Sections are elected on odd numbered years and the chairperson of the Extension Section is elected on even numbered years.
- g. The Board of Directors may from time to time appoint other officers. Candidates for appointed office shall be selected based upon the recommendations of a committee composed of three or more active members including at least one director, one elected officer, and one committee chair. Appointed officers may include:
 - (1) Editors of *Housing and Society*.
 - (2) Executive Director.

Appointed officers serve at the pleasure of the Board unless the position is covered by a written contract in which case the terms of the contract apply.

Section 2. Duties of the officers of this Association are as follows:

- a. The President of the Association shall perform the duties common to such an officer, act as chairperson when meeting with the Board of Directors, and assume any other duties which the Board may delegate to the President.
- b. The President-elect shall
 - (1) assume the duties of the President when that officer is for any reason unable to function. In case of a vacancy in the Presidency, the President-elect shall assume the duties of the President.
 - (2) serve as Chairperson of the Long-range Plan Committee and shall provide an annual report on progress in achieving the goals of the Long-range Plan.
 - (3) coordinate and promote the work of the Standing Committees and Sections of the Association.
- c. The Vice-president for Annual Conference Program of the Association shall serve as chairperson on the Program Committee for the annual meeting.
- d. The Treasurer shall be the fiscal officer and serve as chairperson of the budget committee.
- e. The Recording Secretary shall take minutes at all business and Board meetings and provide a summary of these minutes, approved by the Board, to the membership in the *Proceedings* of the annual meeting.
- f. The Chairpersons of Professional Sections shall promote the scholarly purposes of the Association and assume any special responsibilities the President or Board may assign.
- g. The Elected and Appointed Officers shall perform special assignments the Board may delegate.

Section 3. Officers of this Association may resign, be removed, or appointed on an interim basis.

- a. Elected officers may resign at any time or be removed by the Board of Directors or membership. Absence from Board meetings may, at the option of a majority of the board, be grounds for removal. Any elected officer may be removed for cause by:
 - (1) a two-thirds (2/3) vote of members present at a meeting of the membership; or
 - (2) a three-quarters (3/4) vote of all members of the Board, provided, however, that notice of proposed removal has been mailed to all Board members ten (10) or more days prior to the Board meeting.
 - b. Appointed officers may resign at any time, unless the appointment is covered by a written contract in which case the terms of the contract apply. Any appointed officer may be removed at any time:
 - (1) for stated cause by:
 - a majority (1/2 + 1) vote of members;
 - a two-thirds (2/3) vote of all members of the Board; or
 - a three-quarters (3/4) vote of all members of the Executive Committee.
 - (2) without stated cause by:
 - two-thirds (2/3) vote of the members;
 - three-quarters (3/4) vote of all members of the Board; or
 - unanimous vote of the Executive Committee
- Removal shall be in accordance with notification procedures outlined in Article 4, Section 3, Subdivision a.
- c. Vacancies in elected or appointed offices, except for those of the President and President-elect, shall be filled by the Board.

ARTICLE 5. BOARD OF DIRECTORS

Section 1. The Board of Directors consists of the elected officers; the appointed officers; the immediate Past President; three elected Directors; and chairpersons of the professional sections, standing committees.

Section 2. Two Directors shall be elected on even numbered years and one Director shall be elected on odd numbered years. Elections will be by a mail ballot of active members.

Section 3. The Board of Directors shall be the policy-making body of this Association. The Board shall have the duty and power of acting for the membership in the intervals between the annual meetings, but final authority of the Association remains with the members.

Section 4. Voting members shall be the elected officers, the Directors, and the chairpersons of the professional sections and standing committees.

ARTICLE 6. EXECUTIVE COMMITTEE

Section 1. The Executive Committee consists of the President, President-elect, Vice-president for Annual Conference Program, Treasurer, and Recording Secretary and will confer at the call of the President or upon request to the President by any three members thereof.

Section 2. The Executive Committee shall carry on the business of the Association between meetings of the Board. All business transacted by the Executive Committee is reported to the Board of Directors at its next meeting.

ARTICLE 7. COMMITTEES

Section 1. Professional Sections and their responsibilities shall be:

- a. The Extension Section is responsible for promoting excellence in continuing education in housing including collaboration with other sections and committees.
- b. The Research Section is responsible for promoting excellence in scholarly inquiry in housing including collaboration with other sections and committees.
- c. The Academic Program Section is responsible for promoting excellence in curriculum development and instruction pertaining to elementary, secondary, undergraduate, and graduate education including collaboration with other sections

and committees.

Section 2. Committees and their responsibilities shall be:

- a. The Awards Committee is responsible for recognizing achievement of housing educators, students, and others and fund-raising for possible scholarship awards.
- b. The Membership and Public Affairs Committee is responsible for setting membership criteria, new member recruitment/retention, and encouraging productive relations between AAHE and other associations and interest groups. (10/96)
- c. The Publications Committee is responsible for preparing and distributing scholarly products of the Association.

Section 3. Other Committees and their responsibilities include:

- a. Operational Committees
 - (1) The Nominating Committee consists of three active members, two of whom are elected each year for a one year term and the immediate Past-President who shall serve as chairperson. The committee is responsible for preparing a slate of candidates with at least two nominees for each position and for conducting the election by mail ballot before the annual meeting. The Nominating Committee shall inform prospective nominees for elective office of the duties of the respective office and obtain a commitment to perform those duties if elected.
 - (2) The Program Committee shall consist of the President-elect, who shall serve as chairperson, President, one representative from each Professional Section, editor(s) of Annual Meeting papers, and one or more active members from host institution(s).
- b. Ad Hoc Committees may be appointed or reappointed by the President to serve during his/her term.

ARTICLE 8. DUES AND FEES

Section 1. Annual dues for members shall be set by the Board in accordance with the needs of the Association.

Section 2. The registration fee for the annual conference shall be set in accordance with the needs of the host institution in order to defray necessary expenses of the meeting.

Section 3. The fiscal year of the Association begins November 1 and ends October 31.

ARTICLE 9. MEETINGS

Section 1. There shall be an annual meeting, the place to be rotated among the several geographic regions of the country and selected two or more years before the annual meeting being set. The Board of Directors will examine written invitations received from someone at the institution with authority to issue the invitation, and make recommendations for acceptance of the invitations to the members attending the annual meeting.

Section 2. A quorum shall be those in attendance at a scheduled business session of the Association during an annual meeting.

ARTICLE 10. PUBLICATIONS

Section 1. After each annual meeting, proceedings shall be printed and one copy sent to each Association member and to each non-member meeting registrant.

