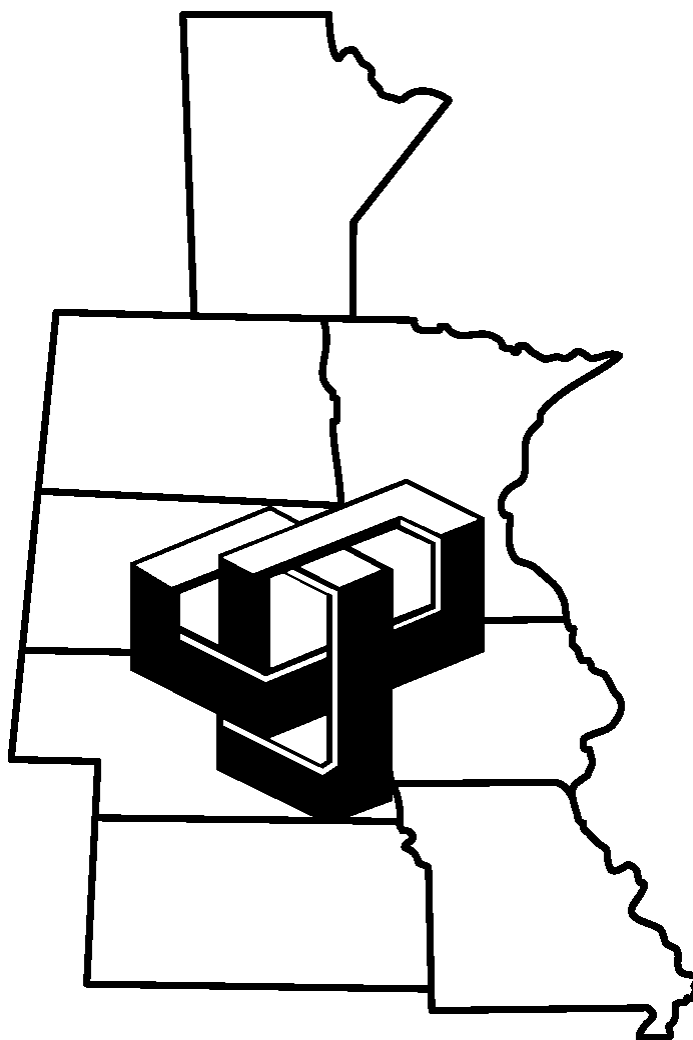


# MACURH

Midwest Affiliate of  
College and University  
Residence Halls

The Official  
Documents  
of MACURH



Revised 3.09.2010

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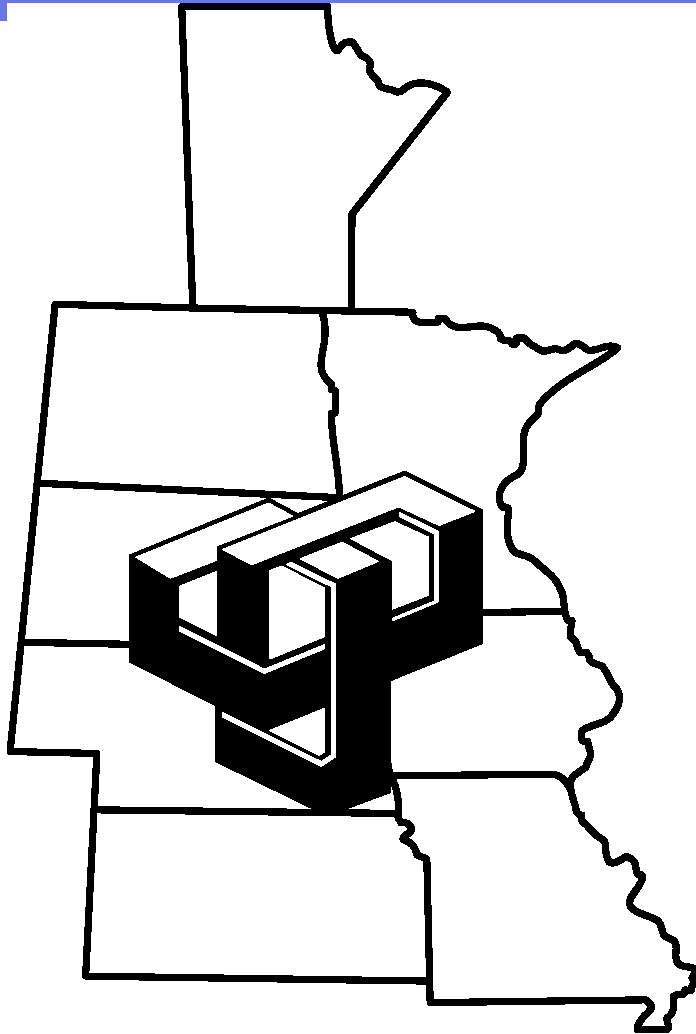
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# HISTORY

Midwest Affiliate of  
College and University  
Residence Halls



## **History and Purpose of MACURH**

NACURH and MACURH's purposes are the same as those stated in NACURH's Articles of Incorporation: to "design and facilitate programs and informational services to promote the educational goals of residence hall students through discussion groups, seminars and speakers at the annual conferences and other means of information exchange throughout the year."

MACURH strives to fulfill these purposes by: hosting the annual Regional Conference each fall, as directed by the Charter that created our affiliate; providing further opportunities for member schools to exchange information and ideas; helping member schools to utilize and understand the services offered by NACURH; and, contributing to the process and outcomes of the entire NACURH organization.

MACURH has the pride of being the birthplace of NACURH. Iowa State University, University of Missouri - Columbia, University of Northern Iowa – three MACURH schools – and University of Colorado gathered at Iowa State in 1954 for the Midwest Dormitory Conference, which is considered the founding of NACURH.

MACURH has been one of the largest regions in NACURH since then, serving as host to 16 of the 49 NACURH conferences held. MACURH has also undergone three geographical changes. In 1968, MACURH was split to add the Great Lakes Affiliate, GLACURH, to NACURH. MACURH was split a second time in 1980 to add the South West Affiliate, SWACURH, to NACURH. In 1996, MACURH began expansion into Canada by adding the province of Manitoba to the region.

For more information on the history and purposes of NACURH, see your NCC Handbook.

## **Structure of MACURH**

MACURH is composed of seven states and one Canadian province: Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, and the province of Manitoba. These states are divided into three sub-regions: South, encompassing the state of Missouri; Central, encompassing the states of Kansas, Nebraska, and Iowa; and North, encompassing the states/provinces of Minnesota, North Dakota, South Dakota, and Manitoba. Each sub-region has one Regional Communications Coordinator (RCC). These three RCCs are elected at the annual No-Frills Conference and serve on the Regional Board of Directors (RBD). The remaining members of the RBD are the Regional Director, Associate Director of Finance and Records, Regional Associate Director of NRHH, Associate Director of Programming, and Regional Communications Coordinator for Special Projects. These five people are elected by the NCCs at the annual No Frills conference, with the exception of the RAD - NRHH, who is selected by NRHH representatives from regional schools and the AD – Programming, who is selected by Programming Communication Coordinators. Also, the two Regional Co-advisors are elected by the NCCs at the annual Regional Conference. Lastly, the Regional Conference Chairperson and No-Frills Conference Chairperson also serve on the RBD. The Regional Director represents MACURH as one of eight voting members of NACURH's National Board of Directors.

For more information on the structure of NACURH, see your NCC Handbook.

