

**HOUSING EDUCATION AND RESEARCH ASSOCIATION**

**HERA Policy Handbook**  
2007 Edition

**Headquarters**  
**Montana State University Extension Service**  
**Housing & Environmental Health Program**  
**Bozeman, MT 59717**

**HERA POLICY HANDBOOK  
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**DELINEATION OF ROLES  
OF OFFICERS AND COMMITTEES OF THE  
HOUSING EDUCATION AND RESEARCH ASSOCIATION**

**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**  
(Amended November 16, 2000)

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 (with each Director serving a two-year term), 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 specified in Article B.8 of the HERA By-laws.
2. Receive from Treasurer the baseline budget amount by October 1. (10/90; 11/07)
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 HERA 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. (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 HERA 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, HERA Long-range Plan, HERA 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 HERA 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 emphasis for the 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 HERA 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 HERA 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. Coordinate and promote the work of the Standing Committees of the Association. (10/93)
3. Work with officers and chairpersons to revise and update the Policy Handbook as needed.
4. 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 executive officer to Distinguished Service Award Committee.
  - 5.5 Appoint a Policy Handbook Editor; (3/91)
  - 5.6 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, including financial records related to the annual conference, by January 1 following the completion of the conference. (3/94)
  - 1.6 Complete the annual update of the HERA 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 HERA Conference Planning Manual. Guidelines for the summary report are found in the manual.
    - 1.6.2 Redistribute the five copies of the HERA Conference Planning Manual as needed.
    - 1.6.3 Update the HERA 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 October 1 and publish it in the October issue of *In House*. (10/90;10/06)
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. 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 HERA funds to generate the greatest interest income within a conservative investment strategy. (3/87)
6. Employ co-signing procedure for the HERA money market account with Executive Director as co-signer.

## **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 HERA Long-range Plan.
3. Submit progress report to President-elect two weeks prior to 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)

### **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, printed materials (letterhead stationery, envelopes, membership brochures, renewal cards, etc.) as needed, and maintain electronic letterhead.
  - 1.3 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.
  - 1.4 Prepare an annual report of activity and workload, to be submitted electronically 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 to members one month after the annual conference a list of Board officers, directors, and committee chairpersons.
    - 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 Provide each new member of the Board with an electronic 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 HERA membership mailing labels as follows: (3/85)
      - At no cost for HERA 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 HERA 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 an electronic 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 HERA 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 for review during the annual conference.
  - 2.3.5 Prepare and file annual IRS Section 501 (C) (3) tax-exempt organization return.(10/06)
  - 2.3.6 Prepare and file quarterly with the Internal Revenue Service the HERA Social Security contribution for any HERA employees. (10/06)
  - 2.3.7 Invest life membership dues and (to the degree possible) only the interest be used by HERA. (10/81, 10/06)
  - 2.3.8 Withdraw an amount equal to active member dues on the last accounting day of the membership year for each life member. (1/83; 10/06)
- 2.4 Educational materials and publications.
- 2.4.1 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*. (1/78)
  - 2.4.2 Confer with editors of conference proceedings and post them on the website.
  - 2.4.3 Confer with chairperson of section, committee, or member producing educational materials and post information about accessing, or ordering, materials on the website.
    - 2.4.3.1 Profits acquired for the sale of *Introduction to Housing* will be placed in a separate designated account. A subcommittee, that includes the Treasurer, will develop a list of priorities for the profits that will then be voted on by the Board. (10/05)
  - 2.4.4 Provide mailing labels as requested by the *Housing and Society* editors.
  - 2.4.5 Assemble materials submitted for publication in *In House*, edit; arrange according to newsletter format; publish and distribute biannually. Content of the *In House* includes:
    - 2.4.5.1 notice of publication and resource prices and availability
    - 2.4.5.2 research in progress
    - 2.4.5.3 committee reports, notices
    - 2.4.5.4 summaries of annual conference and Board meeting minutes
    - 2.4.5.5 notices of HERA annual conferences and related meetings
    - 2.4.5.6 position announcements (\$15.00 charge per 100 words)
    - 2.4.5.7 summer course announcements (no charge)
    - 2.4.5.8 President's column
    - 2.4.5.9 articles of interest that are less than one-half page
    - 2.4.5.10 news of the Emeriti group (1/82)
    - 2.4.5.11 announcement, once a year, of availability of HERA Constitution and By-Laws (11/87)
    - 2.4.5.12 baseline budget in the September issue (10/90)
  - 2.4.6 Publish on the website and email to members, the HERA newsletter *In House* twice each year on the following dates: September 1, and May 1. Submission deadlines to be two weeks prior to each of these dates. (10/83)
  - 2.4.7 Serve as member of Publications Policy Sub-committee.
  - 2.4.8 If the publisher of the journal does not handle this, send libraries only *Housing and Society* at a subscription price of one and one-half times active membership dues. (10/89)
  - 2.4.9 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 August 15 using information and photographs submitted by the Nominating Committee, submit for review by nominating committee and send out electronically 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 electronic copies of the following documents: Constitution and By-Laws, Articles of Incorporation, IRS tax-exempt certification, HERA Long-range Plan, HERA 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 according to the state requirements.
  - 2.6.4 Comply with requirements of the Internal Revenue Service concerning Articles of Incorporation and nonprofit status.