Section 2. As circumstances warrant, the Association shall produce and publish publications worthy of professional status. Members shall receive one copy of other publications designated by the Board for distribution.

ARTICLE 11. AMENDMENTS

Section 1. Any active member may propose an amendment to this Constitution by submitting it in writing to the President one month in advance of a regularly scheduled Board meeting.

Section 2. The President will present the proposed amendment to the Board of Directors for recommendation on action to be taken.

Section 3. The Board of Directors shall act upon the proposed amendments and upon approval they shall be submitted to the membership at least 30 days prior to the start of the annual meeting for voting at the business session. If a proposed amendment is not approved by the Board, it may be submitted to headquarters by an active member at least 60 days prior to the annual conference for inclusion in the *In House* publication. Approval of any amendment shall require a two-thirds vote of the active members voting at the business session of the annual meeting. (10/95)

Section 4. Amendments may be submitted for mail balloting on recommendation of the Board. Approval of two-thirds of the voting active members will be required for passage.

Section 5. The President shall assume responsibility for written notification to the membership of any amendments to the Constitution. This may be done through the newsletter or by direct mailing.

BY-LAWS

Adopted October 29, 1966

(Amended October 14, 1967; October 16, 1970; October 19, 1971; October 16, 1976; October 16, 1979; October 8, 1980; June 15, 1987)

ARTICLE B1. GOVERNMENT

Paragraph 1. The Board of Directors shall govern the American Association of Housing Educators in accordance with the Constitution.

ARTICLE B2. PURPOSE

Paragraph 1. The purpose of the Association shall be accomplished through:

- a. Annual meeting programs;
- b. Action programs developed in the professional sections and standing committees and *ad hoc* committees as needed;
- c. Publications and other means of communicating directly with the entire membership and indirectly to the public.
- d. Development of education programs and materials for a variety of audiences including both professionals and students at all levels.

ARTICLE B3. MEMBERSHIP

Paragraph 1. The Charter Members are those who were affiliated at the end of the first annual meeting.

Paragraph 2. Nominations for honorary membership shall be presented in writing to the President one month in advance of any regularly scheduled Board meeting. Persons presenting individuals for honorary membership shall prepare a detailed statement on work and housing related activities that qualifies the nominee as having provided "exceptional service in advancing the purposes of the Association." Honorary membership shall be conferred by two-thirds vote of the Association members attending a regularly scheduled business session. An honorary member shall have all rights and privileges of active membership status, but shall be exempt from paying annual dues.

Paragraph 3. The Membership Committee shall investigate and act on application for affiliate group memberships, to determine whether the organization is concerned with aspects of housing the American family and/or with education and research directed towards solving housing problems.

Paragraph 4. Individual members of an affiliate group may attend the AAHE annual meeting and/or special meetings as nonmembers.

ARTICLE B4. OFFICERS

Paragraph 1. In the event of a vacancy in the office of President-elect, the Board may appoint individual(s) to discharge the duties of that office.

Paragraph 2. The Board of Directors may call a special election to fill the office of President-elect in the event of a vacancy in that office.

ARTICLE B7. COMMITTEES AND PROFESSIONAL SECTIONS

Paragraph 1. The chairpersons of the standing committees are appointed annually by the President in collaboration with the committees.

Paragraph 2. The chairpersons of ad hoc committees are appointed by the President.

Paragraph 3. Members of committees and professional sections should elect a secretary for committee meetings whose duty is to keep records of business conducted.

ARTICLE B8. DUES AND FEES

Paragraph 1. Lifetime membership dues shall be an amount equal to fifteen times the active membership dues, payable in one membership year.

ARTICLE B9. MEETINGS

Paragraph 1. There shall be at least one business session of the active membership included in the annual meeting program. The Board of Directors shall convene at least two times during the annual meeting. The Board shall also convene at least once between annual meetings. (10/95)

Paragraph 2. The Executive Committee, Directors, and Executive Director shall also convene at least once between annual meetings. Items that need the attention of the full board shall be handled by alternative communications after the Midyear Board Meeting.

ARTICLE B10. PUBLICATIONS

Paragraph 1. Publications of the Association may be purchased at a cost set by the Board.

ARTICLE B11. AMENDMENTS

Paragraph 1. Any active member may propose an amendment to the By-Laws in writing to the President one month in advance of a regularly scheduled Board meeting.

Paragraph 2. The President will present the proposed amendment to the Board of Directors for recommendation on action to be taken.

Paragraph 3. The Board of Directors shall act upon the proposed amendments and upon approval they shall be submitted to the membership at the first business session of the annual meeting. If a proposed amendment is not approved by the Board, it may be submitted by an active member at the first business session of the annual meeting.

Paragraph 4. Amendments may be submitted for mail balloting and require majority of the members voting.

Paragraph 5. The President shall assume responsibility for written notification to the membership of any amendments to the By-Laws. This may be done through the newsletter or by direct mailing.

**APPENDIX B:
LONG-RANGE PLAN: 1995-2000**

Approved October 1994

Vision Statement

The American Association of Housing Educators is a dynamic organization that exists to promote excellence in the planning, development, delivery, and service of decent, safe, sanitary, affordable, ecologically sound, and appropriately designed housing for all people. Members of the organization recognize and understand the relationship that exists among the well-being of individuals, families, and communities and the holistic housing environment. The organization is a major forum for professional dialogue among educators, researchers, policy makers, and practitioners in the field of housing.

GOAL 1.

Housing Education: Strengthen and support housing education and awareness among individuals, agencies, and public institutions at all academic levels and through informal educational outreach .

Actions

- a. Develop a model housing/community development/near environment course suitable for adoption in university general education requirements.
- b. Develop an AAHE marketing plan to promote and enhance housing as an interdisciplinary field of study.
- c. Recognize student achievements in scholarly research and activities related to housing.
- d. Present a special seminar on "How to Teach Housing Issues to the Middle School and High School Student" at annual conferences that secondary teachers attend.
- e. Promote the importance of housing as an integral part of issue-based programs.
- f. Build the Scholarship Fund to \$20,000 by the year 2000 to facilitate more or larger student awards and experiences.
- g. Provide opportunities to share and jointly develop educational outreach programs (lessons, materials and delivery strategies).

Suggested Leadership

- Academic Program Section
- Public Affairs Committee
- Research Section
Academic Program Section
Awards Committee
- Academic Program Section
Extension Section
- Extension Section
- Awards Committee
- Academic Program Section
Extension Section

GOAL 2.