# Capsulated History of MACURH

1960-61	University of Nebraska - Lincoln
1961-62	University of Arkansas Director/Finance: Dan Hallenbeck, State College of Iowa/Miles Lowe, University of Arkansas
1962-63	University of Kansas Director/Finance: Tommy Morton, University of Arkansas/Jim Tschechtetin, University of Kansas
1963-64	University of Missouri - Columbia Director: Don Stonebarger, Oklahoma State University
1964-65	Kansas State University Director/Finance: Larry McDonald/Sharon Marley, Southern Illinois University
1965-66	Oklahoma State University Director/Finance: Keith Rutledge/Lamar Pettus, University of Arkansas
1966-67	Iowa State University Director/Finance: Jim Mayfield/Blake Jones, Louisiana State
1967-68	Illinois State University Director/Finance: Douglas Bastian/Barbara Anson, Oakland University
1968-69	University of Nebraska - Lincoln Director/Finance: Ted Graheck/Lindy Snyder, Kansas State College of Pittsburg
1969-70	Wichita State University Director/Finance: Bob Lewis/Paul Post, Kansas State
1970-71	Iowa State University Director/Finance: Doug Lindahl/Linda Trueblood, Kansas State University
1971-72	University of Houston Director/Finance: Bob Day/Joe Alvarez, University of Houston
1972-73	University of Arkansas Director/Finance: Mary Meyer/Craig Mosher, Emporia State
1973-74	Kansas State University Director/Finance: Norm Tsiquloff/John Warrior, Kansas State University
1974-75	Oklahoma State University Director/Finance: Jim Halbrooks/Ann Siemens, Oklahoma State University
1975-76	Iowa State University Director/Finance: Paul Dawson/Debby Salzer, Wichita State University
1976-77	Stephen F. Austin Director/Finance: Donny Steffen/Russ Peterson, Iowa State
1977-78	Emporia State Director/Finance: Maggie Vining/Curtis Rath, Kansas State
1978-79	University of Arkansas Director/Finance: Jon Perez/Blake Sills, Stephen F. Austin
1979-80	University of Kansas – “Kiss a Frog” Director/Finance/Admin: Bob Tattershall/Dean Smith/Julie Kay, Oklahoma State University

- 1980-81 Southwest Missouri State University – “Dare to Dream”  
Perri Hennon, Chair • Mike Jungers, Advisor • attendance: 160  
Director/Finance: Dennis Lynch/J.R. Hettrick/Roy Meinhardt, Kansas State University
- 1981-82 Iowa State University – “RH Factor - Make It Positive”  
Mike Beardon, Chair • Pat Robinson, Advisor • attendance: 130  
(last regional conference held during the summer)  
Director/Finance: Blaine Maier/Jim Long, Fort Hays State University
- 1982-83 Northeast Missouri State University – “Lighting the Torch”  
Kevin Pipkins, Chair • Dave Lascu, Advisor • attendance: 130  
Director/Finance: David Emmons/Karen Mocker, Southwest Missouri State University
- 1983-84 University of South Dakota – “Puttin’ on the Ritz”  
Tom Place, Chair • Jeff Green, Advisor • attendance: 105  
Director/Finance: Larry Adkins/Laura Christianson, Iowa State University
- 1984-85 Kansas State University – “The Curtain Rises...on a New Stage”  
Sharon Miller & Greg Smith, Chairs • Rosanne Proite, Advisor • attendance: 300  
Director/Finance: Laura Christianson/Jane McCoy, Iowa State University
- 1985-86 Central Missouri State University – “COSMIC: Come On, Surely Motivation Is Contagious”  
Susan Retschulte, Chair • Lynn Dutton & Greg Roberts, Advisors • attendance: 350  
Director/Finance: Lisa Hale/Dave Rogowski, Kansas State University
- 1986-87 Southeast Missouri State University – “Making of a Classic”  
Jodi Alferman & Cori Whitacre, Chairs • Michael Fowlers, Advisor • attendance: 400  
Director/Finance: Kevin Harker/Milton Balzar, Emporia State University
- 1987-88 University of Kansas – “The Dreams You Dare to Dream Really Do Come True”  
Scott Wagner & Eric Hanson, Chairs • Jean Marrow & Deb Stafford, Advisors • attendance: 525  
Director/Finance: Joan Raulston/Sandy Brogilo, University of Missouri -Rolla
- 1988-89 University of North Dakota – “Let Your Imagination Fly”  
Joddi Eggen, Chair • Mark Hudson, Advisor • attendance: 600  
Director/Finance: Suzanne Sharp/Matt Gilbertson, St. Cloud State University
- 1989-90 Emporia State University – “Life Is Not a Spectator Sport”  
Angie Reid, Chair • Denny Orr, Advisor • attendance: 635  
Director/Finance: Brad Stuhlsatz/Brad Bowzer & Christine Wachter, University of Kansas
- 1990-91 University of South Dakota– “More Than Meets the Eye” (No-Frills)  
Jim Cavanaugh, Chair • Cathy Buyarski, Advisor • attendance: 100  
Director/Finance (Oct.-June): Nancy Clapp/Sheila Paul, Central Missouri State University  
Director/Finance (June-Oct.): Sheila Paul/Martha Lewis, Central Missouri State University
- 1991-92 University of Nebraska - Lincoln – “Boldly Go Where No One Has Gone...And Beyond”  
Kathy Rush, Chair • Paula Smith, Advisor • registered: 600, attendance: 150  
(winter storm prohibited many from attending)  
Director/Finance (Oct.-Nov.): Jim Cavanaugh/Sheila Brage, University of South Dakota  
Director/Finance (Nov.-Oct.): Matt Brooks/Brian Harris, University of Missouri - Rolla
- 1992-93 Winona State University – “Show Your True Character”  
Kathy Rush, Chair • Paula Smith, Advisor • attendance: 547  
Moorhead State University “No-Frills, Just Thrills!” (No-Frills)  
Resa Hillesheim, Chair • Mary Geller, Advisor • attendance: 78

- Director/Finance: Laura Darrah/Eric Wagner University of Missouri - Columbia
- 1993-94 University of Kansas – “Somewhere Over the Rainbow”  
 Jamie Cuttburth & Ken Martin, Chairs • Milton Scott, Advisor • attendance: 600  
 Fort Hays State University “American Classic” (No-Frills)  
 Billie Conley, Chair • Steve Culver, Advisor • attendance: 102  
 Director/Finance: Beth Vandermeulen/Raj Mallawaaratchy, Iowa State University
- 1994-95 Northwest Missouri State University – “A Glowing Past...A Brighter Future”  
 Tracy Maisel & Curtis Heldstab, Chairs • Mark Hetzler & Matt Baker, Advisors •  
 attendance: 530  
 University of Nebraska - Lincoln “Open 24 Hours” (No-Frills)  
 Jim Wheeler, Chair • Keith Zabrowski, Advisor  
 Director/Finance: Deanna Gillett/Rozz Hoff, Moorhead State University
- 1995-96 University of North Dakota – “Camp MACURH”  
 Amy Hofarth, Chair • Mark Hudson, Advisor • attendance: 650  
 Drake University “Just What the Doctor Ordered” (No-Frills)  
 Tim England, Chair • Joe Ledesma, Advisor • attendance: 78  
 Director/Finance: David Peterson/Michael Grosz, University of North Dakota
- 1996-97 Saint Louis University – “MACURH Expo: Discover the World”  
 Joe Hodes, Chair • Janelle Wilson & John Buck, Advisors • attendance: 670  
 University of Minnesota “The Conference Formerly Known As No-Frills” (No-Frills)  
 Amy Dostal & Karin Hawkinson, Chairs • Susan Stubblefield, Advisor • attendance: 125  
 Director/Finance: Joe Hodes, Saint Louis University/Jeff Long, Washington University
- 1997-98 University of Iowa – “WWW.MACURH97.COM”  
 Mindy Giuffre, Chair; Kimberly Blair & Celine Hartwig, Advisors; attendance: 622  
 University of Missouri – Rolla “Catch the Rainbow” (No-Frills)  
 Mike Raska, Chair; Carol Durk, Advisor; attendance: 134  
 Director/Finance: Paul English / Joe Ashley, Kansas State University
- 1998-99 St. Cloud State University – “MACURH Magic”  
 Shigeo Iwamiya, Chair; Addie Turowski; attendance: 731  
 Kansas State University – “Destination Excellence” (No Frills)  
 Evan Carstedt, Chair; Todd Clark, Advisor; attendance: 151  
 Director/Finance: Chris Ray, Univ. of Missouri – Rolla / Shigeo Iwamiya, St. Cloud State Univ.
- 1999-00 University of Minnesota – “Realizing the Past, Relishing the Future”  
 Jay Bushmaker, Chair; Susan Stubblefield, Advisor; attendance: 694  
 University of Northern Iowa (No Frills);  
 Jeremy “JB” Brown, Chair; Jeanne Keyser, Advisor; attendance:  
 Director/Finance: Tony Bettendorf, Univ. of Minnesota/ Jay Bushmaker, Univ. of Minnesota
- 2000-01 University of North Dakota— “MACURH Island 2000”  
 Christopher Campbell, Chair; Mark Hudson, Advisor; attendance: 667  
 University of Missouri-Rolla— “Ground Zero”  
 Marty Rust, Chair; James Seville, Advisor; attendance: 83  
 Director/Finance: Rebecca Loney, Univ. of N. Dakota/ Christopher Campbell, Univ. of N. Dakota