- 2.6.5 Prior to the annual conference, distribute electronically 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 (may be electronic) of the following items (as needed):
    - 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 Maintain print or electronic copies of organization activities and important correspondence and documents. File these documents at headquarters office.
- 2.8 HERA Conference Planning Manual. The *HERA 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 posting online the *HERA Conference Planning Manual*. (3/95)
- 2.9 Policy Handbook Editor
 

The Executive Director is responsible for maintaining the Policy Handbook. A 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):

  - 2.9.1 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.
  - 2.9.2 Submit handbook revisions by June 1 for Board approval, with final revision submitted by September 1. The revised handbook will be filed electronically with Headquarters. (3/94)
  - 2.9.3 Arrange for changes to be incorporated into the current edition of the Policy Handbook.
  - 2.9.4 Update the handbook on the website. The cover page should include the name of the editor and the year of the edition.
- 3. Be responsible to the Board of Directors through the President.
  - 3.1 Serve as a nonvoting member of all committees and Professional Sections.

### ***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 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, referring procedures, and submission deadlines for the respective publications. See Appendix G: 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 HERA Long-range Plan delegated to the committee.
4. Cooperate with chairpersons of other committees in promoting portions of the HERA 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 \$750, contingent upon the student's conference attendance and presentation of the winning paper. (10/94) The undergraduate award is \$250. Conference fees, including cost of meals and a copy of the *Refereed papers*, are waived in either case if paper is presented by the student. (10/80; 3/89; 3/01) (See Appendices J – O 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 HERA 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 annual conference 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 HERA membership will be awarded to the authors of those papers.
6. Develop policy regarding naming of scholarships and awards.
7. Receive report from Treasurer on status of Scholarship Fund.
8. Investigate ways to enlarge the Scholarship Fund.
  - 8.1 Finance Tessie Agan Awards from the operating fund until the Scholarship Fund reaches the level of producing at least \$1,000 interest annually. (10/06).
9. Develop the guidelines and policies for three new awards approved by the HERA Board (4/06):

Early Career Housing Award	\$300 award
Housing Impact Award	plaque or framed certificate
Secondary Education Housing Teaching Award	\$300 award

  - 9.1 Prepare an application form for each award.
  - 9.2 Prepare announcements to publicize the awards.
  - 9.3 Distribute application forms to those requesting them.
  - 9.4 Establish a review team for each award and develop an evaluation sheet of criteria to use in judging the submissions.
  - 9.5 Notify the award recipients and arrange for the awards and their recognition at the annual conference.
10. 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.
  - 10.1. One award may be presented annually. The award will be presented only if suitable candidates are nominated.
  - 10.2. Criteria and procedures for the Distinguished Service Award can be found in the Policy Handbook, Appendix L.
  - 10.3. 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)
  - 10.4. Provide brief summary of rationale for selection of candidate for Distinguished Service Award to the Board. (9/06)
11. Ensure that all current award criteria and applications are available on the association's web site.