Housing Research: Promote and disseminate research to increase the body of knowledge of housing and housing environments.

Actions

- a. Identify resource development opportunities for housing research.
- b. Identify and initiate/participate in collaborative research opportunities with housing professionals outside of AAHE.
- c. Provide an annual update/report of Association and members' research

Suggested Leadership

- Extension Section
Research Section
- Research Section
Extension Section
- Publications Committee

and scholarly activities.

Academic Program Section
Extension Section
Research Section

- d. Improve the theoretical base and support theory development in housing research. Research Section
- e. Support the development of a housing theory/research methods text or readings book. Research Section
Publications Committee
- f. Develop for the membership a list of refereed and trade association journals and newsletters that publish papers on various aspects of housing, addresses for editorial correspondence, and submission guidelines. Research Section
- g. Encourage the development of regional research and extension projects. Research Section and Extension Section

GOAL 3.

Professional Development: Promote continuing professional development opportunities to encourage leadership, advocacy, resource development, and networking opportunities by housing professionals engaged in research.

Actions

Suggested Leadership

- a. Provide information to Association members on housing *issues* policy and legislation of current interest. Public Affairs Committee
Publications Committee
- b. Provide professional development seminars or workshops for Association members. Sections to rotate
- c. Develop a mentoring program for new housing scholars. All Sections
- d. Promote section interaction *and member networking mechanisms*. President-elect

GOAL 4.

Communications with Other Organizations: Strengthen and support communication with affiliated or interested housing professionals in government, business, education, and the nonprofit sector.

Actions

Suggested Leadership

- a. Collaborate with other housing professionals and organizations/agencies on workshops, publications, meetings, and special activities. All Sections
Public Affairs Committee
Board of Directors.
- b. Provide recognition for public and private organizations that have worked with AAHE to support or implement housing education, research, and outreach. Awards Committee
- c. Communicate AAHE accomplishments with policy makers, public and private organizations, and educators. Publications Committee
Public Affairs Committee
- d. Include a joint section meeting and a session on housing policy and practice, utilizing professionals from other areas, at the annual conference. Vice-president for Annual Conference
Program
- e. Create formal liaisons with other organizations involved in the study of housing. Public Affairs Committee

APPENDIX C: LONG-RANGE PLANNING PROCESS

Adopted September 16, 1992

Committee Statement

The Ad Hoc Long-range Plan Committee recognizes that the American Association of Housing Educators needs strategies and procedures to institutionalize a planning process. A planning process ensures that the Association remains responsive to current issues, members needs and social forces. This report makes recommendations for future Long-range planning activities. These were developed to ensure a continuity of process and to make planning part of the on-going activities of the Association.

The Planning Sequence and Process

The Long-range Plan should serve as a blueprint for the Association, and Section and Committee plans should be congruent with the goals established in the Long-range Plan. The Long-range Plan Committee should solicit input from and involved a wide range of the AAHE membership, ensuring representation of all groups in the organization. This involvement is essential for any successful plan. The steps listed below are suggested for continuation of the process. These recommendations will facilitate the planning sequence and process:

A. Developing the Long-range Plan

1. The President of the Association, in consultation with the President-elect, will give the planning charge and make appointments to the Long-range Plan Committee.
The committee will be appointed and the planning charge given by the President during the fourth year of the five-year plan, so that a new plan can be approved and be ready for immediate implementation at the conclusion of the previous plan.
Committee membership should be representative of the board, Executive Committee, Section and Committee Chairs and Association members.
The President-elect will chair the committee and direct development of the planning process.
2. The committee will develop a draft of the plan to be presented to the Board at the mid-year Board meeting.
The President-elect will present the draft of the plan to the Board and solicit input from Board members.
In drafting the plan, the committee will assess the utility and effectiveness of the existing plan, including accomplishments and areas needing change. It is recommended that new plans evolve from and be consistent with the goals and actions of the preceding plan.
3. The President-elect will present the final draft of the plan to the Board at the Fall Board meeting.
4. The President-elect will make copies of the plan available to the membership during the annual conference. It will be reviewed at Section and Committee meetings. Section and Committee Chairs will forward input from the discussions to the Long-range Plan Committee prior to the second meeting of the Board of Directors.
5. Revisions, including those proposed by Section and Committee Chairs, Board members and Association members, will be considered for incorporation into the plan. The final plan will be proposed for acceptance by the membership at the final business meeting of the annual conference.

B. Implementing the Long-range Plan

1. The annual plans of work of the Sections and Committees of the Association will incorporate goals and actions of the Long-range Plan.
2. To provide direction for the coming year's annual plan of work, the President-elect will conduct an orientation session on the Long-range Plan for current Section and Committee Chairpersons following the first Board meeting.

3. The President-elect should include an overview and current status report of the Long-range Plan as part of new Board orientation.
4. As a way of responding to special opportunities and current concerns of the Association, the President may choose to form ad hoc committees to implement activities which are included in the plan but not being actively addressed by Sections and Committees.
5. The annual conference Program Committee should consider incorporating the Long-range Plan, as appropriate, into their program.

C. Assessing the Long-range Plan

1. The annual reports from Section and Committee Chairpersons should include accomplishment of goals related to the plan. Reports should include narrative information, as well as examples of individual member accomplishments.
2. The President-elect will provide an annual summary of progress toward goals for the Board and membership, and be responsible for passing the report along to the incoming President-elect. The report should include information in narrative form as well as number of accomplishments attained.
3. The President-elect;in office during the fourth year of the plan will prepare or coordinate an aggregate summary of the status of the current plan. This report should address which actions were attempted, the degree of success in completion, and whether or not objectives were achievable and accomplishments meaningful.
4. Reporting and evaluation should be integral part of the planning process.

D. Marketing the Long-range Plan

1. A final copy of the new plan will be distributed to the Board and to the membership. It will be printed in *In House* and the Policy Handbook.
2. The plan should be given a distinctive title to use as appropriate in marketing the plan.
3. The Board and membership of the Association need to support the Long-range Plan if it is to be successfully implemented. The President-elect should take the lead in recruiting support for the plan. Support can be gained through involving officers and members in the development process, training Section and Committee Chairpersons in how to incorporate the plan into annual plans of work, and highlighting accomplishments in the annual report to members and in issues of *In House*.
4. Articles should be contributed on a regular basis by the President-elect encouraging members to commit to and report on individual activities which relate to the Long-range Plan.