- 2001-02 Creighton University – “OPERATION MACURH”  
 Angela Warwick, Chair; Wayne Young Jr., Advisor; attendance: 676  
 Central Missouri State University – “No Monkey Business”  
 Jayson Gray, Chair; Brenda Moeder, Advisor; attendance: 197  
 Director/Finance: Kearney O’Connor, Univ. of Missouri – Rolla / Andrew Warta, Univ. of  
 Nebraska – Lincoln
- 2002-03 University of Northern Iowa – “Building a Better Future”  
 Emily Sanders, Chair; Scott Mitchell, Advisor; attendance: 701  
 Northwest Missouri State University – “Absolute No Frills”  
 Cindy Poindexter & Paul Klute, Co-Chairs; , Advisor; attendance: 176  
 Director/Finance: Talia Bailey, Univ. of North Dakota / Adam Foley, Univ. of Minnesota –  
 Twin Cities
- 2003-04 Southwest Missouri State University – “MACURH Zoo3”  
 Crystal Brazier, Chair; Matt Neumann, Advisor; attendance: 588  
 Kansas State University – Salina – “Camp No Frills”  
 Casey Knudson & Tony Foster, Co-Chairs; Delton Gordon, Advisor; attendance:  
 Director/Finance: Eliza Drown, Saint Louis University / Peggy Cope, South Dakota State  
 University
- 2004-05 University of Nebraska-Kearney – “Life is a Game”  
 Liz Obermeier, Chair; Gail Sims, Advisor; attendance: 608  
 University of Missouri-Columbia – “At The Hop”  
 Ben Coe, Chair; Miranda Moore, Advisor; attendance:  
 Director/Finance: Michael Marshall, Creighton University/Amanda Mollet, Univ. Nebraska-  
 Kearney
- 2005-2006 University of Nebraska-Lincoln- “Discover the Possibilities”  
 Shea Svoboda, Chair; Charles Renzick, Advisor; attendance: 602  
 University of Kansas- “We’re Not in Kansas Anymore”  
 Julie Carey, Chair; Stanely Mugeki, Advisor; attendance:  
 Director/Finance: Michael Marshall, Creighton University/Amanda Mollet, Univ. Nebraska-  
 Kearney
- 2006-2007 South Dakota State University – “MACURHstock”  
 Katie Jo Mcguire, Chair; Troy Alfson, Advisor; attendance: 538  
 University of Iowa – “No Frills 2:007 License to Frill”  
 William Heathershaw, Chair; Sean Hesler, Advisor; attendance: 176  
 Director/Finance: Trisha Borland, Univ. North Dakota/David Williamson, Univ. Minnesota T  
 win Cities
- 2007-2008 North Dakota State University – “Stars Today, Leaders Tomorrow”  
 Amber Olek, Chair; Becky Loney, Advisor; attendance: 419  
 Northwest Missouri State University – “No Frills 2008: the BEARminimum”

Wm. Drew Zimmerman, Chair; Paul Klute and Mike Miller, Advisor; attendance: 160  
Director/Finance: Daryl Lawrence, Minnesota State Univ. Man./Aaron Baker, Northwest  
MO State University

2008-2009

Missouri University of Science and Technology – “MACURH 2008: The Sweet Stuff of  
Leadership”

Tori Seely, Chair; Marty Kofsky, Advisor; attendance: ???

The College of St. Scholastica – General Frills: The Conference of Champions

Howard Stoltz, Chair; Mary Meyer, Advisor; attendance: ???

Director/Finance: Ben White, Univ. Missouri-St. Louis/Abby Richter, Univ. Nebraska –  
Lincoln

2009-2010

Minnesota State University-Mankato-“MACURH 2009: Tuning You Into Leadership”

Brianne Theisen, Chair, Meagan Hagerty, Advisor

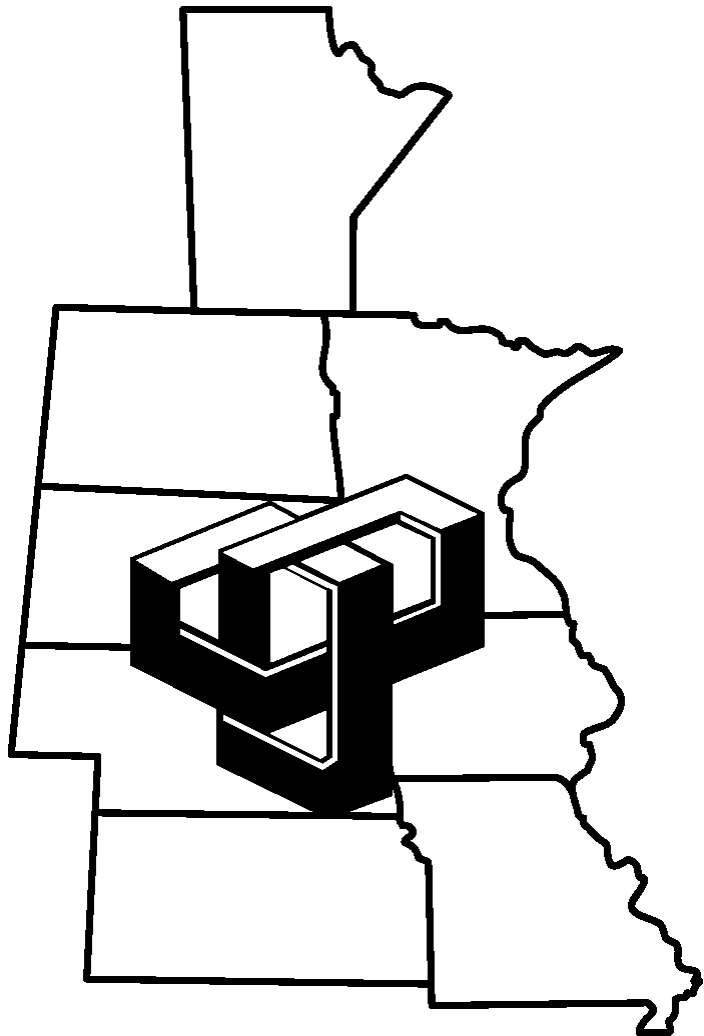
University of Nebraska-Lincoln

Stacey Rickers, chair

Director/Finance: Howard Stoltz, College of Saint Scholastica/Bethany Stafford, Univ. of  
MO-St. Louis

# CHARTER

Midwest Affiliate of  
College and University  
Residence Halls





# National Association of College and University Residence Halls, Inc.

*"Student Voice in the Residence Halls"*

NACURH, Inc.  
Midwest Affiliate

## Regional Board of Directors

Trisha Borland  
Regional Director

Aaron Baker  
AD-Finance and Records

Art Garza  
AD-Programming

Colleen Mays  
AD-Technology

Daryl R. Lawrence  
Minnesota & SaNDM RCC

Jessica Lang  
Iowa RCC

Ryan Fell  
KanNeb RCC

Amber Olek  
MACURH 2007 Chairperson

Drew Zimmerman  
No Frills 2008 Chairperson

Cindy Fendrick  
Regional Co -Advisor

Adam Foley  
Regional Co -Advisor

We the undersigned, under the authority vested in us by the National Board of Directors of the National Association of College and University Residence Halls (NACURH), Inc., and pursuant to Article XII of the National Bylaws of supplementary thereto, do hereby authorize and establish a regional affiliate of the National Association of College and University Residence Halls, Inc., to be known as the Midwest Affiliate of College and University Residence Halls (MACURH).