## 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 membership 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 HERA, 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 HERA 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 HERA. 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 HERA 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, referring 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 HERA 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 HERA 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 HERA 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.

## **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 one nominee 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) (11/05)
  - 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 *HERA 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 *Conference Proceedings and Refereed Abstracts* editor to compile and publish the *Conference Proceedings and Refereed Abstracts*.
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 *HERA 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. (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 HERA 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 paper orders to be placed in advance by those who will not attend.
  - 5.3 Communicate with the chair of any symposium sponsored by HERA 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.

### **Conference Proceedings and Refereed Abstract Editor**

The Conference Proceedings and 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 *Conference Proceedings and Refereed Abstracts* Editor to: (See Appendix P 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. Compile the conference proceedings and refereed abstracts publication which consist of
  - 6.1 Conference Program
  - 6.2 Refereed Abstracts for papers and posters
  - 6.3 Tessie Agan Abstract
  - 6.4 Other information, such as speaker's papers and/or biographies, participant lists, HERA officers.
6. Submit bills to Treasurer.

## OPERATIONS

### DUES

Annual dues for Active members are set by vote of the Board of Directors.  
Summary of Board action on dues (10/94)(4/06):

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.

2007 Dues	
Active/Affiliate members	\$85
Library	\$130
Student	\$35
Associate/Affiliate/Emeriti	\$45

Note: There is an additional \$10.00 fee for any membership outside the United States. Payment should be made in U.S. funds only and drawn on an U.S. bank.



**APPENDIX A:  
HOUSING EDUCATION AND RESEARCH ASSOCIATION  
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; April 10, 2006, October 11, 2006)

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 Housing Education and Research Association.

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. 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) 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. Passed at annual meeting in 2000.

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 HERA 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 one nominee 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 January 1 and ends December 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.. Conference Proceedings and Refereed Abstracts will be distributed at the annual meeting and then posted on the HERA website.

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, October 11, 2006)

#### **ARTICLE B1. GOVERNMENT**

Paragraph 1. The Board of Directors shall govern the Housing Education and Research Association 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.

#### **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. 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 B9. PUBLICATIONS

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

#### ARTICLE B10. 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 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 business session of the annual meeting. Approval of any amendment shall require a majority vote of the active members voting at the 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 Housing Education and Research Association 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 a HERA 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 HERA.

**Suggested Leadership**

- Extension Section  
Research Section
- Research Section  
Extension Section

- |   |   |
|---|---|
| c. Provide an annual update/report of Association and members' research and scholarly activities.   | Publications Committee<br>Academic Program Section<br>Extension Section<br>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<br>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  | Research Section<br>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**

- |  |   |
|--|---|
| a. Provide information to Association members on housing <i>issues</i> policy and legislation of current interest. | <b>Suggested Leadership</b><br>Public Affairs Committee<br>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 <i>and member networking mechanisms</i> .   | 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**

- |   |   |
|---|---|
| a. Collaborate with other housing professionals and organizations/agencies on workshops, publications, meetings, and special activities.                  | <b>Suggested Leadership</b><br>All Sections<br>Public Affairs Committee<br>Board of Directors |
| b. Provide recognition for public and private organizations that have worked with HERA to support or implement housing education, research, and outreach. | Awards Committee  |
| c. Communicate HERA accomplishments with policy makers, public and private organizations, and educators.  | Publications Committee<br>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 Housing Education and Research Association needs strategies and procedures to institutionalize a planning process. A planning process ensures that the Association remains responsive to current issues, member 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 involve a wide range of the HERA 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 Meeting		
4	President appoints committee  President-elect orients chairs		President-elect presents 4-year plan summary		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	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; Revised October 2007

**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 October 1 and publish it in the October 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 Housing Education and Research Association (HERA) is conducting a search for an Executive Director for the Association. In addition HERA 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 HERA.
- To maintain communication with the President of HERA, 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 HERA communications.
- To prepare organization reports as required by law, association policy, or on request of the President of the Board of Directors of HERA.
- To establish and manage the HERA 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 HERA.