PLANNING STEPS/SEQUENCE

| Yr. | Annual Conference | | | | Mid-year Board Mtg. | On-going, Annual Activities |
|-----|--|----------------------------------|--|----------------------|---|---|
| | Board Mtg. 1 | Sections Committees | Board Mtg. 2 | Final Business Mtg. | | |
| 4 | President appoints committee President-elect orients chairs | | President-elect presents 4-year plan summary Status report by President-elect | | President-elect presents plan draft to Board | Committees, Sections, Members, Implement actions Annual reports by Committees and Sections |
| 5 | President-elect presents final draft plan to board President-elect orients Chairs | Sections, Committees review Plan | Plan revised as needed Status report by President-elect | Members vote on Plan | Final Plan printed in Policy Handbook and <i>In House</i> | President appoints Ad Hoc Committees |
| 1 | President-elect orients Chairs | | Status report by President-elect | | | Articles for <i>In House</i> |
| 2 | President-elect orients Chairs | | Status report by President-elect | | | President-elect prepares summary of Plan progress for status report by incoming President |
| 3 | President-elect orients Chairs | | Status report by President-elect | | | |

**APPENDIX D:
BUDGET PROCEDURE GUIDELINES**

Adopted October 1977; Revised October 1990; Revised October 1995

Budget

1. The Treasurer, in consultation with the Executive Director, will prepare each September a baseline budget of operating money needed for all officers, directors, sections, and committee chairpersons. Previous income and expenditure patterns together with the rise in cost of expenditures will be used as guidelines for determining the baseline budget.
2. The Treasurer will exempt the journal expenses from the zero-based budgeting process. (10/95)
3. The Treasurer will mail the baseline budget and estimate of available special funds (supplementary and earmarked funds) to all board members by September 1 and publish it in the September issue of *In House*.
4. The Treasurer will present the baseline budget and recommended amount for use as supplementary funds to the Board for approval at the annual conference.
5. Officers or committees wishing special funding must submit a proposal to the Treasurer by December 1 for use of supplementary funds for any amount greater than the baseline budget amount.
6. The Budget Committee will review all proposals for special funding and submit recommendations to the President for Board approval. Criteria for evaluating will include rationale for the project and how the project meets the Long-range goals of the organization.
7. At such time during the year when the amount of funds needed is more than the amount budgeted, send the request for additional funds together with justification to the Treasurer. The request will be directed to the Executive Committee for approval.

Reimbursement

1. Reimbursement Voucher forms will be issued to all officers, directors and committee chairpersons at the annual and mid-year Board meetings.
2. Process for reimbursement will begin immediately upon receipt of the voucher for reimbursement.
3. Three copies of the voucher for reimbursement are to be filled out. (Executive Director, Treasurer, Your files)
4. The Treasurer will notify the President and Executive Director of any change of location during the summer months so that reimbursements may be made and/or any business relative to the office may continue to be carried on.

**APPENDIX E:
REQUESTS FOR PROPOSALS FOR EXECUTIVE DIRECTOR
AND HEADQUARTERS LOCATION**

The American Association of Housing Educators (AAHE) is conducting a search for an Executive Director for the Association. In addition AAHE National Headquarters will be located at the institution where the successful application for the Executive Director position is employed.

Responsibilities

- To serve ex-officio, without vote on the Board of Directors of AAHE
- To maintain communication with the President of AAHE, other officers, editors, and chairpersons regarding association policies and procedures.
- To establish and expedite procedures for: (1) maintenance of business, financial, and membership records of the organization; (2) management of external and internal AAHE communications.
- To prepare organization reports as required by law, association policy, or on request of the President of the Board of Directors of AAHE.
- To establish and manage the AAHE National Headquarters staff, operations, and budget.

Qualifications

- Organizational, managerial, financial, and communication skills.
- Experience in the use of word processing, spreadsheet, data base management, report production and communication programs for microcomputers.
- Active membership and previous experience as an officer or chairperson of committee or section within AAHE.

Institutional Support

- Released time from other duties for the Executive Director to carry out responsibilities of the position.
- Use of office space and facilities such as storage, telephone and computer services.

AAHE Support

- Hourly-wage or part-time salary support for clerical/secretarial staff (40 hours per month) at the host institution.
- Travel stipend for Executive Director to attend meetings of the Board of Directors of AAHE.
- Headquarters budget to reimburse for material supplies used in the course of performing AAHE responsibilities. (Postage, long distance telephone, photocopying.)

For application materials, including greater details about past secretarial time use, expected tasks and responsibilities, and proposed budget, write to:

(name and address of Chairperson of search committee)

Deadline for submission of application materials: February 15, 19__.

Term of appointment: 3 years, with renewal.

**APPENDIX F:
CALL FOR HEADQUARTERS SERVICES PROPOSALS**

The American Association of Housing Educators is seeking an organization to provide headquarters service to the Association beginning in October 1996.

ABOUT THE ASSOCIATION

The American Association of Housing Educators (AAHE) was formed in 1965 as a professional organization for persons involved in teaching about housing. It currently consists primarily of post secondary educators, most of whom are associated with universities.

While members share an interest in housing education, their specific interests include interior design, the psychology and sociology of housing, and housing planning. Membership stands at approximately 100.

CURRENT HEADQUARTERS SERVICES

The specific services that have been provided by the previous contractor include:

- Financial Management: Maintaining the organization financial records, paying bills, depositing receipts, and producing quarterly reports. Financial transactions run at less than 20 per month. The organization has an elected treasurer who oversees financial matters.
- Newsletter Production and Distribution: *In House*, the quarterly newsletter of the organization, is produced and distributed by headquarters staff. This four to eight page newsletter consists of articles supplied by members of the organization and is mailed to all members.
- Communication Management: The headquarters is the official point of contact for the organization. Maintaining a phone line that is answered for the organization is a minimal expectation. There are three to six incoming calls each day. There is a similar number of letters each day. Many calls and letters can be referred to the officers of the organization.
- Organizational Communications: Two or three times per year the organization needs to mail correspondence to members. It is the responsibility of the headquarters to produce, print, and mail such correspondence.
- Membership Records: Headquarters maintains a record of all members and mails renewal notices to members. In conjunction with the membership committee, it produces an annual membership report.

It is expected that a representative from headquarters contractor attend AAHE's annual meeting and mid-year board of directors' meeting. Travel expenses for these meetings should be part of the budget.

PREPROPOSALS REQUESTED

Interested groups are invited to submit one page preproposals which should include:

- Description of proposed services
- Evidence of institutional support
- Personnel (qualifications and percent time)
- Preliminary budget

Proposals are welcome from universities as well as non-university groups.

Proposals are due (date).