As a recognized regional affiliate, the Midwest Affiliate of College and University Residence Halls shall have as members within its region all those members of the National Association of College and University Residence Halls, Inc., as are located in the states of Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, and the province of Manitoba. The MACURH region will also welcome schools from other states or countries that wish to affiliate.

The Midwest Affiliate of College and University Residence Halls shall abide by the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., and its Bylaws, and as such shall hold at least one annual Regional Conference where member schools within the region can meet together to share ideas about residence hall programming and policy. At the annual No Frills conference, the MACURH National Communications Coordinators (NCCs) or their designees shall democratically elect by a majority vote a Regional Director, Associate Director(s), and Regional Communications Coordinators, hereafter referred to as the Directorship. A quorum of at least eighty percent (80%) of the registered regional membership must be present in order to elect the Directorship. All members of the Regional Directorship shall reside in an on-campus housing unit during their terms of office. The terms of office shall run between the annual NACURH Conferences. The Regional Advisor shall supervise the election procedure and tally the votes.

Any member of the Directorship may be recalled by a vote of two-thirds (2/3) of the voting membership of the region. Recall procedure may be initiated by any member of the Regional Board of Directors or any NCC as defined in the Regional Bylaws. The initiating member shall contact the officer being recalled and all member school's NCCs. The Regional Advisor shall be in communication with at least three-fourths (3/4) of the NCCs and the officer being recalled and shall serve as the recall coordinator. The person(s) recalled shall be replaced by the process stated in the Regional Bylaws.

Internal operating procedures shall be established at the discretion of the Regional Director and the regional membership so long as such policies do not conflict with the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., the Bylaws of the said corporation, or policies approved by the quorum membership of the National Board of Directors.

In witness thereof, the Chairperson of the National Board of Directors, the National Advisor, the Regional Director, the Regional Advisor, and the Associate Director for Finance and Records have set their hands on the 3rd day of June, 2007.

Michael S. Marshall  
NACURH National Chairperson

Valerie Averil  
National Advisor

Trisha Borland  
MACURH Regional Director

# Midwest Affiliate of College and University Residence Halls Bylaws

## Article I - Name

Section 1: The name of this organization shall be the Midwest Affiliate of College and University Residence Halls, hereinafter referred to as MACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH, Inc. The NACURH, Inc. Bylaws shall take precedence over these Regional Bylaws.

## Article II - Purpose

Section 1: Consistent with the Articles of Incorporation of NACURH, the purpose of MACURH shall be to promote student intellectual, educational, cultural, physical, and social welfare; to design and facilitate programs and informational services; to provide an avenue for assisting students to achieve fuller participation in the life of the college community and to extend the influence and good name of our organization everywhere.

## Article III - Membership

Section 1: The membership of MACURH shall consist of on-campus housing representative governing units from colleges and universities. This is not restricted to traditional residence hall student housing, but also includes university-owned apartments or other student housing where residents have elected positions and operate as a policy-forming and program-generating student government. College and universities with residential student governments are eligible for membership by completion of the following:

- A. Payment of annual dues as specified by the NACURH Board of Directors (NBD) in one of the following categories:
  1. Large School Membership: schools that house 1,001 or more residents in student housing shall pay the Large School Membership fee set by the NBD.
  2. Small School Membership: schools that house 1,000 or fewer residents in student housing shall pay the Small School Membership fee set by the NBD.
  3. Associate Membership: schools seeking new membership with NACURH/MACURH may pay a one-year, onetime, trial membership fee as set by the NBD.
- B. Submit a completed registration form.
- C. Submit a NACURH Information Center (NIC) Report.
  1. This report must follow guidelines set by the NIC.
  2. This report must be submitted by the due date set by the NIC.
  3. Associate Members are exempt from submitting an NIC Report.
- D. Remain in good financial standing with MACURH offices (Director, Associate Director of Finance and Records, Regional Conference and No-Frills Conference) and NACURH offices (National Associate of Finance, NACURH Services and Recognition Office, NACURH Information Center, and National Conference).

Section 2: All benefits and services of the national and regional offices are available with Large, Small, and Associate Membership.

### Section 3: **Voting Privileges**

- A. Voting privileges shall be exclusive to Large and Small School Members.
- B. Eligible member schools shall be entitled to one (1) vote at any regular or special meeting or election.

- C. To be eligible for voting rights, institutions must be in good standing with MACURH and NACURH.

## **Article IV - Regional Board of Directors Duties (RBD)**

### **Section 1: General Regional Responsibilities**

All members of the Regional Board will be expected to fulfill the following responsibilities:

1. Submit articles and monthly reports for the MACURH regional newsletter.
2. Make a formal report to the member schools at all regional business meetings.
3. Abide by the NACURH Articles of Incorporation and Bylaws.
4. Apply and stay involved in assigned national committees.
5. Maintain and keep all MACURH files.
6. Maintain a Regional Board of Directors Timeline.
7. Maintain and update the Regional Spirit Points System.
8. Maintain consistent contact with members of the Regional Board of Directors.
9. Communicate all award, application, and legislation deadlines to all member schools.
10. Properly transition successors between the No Frills and NACURH Conferences.
11. Communicate actively with member schools and responding to all correspondence within a 24 hour timeline or designated timely fashion.
12. Remain distinct from host institutions and not represent as a voting member at regional business meetings or act as a proxy for any voting member.
13. Planning and executing the RBD Roll Call at the annual regional conference and the regional roll call at the annual national conference.
14. Hold a minimum of three regional RBD retreats, with it recommended that one precede the No Frills Conference, one precede the NACURH conference, and one precede the Regional Conference. The pre-NACURH retreat will be a summit of sitting RBD and the RBD-elect.
15. Hold a minimum of six regional retreats for member school representatives, with it recommended that three to four precede each conference. E-Retreats may replace designated retreats if no host location can be determined.
16. Assume any other duties delegated by the Director.

### **Section 2: Affiliation Responsibilities**

1. Recruitment
  - a. Recruiting institutions to affiliate RHA and NRHH chapters in the region of MACURH.
2. Retention
  - a. Serving as a resource to member schools in the development of their RFI/NIC Report.
  - b. Serving as a regional resource for the student leaders and advisors at member schools.
  - c. Shall assist with any NCC, PCC, NRHH representative, President or Advisor transition occurring within the region.

3. Communication
  - a. Collecting contact information, including addresses, of institutional student leaders and advisors.
  - b. Soliciting bids, nominations, and applications for conference sits, awards, and regional and national grants.
  - c. Being a point of communication for the assigned schools of MACURH.

Section 3: **Regional Board Positions**

A. Regional Director

1. Administer the affairs of MACURH.
2. Preside over the meetings of MACURH and at all special meetings, prepare agendas in consultation of the Regional Board, and appoint parliamentarians at all appropriate meetings.
3. Represent, act, and vote on behalf of the affiliate at any applicable event or meetings including meetings of the National Board of Directors.
4. Be responsible for the implementation of any national policies and measures.
5. Vote in the case of a tie at any regional business meeting.
6. Maintain the region's "good standing" with NACURH.
7. Read and sign a copy of the "Liabilities of the Board of Directors".
8. Attend the annual Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO) conference or designate a representative if unavailable to attend.
9. Communicate actively with the NACURH Information Center to ask about or confirm items such as member institutions' affiliation status, standing members institutions, the NIC's role with the region including information regarding conferences and affiliation, and the regional appropriation of member institution dues.
10. Coordinate the awards presentation ceremony at all regional conferences.
11. Be responsible for sending out at least eight (8) regional newsletters, with it being recommended that these appear on average of one (1) per month during the school year, with one preceding the Regional Conference.
12. Be responsible for coordinating all regional commissions.
13. Coordinate regional four-year pin applications.
14. Host chats, or other designated forms of communication, between the NCCs at least twice a month.