**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.

**HERA 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 HERA.
- Headquarters budget to reimburse for material supplies used in the course of performing HERA 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, 20\_\_.

Term of appointment: 3 years, with renewal.

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

The Housing Education and Research Association is seeking an organization to provide headquarters service to the Association beginning in October 1996.

**ABOUT THE ASSOCIATION**

The Housing Education and Research Association (HERA) 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.

**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 refereed 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 HERA'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 pre-proposals 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 refer 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 <i>Housing and Society</i> 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 <i>Housing and Society</i> to one article and introductory comments.
Cover of Journal	A list of persons who have reviewed manuscripts for <i>Housing and Society</i> during the past year is published in the third issue of each volume of <i>Housing &amp; Society</i> .

### **Editor**

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

### **HERA Constitution**

Editor(s) are appointed by the HERA 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 HERA Board.

### **Publications Policy Sub-committee**

Develops policy for content, publication and circulation of the Journal and recommends major policies or policy changes to the HERA 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 Housing Education and Research Association (HERA) is conducting a search for a Journal Editor for *Housing and Society*. The editor is appointed by the HERA Board upon recommendation of the Publications Policy Subcommittee to serve a three-year term. An editor will be recommended to the Board at the March 20\_\_ Winter Board Meeting with editorial responsibilities commencing October 20\_\_.

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 HERA, 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)

## HERA JOURNAL EDITORSHIP

Applicant \_\_\_\_\_  
(If co-applicants, each should complete this form)

University \_\_\_\_\_

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 Housing Education and Research Association?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

HERA: \_\_\_\_\_

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Other: \_\_\_\_\_

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Total number of articles reviewed in the last five years? \_\_\_\_\_

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

Where published? \_\_\_\_\_

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

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

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

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

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

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12. Where would the Journal be printed? \_\_\_\_\_

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Estimated costs per issue? (Please attach written bids) \_\_\_\_\_

other: \_\_\_\_\_

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

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**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 HERA 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 HERA 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 HERA, 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 HERA Policy Handbook, Appendix G.

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:**  
**HOUSING EDUCATION AND RESEARCH ASSOCIATION AWARDS MATRIX**  
*(Amended April 10, 2006)*

<b>Tessie Agan Award</b>	
Purpose of Award	Recognize and reward exemplary student scholarship in housing.
Nature of Award	Graduate level: \$750 cash award presented to the winning graduate student at the HERA Annual Conference, and a 1-year HERA membership, contingent upon the student's conference attendance and presentation of the winning paper. (10/94)
	Undergraduate level: \$250 (not contingent upon attending HERA Annual Conference), and a 1-year HERA membership, conference registration fees waived.
	Other: Authors of top 3 graduate papers are awarded 1-year HERA membership.
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 HERA newsletter and are available online at <a href="http://www.housingeducators.org">www.housingeducators.org</a> .
Award Criteria	HERA member-volunteer judges rate papers on: <ul style="list-style-type: none"> <li>• significance/timeliness of topic</li> <li>• contribution to the field</li> <li>• Recognition of previous work</li> <li>• appropriate methodology</li> <li>• depth/thoroughness of treatment</li> <li>• mechanics</li> </ul> Awards are made only if sufficiently high quality entrees are received.
<b>Distinguished Service Award</b>	
Purpose of Award	Recognize those who have made outstanding contributions to HERA.
Nature of Award	Commemorative plaque (ordered by HERA headquarters) presented at Annual Conference.
Eligibility	Nominees must be current active HERA 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 HERA 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. Documentation requirements (Policy Handbook) may be requested from HERA headquarters and are available online at <a href="http://www.housingeducators.org">www.housingeducators.org</a> .
Award Criteria	The nominee must: <ul style="list-style-type: none"> <li>• have participated actively in HERA through committee work, offices held, and participation in conferences;</li> </ul>