**APPENDIX G:
EDITORIAL POLICIES**

Adopted October 1981; amended September 1992

Review Procedure

- Cover of Journal A double blind referee system is used and each feature article is reviewed by three or more reviewers.
a. Editor removes the author's name and address.
b. Reviewers are not identified to authors.
- Editor designate Items submitted for publication as "Notes" are reviewed by one reviewer and the editor, and "Communications" are reviewed by the editor.
- Editor designate Speeches, student essays, and other materials from the annual conference receive the same review procedure as other articles submitted to the Journal for consideration.
The editor makes final decisions regarding all content in *Housing and Society* consistent with established policies.
- Editor designate The order of publication is a first come-first accepted process except that the editor will decide the order of papers within each issue (consultation with guest editors in case of guest edited issues).
- Editor designate Limit guest editors of a special edition of *Housing and Society* to one article and introductory comments.
- Cover of Journal A list of persons who have reviewed manuscripts for *Housing and Society* during the past year is published in the third issue of each volume of *Housing and Society*.

Editor

The major function of the editor(s) is the publication and circulation of the *Housing and Society* Journal.

AAHE Constitution

Editors(s) are appointed by the AAHE Board of Directors for a three-year term, upon recommendation of the Publications Policy Sub-committee. (Reappointment for three years if mutually agreeable.)

Criteria for appointment of the Editor(s) is are established by the Policy Sub-committee subject to approval by the AAHE Board.

Publications Policy Sub-committee

Develops policy for content, publication and circulation of the Journal and recommends major policies or policy changes to the AAHE Board for action.

Establishes criteria for selection of editor and nominates persons for appointment as editor.

Develops procedure for evaluation of editor's performance and makes recommendations as to reappointment.

Establishes and reviews criteria for Editorial Review Board members and appoints members of the Editorial Board.

Establishes guidelines for appointment of a guest editor and for an interim editor in the event of resignation, absence or illness of the editor.

Manuscript style

American Psychological Association's style manual (third edition) will be used. (3/85)

**APPENDIX H:
CRITERIA FOR SELECTION OF
HOUSING AND SOCIETY EDITOR**

**CALL FOR
APPLICATIONS/NOMINATIONS**

**EDITOR
*HOUSING AND SOCIETY***

The American Association of Housing Educators (AAHE) is conducting a search for a Journal Editor for *Housing and Society*. The editor is appointed by the AAHE Board upon recommendation of the Publications Policy Sub-committee to serve a three-year term. An editor will be recommended to the Board at the March 19__ Winter Board Meeting with editorial responsibilities commencing October 19__.

The editor is responsible for the total process of the production of the Journal, from solicitation and review of manuscripts through the printing process, including responsibility for the budget. Three issues of *Housing and Society* are published each year.

Qualification for the editorship include: publication in refereed journals, demonstrated editorial skills, demonstrated ability to meet budget and deadline constraints, experience with word processing, active membership in AAHE, and previous involvement in the organization. In addition, indication of strong departmental or college support (release time, for example) of the editing responsibilities, access to adequate word processing and printing facilities, some secretarial support for correspondence, and a phone number where messages can be taken are essential.

Interested persons may obtain application materials, including current budget figures and established publication schedule from:

(Name and address of Chairperson of Publications Committee)

Deadline for submitting application materials is (date).

Return by (date)
(Name and address of
Chairperson of Publications Committee)

AAHE JOURNAL EDITORSHIP

Applicant _____ University _____
(If co-applicants, each should complete this form)

Address _____ Department _____
_____ Tenure Status _____

Phone _____ Rank _____ Years in Rank _____

1. What are the present duties of the applicant (summarize)?

Credit teaching: _____ %

Advising: _____ # undergraduate

_____ # graduate

Non-credit teaching: _____ %

Research: _____

Service activities: _____

2. What involvement has the applicant had with the American Association of Housing Educators?

3. What is the applicant's journalism/English background? _____

4. What is the applicant's experience with word processing? _____

5. What is the applicant's reviewing/editing background? _____

AAHE: _____

Other: _____

Total number of articles reviewed n the last five years? _____

6. Number of juried publications by the applicant in the past five years? _____

Where published? _____

7. Identify programs or projects that have required your skills in budgetary management?

8. How does the applicant perceive the role of the Publications Policy Sub-committee?

9. What physical support will be provided by applicant's institution (telephone, computer facilities, message-taking, printing, office space, etc.?)

10. What type and amount of personnel support can the applicant commit to the Journal?

11. What total amount of time (hours) per week can the applicant and support personnel devote to the Journal?

12. Where would the Journal be printed? _____

Estimated costs per issue? (Please attach written bids) _____

other: _____

13. Who should be contacted to verify institutional support for Journal production (name, address, phone)? _____

ATTACH VITA(S) AND INSTITUTIONAL LETTERS OF SUPPORT TO THIS FORM.

APPENDIX I:
Procedures for Review of *Housing and Society* Editor

Developed by Publications Policy Board, 1991

Before the annual conference of AAHE in the third year of the *Housing and Society* Editor's term, the Publications Policy board will conduct an evaluation of the editor. The Board will submit its recommendation to the AAHE President before the first Board meeting at the annual conference.

If the Editor chooses not to be reviewed for another term, he or she should notify the President and Chair of the Publications Policy Sub-committee of the decision prior to the annual conference in the year preceding the final year of the term.

The review of the editor of *Housing and Society* will consist of

1. A written statement by the editor(s) in response to sections outlined in the evaluation form;
2. A conference between the editor(s) and the Publications Policy Board;
3. A written response from the Publications Policy Board to the Editor and to the Board of Directors of AAHE, including a recommendation for reappointment.

The written report from the editor should include the following items:

1. Summary of number of manuscripts reviewed, accepted, rejected, published and issues published per year of term.
2. Description of procedures for solicitation, review, and editing of manuscripts.
3. Samples of standard (form) communications with authors, e.g., sample letter and procedures for revisions.
4. Statement of support provided by the institution for the work of the Editor.
5. Comments and concerns with regard to the journal budget and schedule.
6. Goals for the future.
7. General comments and concerns.

The criteria for evaluation are based on the editorial responsibilities listed in the AAHE Policy Handbook, Appendix E.