B. Associate Director of Finance and Records (ADFR)

1. Be responsible for the financial records of MACURH, including budget maintenance, checkbook balancing, and check writing.
2. Be responsible for sending monthly financial statements to the National Associate for Finance, the National Advisor, the Regional Director, and the Regional Co-Advisors.
3. Submit financial statements at all regional business meetings.

4. Represent and act on behalf of the affiliate, in coordination with the Regional Director, at any applicable event or meetings of the National Board of Directors.
5. Be responsible for the MACURH bylaws and for maintaining and updating the MACURH Policy Book following all regional and national conferences where legislation takes place.
6. Be responsible for contacting the NIC to confirm member schools' voting rights at regional business meetings.
7. Maintain a contact list of all business representatives and any pertinent information for all member schools.
8. Keep accurate records of proceedings at regional business meetings and present a transcription for approval at the following regional business meeting. A transcript will be kept of any Regional Board of Directors retreat or business meeting where four (4) or more board members are present.
9. Be responsible for coordinating all regional committees.
10. Be responsible for ordering all regional awards for regional conferences and business meetings.
11. Archive information such as past award bids, legislation, financial reports, and national documents.

C. Associate Director of NRHH (AD – NRHH)

1. Coordinate a regional OTM committee composed of NRHH members from across the region to evaluate Of The Month Awards independently.
2. Inform the region of Regional and National OTM winners monthly.
3. Shall maintain current NRHH chapters.
4. Actively communicate with the NACURH Services and Recognition Office to ask about or confirm items such as merchandise lines, timeline for orders, member institutions' issues with orders, and other recognition initiatives.
5. Shall serve as a communications link between the NACURH Services and Recognition Office and the regional chapter presidents.
6. Shall attend the NRHH AD-NRHH Conference, when held, in order to represent MACURH's interest.
7. Shall coordinate all NRHH awards, both regional and national.
8. Work with MACURH Regional Conference staff to prepare and administer the case study competition at the Regional Conference.
9. Prepare and communicate resources around the Pillars of NRHH and the National Residence Hall Month (NRHM).
10. Chair the NRHH Boardroom at all regional conferences.
11. Maintain a contact list of NRHH Representatives, Chapters, and Chapter Presidents of member schools.
12. Coordinate the NRHH social at the regional conference.
13. Host chats, or other designated forms of communication, between the NRHH Representatives at least twice a month.

#### D. Regional Communication Coordinators (RCCs)

There shall be three Regional Communication Coordinators that shall be responsible for the development of the Midwest Affiliate. Each RCC will be responsible for one main area of development. The RCCs will follow all NACURH RCC guidelines including training at the national level.

#### 1. Programming & Resources

- a. Maintain a contact list of Programming Communication Coordinators of member schools.
- b. Coordinate the Regional Board of Director's program proposals for NACURH conferences.
- c. Serve as consultant to the MACURH regional conference-programming chair in order to ensure diverse program offerings of high quality.
- d. Shall actively encourage member schools to submit award-winning programs to the NACURH conference.
- e. Chair the PCC boardroom at all regional conferences.
- f. Coordinate programming for MACURH U with the help of the Regional Board of Directors.
- g. Create and update resources pertaining to programming.
- h. Host chats, or other designated forms of communication, between the PCCs at least twice a month.
- i. Serve as consultant to the MACURH regional conference-philanthropy chair to help promote and facilitate the MACURH regional philanthropy.
- j. Promote and coordinate the process and selection for the MACURH Programming Grants.

#### 2. Technology

- a. Oversee the maintenance and update of the MACURH website.
- b. Maintain and update the regional list-serves to help facilitate the exchange of information and ideas between member schools.
- c. Be responsible for presidential relations in the region, including coordinating the presidents social at the regional conference and facilitating communication between presidents.
- d. Chair the Presidents Boardroom at the MACURH Regional Conference.
- e. Keep accurate records of any online proceedings of the organization and edit these records for ease of reading.
- f. Work on digitizing necessary information and pursue sustainability initiatives.
- g. Maintain a regional spirit packet, in collaboration with the RBD, which consists of the following: cheers commonly encountered at conferences, descriptions of awards, positional responsibilities, delegation building, and other pertinent information about conference that schools should know before getting on site.

#### 3. Recruitment and Retention

- a. Coordinate recruitment efforts in the region, including keeping and updated list of unaffiliated schools and their contact status.

- b. Be responsible for the recruitment and expansion of MACURH.
- c. Maintain a current record of member affiliation status.
- d. Promote and coordinate delegation grants.
- e. Actively seeking out prospective schools by communicating and cooperating with professional organizations.
- f. Shall be responsible for creating, updating, and distributing public relations and recruitment materials (including the MACURH Recruitment Packet).
- g. Develop and implement institutional needs assessments to help the Regional Board meet the needs of member institutions at least once a year, with the recommendation it be done following each conference.
- h. Coordinate regional spirit packs for MACURH member schools at the national conference in collaboration with the RBD.

#### E. Conference Chairperson

- 1. Be responsible to member schools to host the annual Regional Conference bid for by their host school.
- 2. Work with the Director on arrangements for the conference business meetings.
- 3. Compile and send out a conference report to the Director, Advisors, NIC, and Conference Resource Consultant (CRC) within the timeline outline in regional policy for said conference.
- 4. Shall close out the conference books and forward the conference excess to the Director or notify the Director of the conference finances within the timeline given in regional policy for said conference.
- 5. Ensure the conference add-on fee is delivered to the Associate Director of Finance and Records before the close of the conference.
- 6. Encourage finance officers to communicate regularly with the Associate Director of Finance and Records.

Conference chairs will only sit on the Regional Board of Directors for half of an affiliation year during the period between the respective conference and the conference held immediately before. Essentially, a MACURH Conference Chair will sit on the Regional Board from the close of the No Frills conference hosted prior to the MACURH Conference Chair's conference, and a No Frills Conference Chair will sit on the Regional Board from the close of the MACURH conference hosted prior to the No Frills Conference Chair's conference. During this time period, the conference chair will communicate actively with the Regional Board attend Regional Board functions excluding the transitional retreat and the NACURH conference. Attendance at NACURH will be encouraged but not required.

#### F. Regional Advisors

- 1. Serve as non-voting, ex-officio member of the MACURH RBD.
- 2. Serve a two (2) year term to begin at the close of the MACURH Conference holding his or her election.
- 3. Be responsible for consultation at all times with officers, NCCs , PCCs, NRHH representatives, Presidents, and personnel at all member schools.

4. Be responsible to the member schools regarding the financial condition of the region and officers' fulfillment of duties.
5. Relay historical information to and assist the RBD in maintaining an accurate historical perspective.
6. Be responsible for seeing that the policies of the region are carried out.
7. Serve as the coordinator for any special meetings that may be needed or requested.
8. Attend the Regional, No-Frills and NACURH Conferences.

## Article V - Selection of the Regional Board of Directors

### Section 1: **Eligibility**

- A. All candidates must be in attendance at the current conference where elections are taking place.
  1. The Director and AD-Finance and Records must have attended at least one previous MACURH or NACURH business meeting.
  2. Candidates for AD-NRHH must be an NRHH member and belong to a member school.
- B. All board members, with the exception of the Advisors, must have lived in a residence hall at a member institution the current semester and during the duration of their term of office.
  1. Graduates are given a waiver of no more than three (3) months to complete their term of office.
- C. The Regional Advisors must be employed full-time within the housing department or division of student affairs at their host institution. (2007)
  1. The Regional Advisors may not be undergraduate students at the time of their bid.
  2. The Regional Advisors must show prior advising experience within their written bid or oral presentation.