	<ul style="list-style-type: none"> <li>• demonstrate excellence in their field of work;</li> <li>• demonstrate a significant contribution to the Association.</li> </ul>
<b>Honorary Membership</b>	
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 for a period of one year.
Eligibility	Non-HERA members; upon recommendation by HERA 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
<b>Housing Impact Award</b>	
Purpose of Award	Recognize an active HERA member or team that has made significant contributions to the field of housing through a focused research, teaching, and/or outreach initiative.
Nature of Award	A plaque or framed certificate presented at the annual conference.
Eligibility	The applicant or at least one member of a collaborative team must be a current active member (not student) of HERA and has been a member for a minimum of three years. Self nominations are encouraged.
Application Requirements	Complete application and supporting documents must be submitted by the deadline established by the awards committee.
Award Criteria	<p>Evidence of a significant contribution to the housing field</p> <p>Evidence the initiative or program involved a unique approach</p> <p>Evidence the initiative or program has been widely adopted</p> <p>Evidence of major impact on the housing field</p> <p>Awarded only if the committee deems a nomination is worthy of consideration</p>
<b>Early Career Housing Award</b>	
Purpose of Award	To honor the efforts of a housing professional within the first six years of their housing career
Nature of Award	\$300 award
Eligibility	Individual within the first six years of their housing career at a college, university or agency. Must be a current active member of HERA for a minimum of one year. Self applications are encouraged.
Application Requirements	Complete application and supporting documents must be submitted by the deadline established by the awards committee.



Award Criteria	Evidence of outstanding effort and achievement in a housing area Evidence of a continuous and focused housing program Evidence of potential impact on the housing field Peer recognition of potential contributions Award presented only if the nomination is worthy of consideration
<b>Secondary Education Housing Teaching Award</b>	
Purpose of Award	Recognize outstanding housing education efforts at the secondary education level.
Nature of Award	\$300 award
Eligibility	An individual or teaching team Activity must currently be a part of the curriculum Activity must have taken place within the past two years
Application Requirements	Complete application and supporting documents must be submitted by the deadline established by the awards committee.
Award Criteria	The complete project packet will be judged on its innovative approach to teaching, involvement of students and community partners, project impact and potential for replication in other schools.

**APPENDIX K:**  
**TESSIE AGAN AWARD COMPETITION GUIDELINES**  
(Amended March 2001)

**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 Housing Education and Research Association annual conference at (location and date).

**GRADUATE AWARD:**

- \$750 cash award presented to the winning graduate student at the HERA annual conference, and a 1-year HERA membership, contingent upon the student's conference attendance and presentation of the winning paper. (10/94) (4/06)
- Conference registration fees waived.

**UNDERGRADUATE AWARD:**

- \$250 cash award, a 1-year HERA membership, and an opportunity to present a paper at the HERA annual conference. (4/06)
- Conference registration fees waived.

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

**EVALUATION CRITERIA:**

Judges evaluate papers according to the following criteria. HERA 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:**

Application criteria available online at [www.housingeducators.org](http://www.housingeducators.org).

(Insert date) (postmarked by)

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

**SEND TO:**

(Name)

HERA Awards Committee Chair

(Address)

**PAPER REQUIREMENTS:**

Undergraduates are encouraged but not required to follow these guidelines.

- (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.

**20\_\_ 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, 20\_\_\_. 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 HERA Awards Committee)

**APPENDIX L:  
DISTINGUISHED SERVICE AWARD CRITERIA  
(Revised 9/06)**

**Purpose**

This award recognizes those who have made outstanding contributions to the Housing Education and Research Association HERA.

**Nominations**

Nominations may be made to the Awards Committee by any HERA member. In addition, members of the Distinguished Service Awards Committee are encouraged 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 HERA.

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 HERA.
- Have been a member of HERA 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 significant contribution to the Association.
- Application criteria available online at [www.housingeducators.org](http://www.housingeducators.org).

**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. 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 members of HERA who have worked closely with the applicant on HERA related projects or committees indicating the significance of the nominee's contributions to housing and HERA.

**Selection**

Distinguished Service Award Committee should provide a brief summary of rationale for selection of candidate for the Distinguished Service Award to the Board. (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 HERA 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 be recognized during the annual conference with a commemorative item.