The editor is responsible for the total process of the production of the journal, from solicitation and review of manuscripts through the printing process, including responsibility for the budget. Three issues of *Housing and Society* are published each year. The evaluation criteria are as follows:

1. Summary of number of manuscripts reviewed, accepted, rejected, published and issues published per year of term. Evaluation criteria:
 - Three issues published per year is optimal. This publication schedule might be a problem if submissions decline.
 - Blind review by three reviewers of all manuscripts submitted.
 - Journal published on timely schedule. Interruptions in the publication schedule might be caused by content needed for special issues.
2. Description of procedures for solicitation, review, and editing of manuscripts. Evaluation criteria:
 - Efforts to solicit manuscripts documented.
 - Evidence of handling of manuscripts and other communication in a timely manner.
 - Editing process—statement of minimum requirements for first cut (i.e., editor may return some manuscripts because topic is not appropriate or format is not correct); description of editing process; provision for author to disagree with reviewer comments and use of blind consultants to resolve disagreements.
 - Selection/use of reviewers—qualifications required; assistance provided to reviewers to improve quality of review.
3. Samples of standard (form) communications with authors, e.g., sample letter and procedures for revisions. Evaluation criteria:

- Correspondence with authors provides evidence of clear communication with that group as to the status of their manuscripts and any action required by the author.
 - Correspondence with reviewers provides evidence of clear communication with that group as to the specific type of review required and the review schedule.
4. Statement of support provided by the institution for the work of the Editor. Evaluation criteria:
- Clear statement of the types of support to be provided.
 - Adequacy of support (release time, graduate associate assistance, equipment, space).

**APPENDIX J:
AMERICAN ASSOCIATION OF HOUSING EDUCATORS AWARDS MATRIX**

Tessie Agan Award

| | |
|--------------------------|--|
| Purpose of Award | Recognize and reward exemplary student scholarship in housing. |
| Nature of Award | <p><u>Graduate level</u>: \$500 cash award presented to the winning graduate student at the AAHE annual conference, contingent upon the student's conference attendance and presentation of the winning paper. (10/94)</p> <p><u>Undergraduate level</u>: \$200 (not contingent on attending conference); conference registration fees waived.</p> <p><u>Other</u>: Authors of top 3 graduate papers are awarded 1-year AAHE student membership.</p> |
| Eligibility | Graduate and undergraduate students who are enrolled some time during the calendar year preceding the annual conference dates. |
| Application Requirements | Competitors must submit a research or position paper (plus application form) prepared according to guidelines announced. Submission deadline is usually early June. Competition announcements are published in the winter issue of the AAHE newsletter. |
| Award Criteria | <p>AAHE member-volunteer judges rate papers on:</p> <ul style="list-style-type: none"> • significance/timeliness of topic • contribution to the field • recognition of previous work • appropriate methodology • depth/thoroughness of treatment • mechanics <p>Awards are made only if sufficiently high quality entrees are received.</p> |

Distinguished Service Award

| | |
|--------------------------|---|
| Purpose of Award | Recognize those who have made outstanding contributions to AAHE and the field of housing. |
| Nature of Award | Commemorative plaque (ordered by AAHE headquarters) presented at annual conference. |
| Eligibility | Nominees must be current active AAHE members and have held membership for a minimum of 5 years. Only one award may be presented annually providing that a suitable candidate is nominated. |
| Application Requirements | Nominations may be made by any AAHE member (except themselves). The nominee's name must be submitted to the Awards Committee chair by January 15 each year with documentation due February 15. The proposed recipient is approved at the mid-year Board meeting and is notified by June 15. Documentation requirements (Policy Handbook, Appendix J) may be requested from AAHE headquarters. |
| Award Criteria | <p>The nominee must:</p> <ul style="list-style-type: none"> • have participated actively in AAHE through committee work, offices held, and participation in conferences; • demonstrate excellence in their field of work; • demonstrate a contribution to the advancement of housing and AAHE. |

Honorary Membership

| | |
|--------------------------|--|
| Purpose of Award | Recognize exceptional service in advancing the purposes of the Association |
| Nature of Award | Honorary members shall have all rights and privileges of active membership status but shall be exempt from paying dues. |
| Eligibility | Non-AAHE members; upon recommendation by AAHE Board conferred by a two-thirds vote of Association members attending a regularly scheduled business session. |
| Application Requirements | Nominations presented in writing to the President one month in advance of any regularly scheduled Board meeting. Nominators shall prepare a detailed statement on work and housing-related activities that qualify the nominee as having provided exceptional service. |
| Award Criteria | See Application Requirements. |

**APPENDIX K:
TESSIE AGAN AWARD COMPETITION GUIDELINES**

ELIGIBILITY:

- Open to graduate and undergraduate students who are enrolled at some time between October (year preceding conference) and October (year of conference).
- Submit a research or position paper or some aspect or current issue in housing and present it at the American Association of Housing Educators annual conference at (location and date).

GRADUATE AWARD:

- \$500 cash award presented to the winning graduate student at the AAHE annual conference, contingent upon the student's conference attendance and presentation of the winning paper. (10/94)
- Conference registration fees waived

UNDERGRADUATE AWARD:

- \$200 and opportunity to present paper at the AAHE annual conference
- Conference registration fees waived

Award winners are encouraged to submit their papers for publication in *Housing and Society*, the AAHE journal. Memberships in AAHE will be awarded to authors of papers of merit.

EVALUATION CRITERIA:

Judges evaluate papers according to the following criteria. AAHE reserves the right to make awards only if papers of sufficiently high quality are received.

- Significance or timeliness of topic
- Contribution to the field
- Recognition of previous work
- Appropriate methodology
- Depth or thoroughness of treatment
- Mechanics (readability, composition, form and style)

SUBMISSION DEADLINE:

(Insert date) (postmarked by)

Submit four copies (preferably copies two-sided) of the paper with application.

SEND TO:

(Name)

AAHE Awards Committee Chair

(Address)

GRADUATE PAPER REQUIREMENTS:

Undergraduates are encouraged but not required to follow these guidelines except for the page limit.)

- (Insert here current manuscript style criteria for *Housing and Society*.)
- Unless otherwise indicated, all style matters should be based on the third edition of the Publication Manual of the American Psychological Association.

Check award applying for:
Graduate _____
Undergraduate _____

19__ TESSIE AGAN AWARD APPLICATION FORM

Mail four copies of the original manuscript plus one copy of the application form (typed, please), postmarked no later than (date), to the address listed below. The name of the author should appear only on the application and the title page of the paper. See the competition announcement for format requirements and eligibility/judging criteria.

Applicants will be mailed results of the judges' decision by August 15, 19___. This form will be used for resume purposes, not as a basis for making awards.