### Section 2: **Elections**

- A. Time of Elections (2009)
  1. The Director, AD-Finance and Records, AD-NRHH, and Regional Communications Coordinators shall be elected at the annual No Frills conference.
  2. The Conference Chairperson is a representative of the conference host school, which is chosen by the NCCs.
  3. The Regional Advisors shall be elected at the annual MACURH conference except for current Advisors seeking re-election.
  4. Current regional Advisors seeking re-election shall be elected through the following protocol:
    - a. During the pre-NACURH Transitional Retreat of the same calendar year that an election would occur, the current regional Advisor(s) must declare intent to seek another two-year term.
    - b. Upon declaring intent for re-election, the regional Advisor(s) must prepare a written statement identifying strengths and successes from the current or previous term(s) and areas of improvement as well as

goals for the next term. This statement must be electronically presented to the current and incoming Regional Board of Directors.

- c. By the close of the annual national NACURH conference, the current and incoming Regional Board of Directors must vote upon retaining the regional Advisor for an additional term by a three-fifths majority.
- d. If the three-fifths majority is in favor of retaining the regional Advisor, the regional Advisor will be notified. Announcements of the decision will be sent to the region including the information that there will be no regional Advisor election at the annual MACURH conference.
- e. If the three-fifths majority is not in favor of retaining the regional Advisor, the regional Advisor will be notified. Announcements of the decision will be sent to the region including advertisements for the election process will occur at the annual MACURH conference.
- f. During the deliberations of the current and incoming Regional Board of Directors, the current regional Advisor in question will not be present. In the case that both current regional Advisors are in question, an advisor from an affiliated MACURH member school will be appointed to advise the deliberations.

B. Intents to Bid

1. Anyone choosing to bid for a Regional Board of Directors position will submit intent to bid to the Regional Director 30 days prior to the bid submission deadline via email.
2. If no intents are submitted for a position by the appropriate date, the Regional Director may call for a second round of intents due 14 days prior to the bid submission deadline.

C. Persons interested in bidding for the Regional Board of Directors must submit their completed bids to the Regional Director, RCC of Technology, and Advisors at least fourteen days prior to the No Frills conference. These bids will be posted online at least seven days before the opening of the conference. (2009)

D. All bids for office must contain proof of institutional support. (1.) The letter of institutional support must state whether or not the institution has a policy regarding academic standing and involvement in extracurricular activities. If such a policy exists, the letter must state whether or not the candidate is in compliance with the policy. (2.) The letter must be written by the campus equivalent of the Assistant Director of Housing or higher. [Amend Nov, 2000] (3.) Other requirements for written and oral bids for office, for example page limits and presentation time limits shall be outlined in the Regional Policy Book.

E. Election Procedures

1. Nominations shall be made and seconded by member schools during the conference business meeting.
2. All voting shall be by secret ballot.
3. A school may vote for any of the candidates eligible for the position, abstain, or vote for none of the candidates (vote of no confidence). If the votes of no confidence are the majority of counted votes then the position shall remain unfilled until otherwise filled. If a candidate receives such a vote of no confidence they will thusly be rendered ineligible for appointment to that position for the current term.

3. Election of all candidates shall require a majority of all votes cast in the assembly by those members present.
  - a. Should there fail to be a majority for a candidate on the first ballot, the Director shall call a second ballot, from which the name of the candidate polling the lowest vote of the first ballot shall be dropped.
  - b. Should a tie occur in the low vote, neither candidates shall be dropped from the first subsequent ballot, but should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting.
  - c. Should the second ballot likewise fail to produce a majority vote for any candidate, subsequent ballots shall be called for until a majority vote is secured.
4. Newly elected officers shall take office at the close of the annual NACURH conference immediately following the No Frills conference at which they were elected and shall make all appropriate appointments.
5. Officers may run for reelection.
6. Special Procedures Regarding the AD-NRHH (2009)
  - a. The AD-NRHH shall be elected by the NRHH representatives during the NRHH business meeting. Schools that are eligible to vote must fall into one of three categories:
    - i. Their NRHH chapter is currently affiliated with the NACURH Information Center.
    - ii. Their NRHH chapter was affiliated with the NACURH Information Center at the previous NACURH Conference.
    - iii. Their NRHH chapter submits a member list and current constitution of their chapter to the Regional Associate Director of NRHH prior to the NRHH business meeting at MACURH.
7. Special Procedures Regarding the RCC-Programming (2009)
  - a. The RCC-Programming shall be elected by the Programming Communication Coordinators during the PCC business meeting
8. Special Procedures Regarding the Regional Advisors (2007)
  - a. All Regional Advisor candidate presentations shall be conducted in the National Communication Coordinator boardroom.
  - b. The Regional Board of Directors will prepare a list of questions to ask Regional Advisor candidates that will be asked by members of the Regional Board of Directors excluding current Regional Advisors and the chair of the boardroom. Questions from the National Communications Coordinators will be asked after the Regional Board of Directors' questions; time for questions will be extended as necessary.
  - c. Before ballots are cast to elect the Regional Advisors at the annual MACURH conference the Regional Board of Directors shall caucus and provide a recommendation for a candidate. A member of the Regional Board of Directors except the chair of the boardroom will present the recommendation to the National Communication Coordinators.
  - d. The final Regional Advisor candidate will be voted on by all of the region's NCCs.

**Section 3: Recall of Officers**

- A. Any board member may be recalled by a two-thirds (2/3) vote of the membership of the region.

- B. A motion to recall may be made by any member of the RBD or any NCC.
- C. Recall procedures shall be executed as stated in the Regional Charter.
- D. In the event that a motion to recall an Advisor has been made, the second Advisor shall fulfill all Regional Advisor duties until such time as the recall motion is acted upon.

Section 4: **Vacancies of Officers**

- A. If a vacancy shall appear in the office of the Director, a new Director shall be elected by mail ballot by the NCCs from among the members of the Regional Board of Directors (2007). The winner shall be determined by a plurality of those ballots cast and counted by the Advisors. In this instance, the Advisors shall assume the Director's responsibility for conducting the mail balloting.
  - 1. The Director may appoint one (1) of the members of the Regional Board of Directors to serve as meeting chairperson in his/her temporary absence (2007).
- B. If any position is not bid for at its appropriate conference or no confidence is given a majority, the following procedures shall be observed (2008):
  - 1. The Regional Director shall solicit for bids no more than two weeks following the conference at which a position was unfilled.
  - 2. Once bids have been received, they shall be reviewed by the appropriate bid selection committee(s).
    - a. Any current Regional Board member who is bidding for an unfilled position may not serve on the committee charged with selecting a candidate for the respective position.
    - b. The committee for selecting the Regional Co-Advisor shall be the Regional Board of Directors. (As laid out in Article V, Section 2, Number 9)
    - c. The committee for selecting the AD-NRHH shall be composed of the current Regional Director, the current AD-NRHH, and five NRHH representatives.
      - i. The NRHH representatives shall select the committee representatives during their business meeting at No Frills.
    - d. The committee for selecting the RCC-Programming shall be composed of the current Regional Director, the current RC-Programming, and five PCCs.
      - i. The PCCs shall select the state/province representatives during their business meeting at No Frills.
    - e. The committee for selecting any other Regional Board member, except for conference chair, shall be composed of the current Regional Director, the current member(s) of the Regional Board whose position(s) is/are being bid for, and a representative from each state/province.
      - i. The NCC boardrooms shall select the state/province representatives during their caucuses at No Frills.
      - ii. The state/province representatives shall serve on the committee for all positions unfilled, except for Regional Co-Advisor, AD-NRHH or RCC-Programming.
  - 3. The committee(s) will have the opportunity to submit questions to candidate(s) prior to pro/con and discussion.
    - a. Questioning of the candidates will be coordinated by the current Regional Director.
  - 4. The committee(s) shall convene at least once online to do pro/con and discussion for the unfilled position(s).
    - a. All meetings of the committee(s) will be coordinated by the current Regional

Director.