**APPENDIX M:  
HOUSING IMPACT AWARD CRITERIA**  
(Approved 4/2006)

**20**\_\_\_

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**BACKGROUND and PURPOSE**

Members of the Housing Education and Research Association (HERA) are committed housing professionals who have greatly impacted the field of housing through their research, teaching and outreach. The HERA Award Committee established this award to recognize an active HERA member or team that has made significant contributions to the field of housing through a focused research, teaching, and/or outreach initiative. The Housing Impact Award is a new award to be initiated in 2006.

**ELIGIBILITY**

- Applications may be submitted by an individual or a collaborative team.
- The applicant, or at least one member of a team, must be a current active member (not student) of the Housing Education and Research Association (HERA) and have been a member of the organization for a minimum of three years.
- Self nominations are encouraged.

**CRITERIA**

The following criteria must be met:

- Evidence of a significant contribution to the housing field through research, teaching, and/or outreach activities focused on a single housing issue or program. The efforts of the applicant may involve one or all of these areas.
- Evidence that the initiative or program involves a unique approach and sustained work over a significant period of time.
- Evidence that the initiative or program has been widely adopted by a large number of people, agencies, groups or institutions, and serves as a model program to address the stated issue.
- Evidence that the efforts have made a major impact on the housing field over time.
- The award will only be awarded if the Awards Committee deems a nomination is worthy of consideration.

**APPLICATION**

The application should include the following:

- Nomination letter (self or other) highlighting the nominee's/team's expertise and housing initiative and its impact (1 page maximum).
- A completed application form which is available at [www.housingeducators.org](http://www.housingeducators.org).
- Vita for all individuals included in the nomination.
- Summary of the nominee's (individual or team) housing focus and activities including (4 pages maximum):

1. Description of the nominee's housing initiative summarizing the objectives, unique approach, and importance of the work.
  2. Description of how the program has impacted the field of housing and the extent of its adoption.
  3. Recognitions received for this program initiative.
- Two letters of support from persons familiar with the significance of the nominee's housing initiative and its contribution to the field of housing (1 page maximum for each).
  - A bibliography of materials that supports the nomination, including: refereed articles, published reviews, books or monographs, Extension publications, presentations, and other ways in which the work has been disseminated, adopted and/or shared.
  - Support materials.
  - Submit four copies of all materials.
  - Submission deadline: All submission materials, including letters, must be postmarked no later than \_\_\_\_\_

## **AWARD**

The award recipients shall be recognized at the annual conference with a plaque or framed certificate acknowledging their accomplishments.

Mail entries to:

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

**Housing Education and Research Association (HERA)**

**Housing Impact Award – (20\_\_)**

**Application Form**

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Deadline \_\_\_\_\_

**Nominee Information:**

Date \_\_\_\_\_

Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiliation \_\_\_\_\_

**Contact:**

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Housing Initiative:**

Brief description of applicant's housing initiative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time span of the efforts \_\_\_\_\_

Scope of activities \_\_\_\_\_

**Mail to:** (Name, address, and phone number of Chairperson of HERA Awards Committee)



**APPENDIX N:  
EXTENSION HOUSING OUTREACH AWARD CRITERIA**

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**BACKGROUND**

Housing education is a major emphasis of Extension programming. The "Extension Housing Outreach Award" was established by Montana State University Extension Housing Program to recognize NEAFCS members for outstanding housing educational programs conducted for families and/or communities.

**AWARD**

Two (2) \$300 national awards will be awarded to Family and Consumer Sciences county professionals. The monetary award is to be used by the recipient to further develop Extension housing programs.

**PURPOSE**

This recognition honors outstanding Extension System programming which enhances housing outreach to communities and special need families. Housing program areas that can be recognized include: universal design education, home buyer education, energy efficiency and weatherization education, home environmental quality education, equity protection education, housing public policy education, and special needs housing for the aging population, Native American, migrant workers and families with language barriers.

**ELIGIBILITY**

1. Application may be submitted by an individual or a collaborative team.
2. The outreach program or activity shall have been conducted by a County Extension Professional/Agent and implemented at the county local/level.
3. The outreach program or activity shall have been conducted in the past two years.
4. National winners will present a concurrent session or participate in the Showcase of Excellence at Annual Session the year the award is received.