Name _____ Date _____

Present Address _____ Home Phone _____

Office Phone _____

Summer or Permanent Address _____

Summer Phone: _____

Current Degree Program: _____ BA/BS _____ MA/MS/MArch _____ PhD/EdD

_____ Other (specify) _____

_____ Full-time Student Number of credits registered for this semester/quarter _____

_____ Part-time Student

Major Field of Study _____

Institution _____

Institution Unit (i.e., College, School, or Department) _____

Address of Institution _____

Advisor's Name (and signature, if possible) _____

Applicant's Signature _____

Title of Paper _____

Mail entries to:

(Name, address, and phone number of Chairperson of AAHE Awards Committee)

**APPENDIX L:
DISTINGUISHED SERVICE AWARD CRITERIA**

Purpose

This award recognizes those who have made outstanding contributions to the American Association of Housing Educators and the field of Housing. (The award does not replace the current Honorary Membership, but allows that recognition to be given to those who are not members of the organization.)

Nominations

Nominations may be made to the Awards Committee by any AAHE member. In addition, members of the Distinguished Service Awards Committee are encouraged to generate nominations to ensure that all outstanding persons are considered. Nomination process will follow the following schedule.

January 15 Name of nominee must be submitted to the committee chair.

February 15 Documentation must be submitted to the committee chair.

March 15 Name of proposed award recipient will be presented to the president for final approval at the Mid-year Board meeting.

June 15 Recipient will be notified.

October/
November Recipient will receive award at annual national conference at AAHE.

NOTE: Nominations must be submitted each year. Persons nominated in previous years must be resubmitted in order to be eligible for the award. A person must be nominated by someone other than him/herself.

Eligibility:

The nominee must:

- Be a current active member of AAHE.
- Have been a member of AAHE for a minimum of 5 years.

Criteria

The nominee must:

- Have participated actively in the organization through committee work, offices held and participation in conferences.
- Demonstrate excellence in their field of work.
- Demonstrate a contribution to the advancement of housing and AAHE.

Documentation

A nomination folder should be submitted to the Distinguished Service Award Committee and should include information organized in the same manner as the sections listed below.

1. Evidence of the candidate's service to the organization. A chronological list of work within the organization including committee memberships, offices held, conference participation, and special assignments. Evidence of tasks performed while in an office should be included.
2. Evidence of the candidate's contribution to the field of housing. Any of the following which apply to the candidate's particular employment should be included:
 - publications in refereed professional journals and other scholarly works related to housing.
 - material developed for consumer use.
 - teaching materials.
 - community service project reports.
 - design portfolio or blue prints.
 - directorship of major research or educational projects related to housing.

- professional honors or offices resulting from nominee's national stature.
3. Letters of support:
- letters from the nominee's place of work (administrators and co-workers) indicating demonstrated excellence at his/her assigned job. Letters from previous places of employment could be submitted if the nominee is currently retired, unemployed or self-employed.
 - letters from recognized persons in the field of Housing nationally or internationally indicating the significance of the nominee's contributions to Housing and AAHE.

Selection

Distinguished Service Award Committee should provide a brief summary of rationale for selection of candidate for the Distinguished Service Award at the Mid-winter Board Meeting. (3/95) Only one Award may be presented annually providing that a suitable candidate is nominated.

Selections Committee

The Selection Committee consists of three members who have been members of AAHE for at least 5 years. They are:

- an executive officer
- the most recent Distinguished Service Award winner (after the first award), and
- Chair of the Awards Committee

All three members are appointed by the president, with approval of the board and will serve a term of 1 year.

Award

The winner will receive a distinguished service award and a commemorative item at the banquet held during the annual conference.

**APPENDIX M:
GUIDELINES FOR REFEREED ABSTRACTS
(Revised 10/95)**

Committee on Refereed Abstracts

There shall be a committee consisting of four members, one from each of the three sections (research, academic program, and extension). The immediate past-chairs of each section will be asked to serve in this capacity. The editor of the refereed abstracts will serve as chair. The editor of refereed abstracts and the committee will be appointed by the President. The abstract format will be re-evaluated after a two-year period. (10/95)

Topics

Topics can include many areas of interest to housing professionals including instructional strategies, research programming ideas, issues, and policy.

- Instructional Strategies and Programming Ideas: Entries can include developed materials, evaluation procedures, methods, and other topics appropriate for sharing - especially with persons involved in teaching and extension.
- Research: Research submissions should clearly state the following: rationale or purpose of the research, research objectives, methodology, procedures, results, conclusions, and implications.
- Issues and Policy: Topics can include any relevant concern to housing professionals regarding policy and issues both within the field or affecting the field.
- Symposia: Include title of symposium, a one-page description, list of presenters, and title and abstract of each presentation.
- Poster Session: Include a two-page description of the content of the session. Guidelines for preparing posters will be sent to those whose proposals have been accepted.
- Papers: A 1,000 word abstract should be submitted that includes all the relevant information related to the topic to be presented.

Format Guidelines

It is anticipated that all scheduled presentations will be included in *Referreed Abstracts* to be distributed at the Annual Meeting. Submissions must conform to the following publication guidelines:

- All submissions should be double-spaced and typed or printed on 8-1/2 by 11 inch white paper with one inch margins all around. Paragraphs should be indented five spaces. Font size should be 12 point, with font style of sans serif, either helvetica, arial, or similar font.
- At the beginning of the submission, center the title in upper case letters. The names of the authors, followed by a comma, and their affiliations, should follow the title in upper and lower case letters. Do not include the words "by" or "and" with the authors' names. Place any sponsorship of research, acknowledgments, etc. at the end of the abstract as unnumbered footnotes.

Submission

For all entries, submit the following:

- One copy of the Information Sheet. (See Information Sheet Guidelines below for instructions.) **DO NOT STAPLE INFORMATION SHEET TO PAPER.**
- Two copies of the submission (original and one copy) prepared as described above.
- Three copies of the submission for blind review. For these copies, remove or appropriately mask the author(s), institution(s), and other identifying information appearing throughout the abstract.
- Two self-addressed stamped envelopes.
- Cover letter that states the following: (1) if accepted, the submitters agree to be present at the Annual Meeting and make the presentation and, in the event of circumstances that prevent attendance, to arrange for someone else to make the presentation, and (2) if accepted, submitters will register and pay registration fees for at least one day of the Conference, which is due upon acceptance of the abstract.