5. The committee(s) will select a nominee to be approved by the body of representatives responsible for electing the unfilled position(s).
  - a. The committee(s) will send a justification of their decision to the body of representatives responsible for electing the position(s).
  - b. A simple majority of representatives with voting rights shall confirm the recommended nominee.
6. The justification(s) of the decision(s), along with all bid(s) submitted for the position(s), shall be posted on the MACURH website and sent out via the appropriate list-serve(s) after the committee(s) have made their decision(s).
7. Confirmation votes from the appropriate representatives will be due no more than one (1) week after the justification(s) and bid(s) have been posted.
  - c. If any other vacancy shall appear in any of the Associate Director or RCC offices, the Director shall appoint a replacement.
  - d. If a vacancy shall appear in the office of Regional Conference Chairperson or No-Frills Conference Chairperson, the host/host team conference staff, in conjunction with the Director, shall appoint a replacement.
  - e. A vacancy in the Advisor position shall be filled by co-advisor until such time as a new Advisor can be selected by the NCCs at the next regional business meeting. The newly selected Advisor's term will be a completion of the vacant Advisor's term.

## Article VI - National Communication Coordinators (NCCs)

- Section 1: Upon becoming a member of NACURH, each participating representative student governing unit shall select a National Communications Coordinators, who shall serve as the liaison between the national organization, its regional affiliate, and the local institution.
- Section 2: The NCC or designee shall serve as delegation chairperson for his/her school during regional and national conferences.
- Section 3: The NCC or designee shall represent his/her respective school's delegation in all business meetings and elections.
- Section 4: The NCC or designee shall be required to organize and submit an NIC report to the NIC annually. Failure to comply will result in the loss of voting privileges.
- Section 5: The NCC shall be responsible for completing policy and activity questionnaires sent to him/her by national or regional officers and returning them to the proper persons by the particular dates requested.
- Section 6: The NCC shall send to the Regional Board of Directors and other MACURH member schools monthly correspondences describing activities and policy changes at his/her host school.
- Section 7: The NCC shall be the contact person for his/her school to solicit information from the NIC.
- Section 8: The NCC shall be responsible for nominating their school, when appropriate, for regional and national awards.

## Article VII – National Residence Hall Honorary Chapter Representatives (NRHH Reps)

- Section 1: The National Residence Hall Honorary Chapter Representative (NRHH Rep) shall serve as the official liaison between the individual's NRHH Chapter, MACURH and NACURH.

- Section 2: NRHH Reps shall be responsible for submitting fees and necessary forms to the RAD and NACURH Information Center (NIC).
- Section 3: NRHH Reps shall provide for transition in office for the incoming NRHH Rep from the individual's school. This transition shall include notification of such to the Regional Board and NIC.
- Section 4: NRHH Reps shall not concurrently serve as an NCC or PCCs in regional or national business.
- Section 5: NRHH Reps shall vote on MACURH awards as designated in MACURH Policy.
- Section 6: NRHH Reps shall have speaking rights in MACURH NCC Business as specified by the MACURH Director.
- Section 7: NRHH Reps shall communicate with their respective NCC to ensure that NRHH specific concerns are voiced to MACURH.

## Article VIII – Programming Communication Coordinators (PCCs)

- Section 1: The Programming Communications Coordinator (PCC) shall represent the program needs of their respective campuses to MACURH and NACURH.
- Section 2: PCCs shall provide for transition in office for the incoming PCC from the individual's school. This transition shall include notification of such to the Regional Board.
- Section 3: PCCs shall not concurrently serve as an NCC or NRHH Reps in regional or national business.
- Section 4: PCCs shall vote on MACURH awards and Program Grants as designated in MACURH Policy.
- Section 5: PCCs shall have speaking rights in MACURH NCC Business as specified by the MACURH Director.
- Section 6: PCCs shall communicate with their respective NCC to ensure that programming needs and concerns are voiced to MACURH.

## Article IX - Business Meetings

- Section 1: A regional business meeting shall be conducted at every national and regional conference, and as otherwise provided for in these Bylaws and policies.
- Section 2: A quorum for conducting business shall be half-plus-one member schools present at the conference.
- Section 3: **Special Meeting**  
A special meeting of MACURH may be called by submitting a petition of not less than twenty (20) percent of member schools. This petition shall be submitted to the Regional Advisors, who will act upon it within fifteen (15) working days of receipt of such a petition.
- Section 4: **E-mail Ballots and Legislation (2006)**
  - A. Email ballots and legislation must be sent out over the regional listserv.
  - B. The Regional Director shall determine the date for e-mail ballots and/or legislation to be sent.
  - C. Amendment Chat
    - a. One week after the notification e-mail for a piece of legislation is sent to the regional listserv an Amendment Chat shall be held.
    - b. The purpose of the Amendment Chat is to discuss the legislation and potentially offer amendments to it.
    - c. Amendments to the legislation may only take place during this chat.

- d. Chat Quorum: At least 50% of the regional schools affiliated at the time the legislation is sent to the listserv must be present in the Amendment Chat for an amendment to be proposed and voted upon.
- e. Should quorum be met and an amendment proposed, 2/3 of the votes must be returned in the affirmative for the amendment to the legislation to pass.
- f. Should quorum remain unmet, friendly amendments may be proposed.
- D. Following the Amendment Chat, minutes and any legislative changes shall be sent to the regional listserv. Votes will then be accepted.
- E. Voting
  - a. Votes will be sent only to the Regional Director.
  - b. Each MACURH school that is fully affiliated at the time the original email is sent to the listserv shall receive one vote.
  - c. No voting on legislation shall take place until an Amendment Chat is held.
  - d. Quorum will remain the same for online voting as it does for Regional Business Meetings.
  - e. Schools who do not e-mail their votes to the Regional Director shall have their vote counted as an abstention.
  - f. 50% plus one of all schools must be returned in the affirmative for a policy to pass. For any policy pertaining to finance or bylaws, there must be 2/3 in the affirmative in order for it to pass.
  - g. The Regional Director will announce the results within one week after the voting deadline.
- F. A motion to recall or reconsider the legislation must be made within seventy-two (72) hours of the publication of the final results to the Regional Director.
- G. E-Mail ballots shall not be permitted in the case of RBD member recalls.

## Article X - Regional Conference/No-Frills Conference

- Section 1: MACURH shall hold one Regional Conference and one No-Frills Conference for all member schools of the affiliate and observers from nonmember schools.
- Section 2: The Regional Conference site and No-Frills Conference site shall be selected after a review of written bids showing facilities, programs, and agreement from the institution's administration indicating support of the proposal. Written bids must include a signed copy of the Regional Host Acknowledgment Form.
- A. All bids will be handed to the Director the day prior to the opening of the business meeting.
- Section 3: **Conference Fees**
- A. The fees for the Regional and No-Frills Conference shall be established by the host school upon consultation with the Director, the AD-Finance and Records, the Advisors, and the NACURH, Inc. Conference Resource Consultant. The conference chairperson shall be responsible for maintaining and monitoring the conference budget.
  - B. A Regional Conference add-on fee of \$15.00 per delegate shall be established. A No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly to the MACURH bank account. (2007)
  - C. A Regional Conference and No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly into the MACURH ADA Account, per MACURH policy.

- D. Conference fees at both the Regional and No-Frills Conferences shall be waived for the Director, Associate Directors, Advisors, and the Regional Communications Coordinators. Conference fees at the No-Frills Conference shall be waived for the MACURH Regional Conference Chairperson. Conference fees at the MACURH Regional Conference shall be waived for the No Frills Conference Chairperson.

Section 4: **Conference Deficit**

- A. The host/host team shall pay the first \$500 of the conference deficit (NACURH Policy). The remainder of the deficit shall be split equally between the host/host team and the region.