**APPLICATION**

1. General application form and 50 word and 30 word summaries – 4 COPIES.
2. Program Outline – limit to four (4) double-spaced typed pages
  - a. Introduction – purpose, goal and objectives, target audience reached
  - b. Program Description – content and materials, partnerships, leadership capacity, unique delivery methods
  - c. Program Impact – evaluation methods, results/impacts, transferability, marketing publicity
3. Supporting materials – program materials, photos, curriculum package examples, marketing materials – not to exceed 10 pieces.

**JUDGING CRITERIA 100 total points**

1. Introduction – 20 points
2. Program Description – shows evidence that program is meeting the needs and interest of the families/and communities being served – 40 points:
  - a. Content of program – 15 points
  - b. Partnerships – evidence of collaborations with other Extension workers as well as other agencies or organizations involved with housing – 10 points
  - c. Leadership capacity – evidence that the Extension Service has provided the leadership to establish, implement, and evaluate the housing initiative – 10 points
  - d. Unique Delivery Methods – evidence of using unique outreach methods to implement program, follow-up with program participants and document impacts of program – 5 points

3. Program Impact – evidence that the program met goal and objectives of effort and made a difference in lives of families and/or communities. Impact measures may include adoption of practices, behavior changes, money/energy saved, reduction of risks, etc. – 25 points
4. Program Transferability – evidence that program and support materials can easily be modeled and implemented by another Extension Program – 5 points
5. Supporting materials – 10 points

#### **PROCEDURE**

1. Submit one copy of the application package and support materials and four (4) copies of the general application form to the appropriate affiliate chair by affiliate due date.
2. Affiliate chair will mail the winning application(s) postmarked no later than April 1 to their regional director.

**APPENDIX O:**  
**EARLY CAREER HOUSING AWARD CRITERIA**  
(Approved 4/2006)

**20**\_\_\_\_\_

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**BACKGROUND and PURPOSE**

Housing professionals are the future of the Housing Education and Research Association. To encourage these young professionals in their career path, the Housing Education and Research Association (HERA) has developed a new award, titled the Early Career Housing Award. This award shall be granted to an early career housing professional who is demonstrating outstanding efforts in the field of housing through their research, teaching, and/or outreach. This award is established to honor the efforts of a housing professional within the first six years of their housing career.

**ELIGIBILITY**

- Applications may be submitted by an individual within the first six years of their housing career at a college, university, or agency.
- The applicant must be a current active member (not student) of the Housing Education and Research Association (HERA) and have been a member for a minimum of one year.
- Self application is encouraged.

**CRITERIA**

The following criteria must be met:

- Evidence of outstanding effort and achievement in a housing area through research, teaching, and/or outreach program. The efforts of the applicant may involve one or all of those areas.
- Evidence that the housing program effort is continuous and focused, and involves a current housing issue.
- Evidence of the effort's potential to make an impact on the housing field or that it has already had an impact.
- Peer recognition of potential contribution to the field of housing and the housing knowledge base.
- The award will only be awarded if the Award Committee deems a nomination worthy of consideration.

**APPLICATION**

The application should include the following:

- Nomination letter (self or other) highlighting the nominee's expertise and housing initiative and its impact (1 page maximum).
- A completed application form which is available at [www.housingeducators.org](http://www.housingeducators.org).
- Vita which includes a bibliography that supports the nomination, including: refereed articles, published reviews, books or monographs, Extension publications, presentations, and other activities resulting from this housing initiative
- Abstract of the nominee's housing focus and activities including (3 pages maximum):

1. Description of nominee's housing program addressing the objectives, importance of the work, and the potential to impact the field of housing.
  2. Recognitions received for housing work.
- Two letters of support from someone familiar with the housing work of the nominee and its potential contribution to the field (1 page maximum each).
  - Support materials.
  - Submit four copies of all materials.
  - Submission deadline: All submission materials, including letters, must be postmarked no later than \_\_\_\_\_,

### **AWARD**

The recipient shall receive an award of \$300.