Information Sheet Guidelines

- Program Information:
Title: typed in Capital letters;

Author(s): Maximum of three authors. Omit degrees, rank, etc. If more than one author, use an asterisk(*) to designate the one person who will make the presentation or who has primary responsibility for presentation.;

Institution(s) of author(s)

- **Presenter Information:**
Provide full professional title of the author(s)
- **Correspondence/Contact person:**
Provide the name, mailing address, telephone number(s), e-mail address, and fax number for the author or co-author who submitted the entry. All correspondence will be with this person. If any of this contact information will change for the summer, please give current and summer information and date of change.
- **Area of Presentation:**
Indicate which of the following categories best describes the entry: Instructional Strategies, Research, Programming Ideas, Issues or Policy.
- **Format:**
Indicate whether the submission is for a symposium, poster session, or oral presentation.

Review Process

All submissions will be blind-reviewed. The reviews will be completed by committees representing the Association section: Academic, Extension, and Research. The following dates will apply:

- Abstracts due: April 15
- Authors notified: June 15
Revised abstracts due: July 15

Registration Fees

Registration fees for the conference should be set so they cover all the costs of reproduction and distribution of the revised papers to all registrants. A few additional copies will be made for sale.

**APPENDIX N:
FRIENDS OF AAHE FUND**
Adopted March 4, 1989

Purpose

The purpose of the Friends of AAHE Fund is to support special projects, research studies, or educational workshops which will benefit both a significant number of members and the organization as a whole.

Policies

1. AAHE shall accept designated as well as undesignated moneys. Such gifts shall be placed in the Friends of AAHE Fund. Designated gifts shall be:
 - a. contributions received in the memory of a former member, or
 - b. contributions received to honor a member for distinguished attainments and service.Undesignated gifts shall be: contributions received without stipulation.
2. The Friends of AAHE Fund shall be invested and used at the discretion of the AAHE Board of Directors for the purpose as stated above.
3. The AAHE Board of Directors shall determine when suggestions for the use of the moneys shall be requested from the membership.
4. A Friends of AAHE Fund Committee shall be appointed by the President of AAHE and approved by the Board of Directors. This committee shall make recommendations to the Board of Directors for use of the Friends of AAHE Fund.
5. Any profits generated from projects funded by Friends of AAHE will be returned to the Friends' account. (3/94)

Procedures

1. Requests for gifts to Friends of AAHE Fund shall be made at least annually.
2. The Treasurer of AAHE shall serve as liaison to the Friends of AAHE Fund Committee, manage the investment of the moneys, and submit annual reports to the AAHE Board of Directors and the membership.
3. The Executive Director of AAHE shall acknowledge gifts of \$25.00 or more with an appropriate thank-you letter.
4. Gifts and bequests of \$1,000.00 or more shall be recognized annually in the AAHE Newsletter.

Composition of the Friends of AAHE Fund Committee

The Committee shall:

1. Be appointed by the President of AAHE with approval by the Board of Directors.
2. Be composed of five regular members and one ex officio member:

Chair: The at-large member serving the third year of his/her term shall chair the committee

Director of AAHE: One director

Section Chair: Rotate from the three section chairs

 - Term 1994-1995 Research
 - Term 1995-1996 Extension
 - Term 1996-1997 Academic

AAHE Members: 3 at-large members serving a three-year term; the terms are to staggered such that one new member is appointed each year

AAHE Treasurer: Board liaison (ex officio)

Responsibilities of the Friends of AAHE Fund Committee

1. Recommend to the AAHE Board of Directors procedures for obtaining contributions.
2. Recommend to the AAHE Board of Directors guidelines for use of the Friends of AAHE Fund
3. Receive suggestions for the use of the Friends of AAHE Fund from the membership, determine those that comply with the guidelines, prioritize the suggestions, and make recommendations to the AAHE Board of Directors.
4. Report to the AAHE Board of Directors twice yearly on committee activities.

APPENDIX O:
AAHE SPONSORSHIP/PARTICIPATION POLICY
Adopted March 1981

Policy statement regarding AAHE sponsorship or participation in promoting workshops, seminars, and other special programs in the area of housing.

The American Association of Housing Educators will seek to foster its objectives in improving housing instruction, housing research, and the communication of new knowledge to decision makers as well as a broad spectrum of the population through sponsoring, co-sponsoring, or promoting workshops, seminars, and other special programs.

- A. The topics or themes of workshops, seminars, or other special programs shall be in keeping with the goals and objectives of the association as stated in the constitution.
- B. Other co-sponsoring organizations must agree to give appropriate credits in programs, mailed announcements, etc. to AAHE for its role in the activity. Likewise, if AAHE has prime responsibility for producing the activity, the association will give all due credits to co-sponsoring and supporting organizations.
- C. Any co-sponsorship shared by the association and another organization(s) shall be agreed to in writing and signed by the president of the association.
 - 1. Specific association responsibilities shall be designated.
 - 2. Financial commitments shall be clearly stated.
- D. The president of the association or his/her designate shall act on behalf of the association in making any arrangements for sponsorship or participation in workshops, seminars, or special programs.
 - 1. Counsel should be obtained from the most related standing committee chairperson, from association officers and the board, if possible.
 - 2. Commitment of funds of \$100 or more will require approval of the Executive Committee.

**APPENDIX P:
CRITERIA FOR AAHE ACCEPTANCE OF EDUCATIONAL MATERIALS FOR PUBLICATION AND/OR
REPRODUCTION**

The Academic Program Section of the American Association of Housing Educators encourages the development of educational materials for the teaching of housing. Materials submitted to the association for reproduction and distribution will be reviewed by a panel of members according to established criteria. Proposals submitted to outside funding sources may indicate approval of AAHE only after they have been accepted by the review panel. While the submitter of accepted materials will be identified, no financial compensation will be made.

Educational materials submitted must be reproducible and free of any restrictions on reproduction or sale. Materials accepted will be advertised and distributed by AAHE and will be priced to include only the costs of reproduction and handling.

1. Title: The title selected should be brief, appropriate to the content, and should include a word which could be useful for indexing.
2. Abstract: An abstract of no more than 200 words describing the project should include:
 - a. Clear statement of major purpose
 - b. summary of concepts or argument
 - c. identification of level of appropriate audience or participants
 - d. adequate indication of equipment required for use or presentation
 - e. date of development
 - f. appropriate description of size, length or number of items
 - g. author's name and professional affiliation
3. Specific Criteria
 - a. Slides: A minimum of 20 and a maximum of 80 slides, individually numbered must be of professional quality in composition and reproducibility. A script numbered and matched accurately to slides should be included.
 - b. Duplicated materials: The number of pages included must be appropriate to the content and topic of the project and must be of professional quality suitable for easy reproduction.
 - c. Other criteria may be developed for specific materials.