Mail entries to:

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

**Housing Education and Research Association (HERA)**

**Early Career Housing Award – 20\_\_**  
(Approved 4/2006)  
**Application Form**

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Deadline: \_\_\_\_\_

**Nominee Information:**

Date \_\_\_\_\_

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Housing Program**

Program title or initiative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time span of the program \_\_\_\_\_

Location(s) \_\_\_\_\_

Audience(s) \_\_\_\_\_

**Mail to:** (Name, address, and phone number of Chairperson of HERA Awards Committee)

**APPENDIX P:**  
**GOODHEART-WILLCOX SECONDARY EDUCATION HOUSING TEACHING AWARD**  
(Approved 4/20/06)

**20**\_\_\_

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**PURPOSE**

The purpose of this award is to recognize outstanding housing education efforts at the secondary education level that demonstrate creative ways to teach and involve students in the area of housing education. This could be in the form of a unique housing education activity that is part of a semester long curriculum in housing or other subject matter area, or as a related student activity, such as a Family, Career and Community Leaders of America (FCCLA) club group. The housing activity undertaken must concentrate on a housing topic (such as renting, home purchasing, or other housing issue\*) and not focus exclusively on interior design. The activity may be one that reaches beyond the classroom to community groups, or it may involve a partnership or interdisciplinary approach between secondary classes.

+ Housing issues may include energy, air quality, safety, special needs, green home products, sustainable design, universal design, lead poisoning, etc.

**AWARD**

One \$300 national award may be awarded to a secondary education teacher or team. The award is being provided by Goodheart-Willcox Publishers ([www.g-w.com](http://www.g-w.com))

**ELIGIBILITY**

1. The application may be submitted by an individual or a teaching team. Self nominations are encouraged.
2. The activity must currently be a part of the curriculum at the school.
3. The activity must have taken place within the past two years.

**APPLICATION**

The application should include:

1. Application form.
2. Project or activity outline – Limit to four (4) double-spaced typed pages.
  - a. Introduction
  - b. Project or activity description – content and materials, partnerships, sponsorships, unique delivery method, student involvement.
  - c. Evaluation and/or impact – evaluation methods, known results or impacts, ease of replication at other schools, publicity.
3. Supporting materials – lesson guide, learning activities, list of audio/visuals used, planning materials, student generated materials, publicity materials.

## **JUDGING CRITERIA**

1. Completeness of the project packet
2. Stated criteria for the award are met
3. Involvement of the students
4. Innovative approaches to teaching housing to secondary students are demonstrated
5. Partnerships formed, community involvement and/or interdisciplinary approach
6. Project or activity evaluation and impact
7. Support materials
8. Potential for replication in other schools

## **PROCEDURE**

1. Submit one copy of the project outline with support materials and four (4) copies of the completed general application form.
2. Mail the materials postmarked no later than \_\_\_\_\_ to:

**Mail to:** (Name, address, and phone number of Chairperson of HERA Awards Committee)

**Housing Education and Research Association (HERA)  
Goodheart-Willcox Secondary Education Housing Teaching Award 20\_\_\_\_**

**Application Form**

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Deadline - \_\_\_\_\_

**Nominee Information:**

Date \_\_\_\_\_

Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_

**Contact:**

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Teaching Activity:**

Brief description of the teaching project or activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course in which the activity takes place \_\_\_\_\_

Number of students involved in the activity \_\_\_\_\_

**Mail to:** (Name, address, and phone number of Chairperson of HERA Awards Committee)



**APPENDIX Q:**  
**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 *Refereed 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 R:**  
**HERA SPONSORSHIP/PARTICIPATION POLICY**  
Adopted March 1981

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

The Housing Education and Research Association 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 HERA for its role in the activity. Likewise, if HERA 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 S:  
CRITERIA FOR HERA ACCEPTANCE OF EDUCATIONAL MATERIALS FOR PUBLICATION  
AND/OR REPRODUCTION**

The Academic Program Section of the Housing Education and Research Association 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 HERA 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 HERA 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.