Section 5: **Conference Final Reports**

- A. Seven copies of the final report are due to the Regional Director within sixty days after the close of the conference for the MACURH Regional Conference and within thirty after the close of the No Frills Conference. The reports should be distributed by the Regional Director in the following manner: (one copy to the following)  
NIC  
NACURH CRC  
AD- Finance and Records  
Next conference host staff  
Regional Advisors  
Regional Director
- B. When the final report of the conference is submitted as stated above, the regional director, the AD-Finance and Records, regional advisors, and subsequent conference chair shall have fourteen days from the day of receipt to accept or decline the document. If one or more of the aforementioned people declines the document, a written account of points of clarification shall be submitted to the said conference staff. The conference team will then have fourteen days to complete the corrections or add the requested points clarified.
- C. If the conference team does not submit the report within the fore mentioned allotment, the school shall have their good standing suspended with NACURH until a final report is submitted according to policy. If the document is declined after the deadline and the conference chair has not demonstrated a good faith effort to submit corrections and clarification, the school shall have their good standing suspended as well until a final report is submitted that is deemed acceptable.
- D. If a MACURH conference team submits a final report within the 60 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, the host school shall be awarded \$500 to be used for a scholarship.
- E. If a No Frills Conference team submits a final report within the 30 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, the host school shall be awarded \$250 to be used for a scholarship.
- F. The MACURH annual budget shall carry a line item in the amount of \$750 for final report awards.
- G. In the event that the conference incurs a deficit, a final decision on whether to award the wrap-up report award for on time submission shall be made by the NCCs and the RBD.

Amendments made:

Dates of amendments prior to 1991 are unknown

February 15, 1991

November 2, 1991

May 30, 1992

February 13, 1993

November 16, 1994

February 19, 1995

February 14, 2005

November 11, 2006

June 1, 2007

October 24, 2009

October 28, 1995

February 17, 1996

November 16, 1996

February 15, 1997

November 12, 1997

February 14, 1998

December 6, 2005

February 2007

November 2007

May 21, 1998

November 14, 1998

October 16, 1999

February 12, 2000

February 11, 2001

October 27, 2001

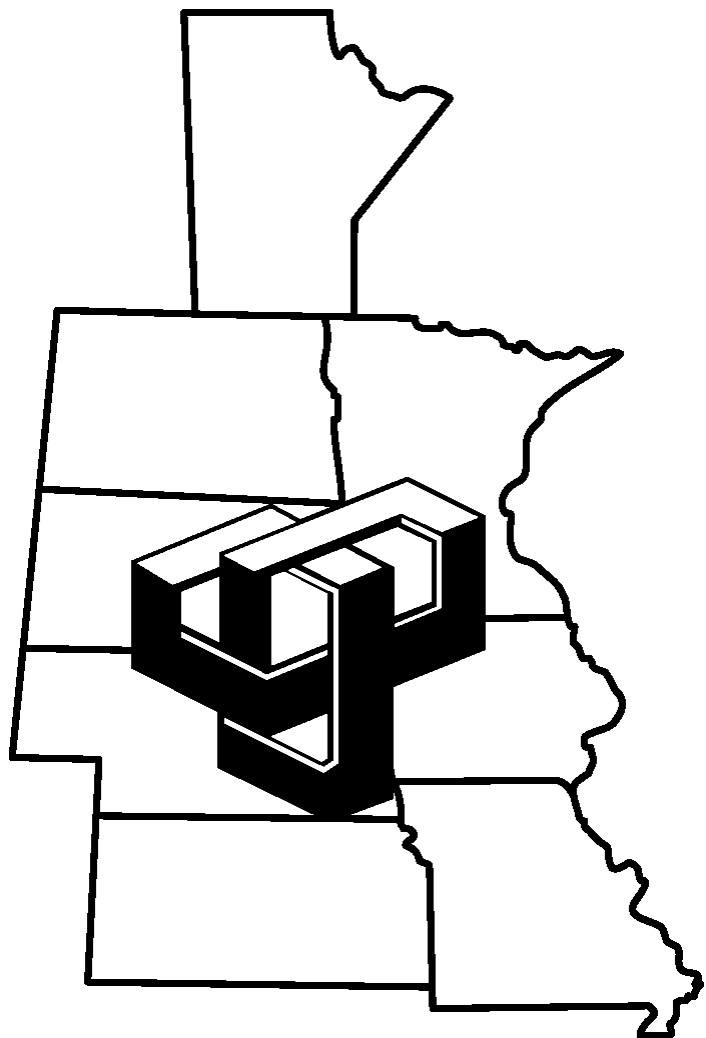
February 5, 2006

May 1, 2007

February 2008

# POLICY

Midwest Affiliate of  
College and University  
Residence Halls



## Midwest Affiliate of College and University Residence Halls Policy

### Article I - Regional Conference Policies

#### Section 1: **Conference Bid**

- A. Conference Bid Procedure
  1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
  2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
  3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
  4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
  5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the Regional Conference at No-Frills.
    - a. If no bids have been submitted by No-Frills, the Regional Board of Directors can further solicit schools to bid at the NACURH Conference, or the Director may appoint a willing and qualified school to host the conference.
- B. Conference Bid Requirements (what a bid shall include)
  1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
  2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
  3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
  4. Profile of the conference staff, including advisor(s);
  5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
  6. Conference schedule;
  7. Description of special events and key note speakers;
  8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
  9. Description of conference accommodations:
    - a. Sleeping rooms,
    - b. Program rooms/facilities,
    - c. NCC, NRHH, and Sub-regional meeting rooms,
    - d. Social gathering rooms
    - e. Conference Security;
  10. Dining and Banquet options;
  11. Safety and security plans and/or staffing pattern;

12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.
  13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);
  14. Appendices (i.e., registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used).
  15. Regional Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
1. Written bid requirements may be waived by a two-thirds vote of the NCCs.
- D. Oral Presentation
1. Oral presentation of Regional Conference bids may not exceed twenty (20) minutes, with a twenty (20) minute question and answer session.
  2. The question and answer session may be extended by a majority vote of the NCC's.
- E. Page Length
1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a Regional Conference bid.
- F. RBD Participation
1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.
- G. Bid Format and Due Date
1. Conference Bids are due to the Regional Director at the discretion of the Director but at the very latest one week prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference attendees.

Section 2: **Registration Requirements**

- A. Trading Spaces
1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
  2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a Regional Conference
1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
1. Each individual attending a Regional Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
  2. Delegate Disclaimer Statement  
I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Conference Host School) allowing me to participate in the MACURH \_\_\_(year) Conference hereby agree to the following: I release MACURH and \_\_\_(Conference Host School), their officers, agents, and

employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the MACURH \_\_\_(year) Conference. I agree to protect, hold harmless, and indemnify \_\_\_(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the MACURH \_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.

3. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Conference Host School must be approved by the CRC prior to sending out registration packets.

D. Conference Drug and Alcohol Policy

1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisors, the Regional Director and the Advisor from the school from which the student represents.
2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy.
3. The above policy shall be published in the Regional Conference notebook.

E. Conference Fair Housing Policy

1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally accessible floors (first floor) at regional conferences.
2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student’s housing options.

F. Public Relations Newsletter

1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.

Section 3: **Corporate Partners**

A. Definition

1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a “corporate partner.” All other companies providing services and/or funding shall be referred to as “conference sponsors.” Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase “corporate partner” nor claim the endorsement of NACURH, Inc.

B. Reserved Program Time Slots

1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

Section 4: **Business Meetings**

- A. Pre-Conference Retreat (2006)
  1. The Regional Conference host site shall host the MACURH Regional Board of Directors retreat prior to the Regional Conference.
  2. The cost for this retreat will be contributed to the MACURH budget by the Regional Conference host site.
  3. If the host site is too great a distance for the entire Directorship to visit, then the school shall host a visiting delegation of RBD members, which will include the Regional Director and any other member of the Directorship interested.
- B. Planning Meeting
  1. The Director, Associate Directors, and Regional Advisors shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.
- C. Regional Business Meeting
  1. NCC meetings for training or for regional business shall be held throughout the Regional Conferences at the discretion of the Regional Director.
  2. An annual corporate business meeting shall be held during the Regional Conferences each year. All NCCs are required to attend.
- D. National Residence Hall Honorary Meeting
  1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the Regional Conferences. The RAD-NRHH may also coordinate other meetings during the Regional Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
  1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.
- F. President's Business Meeting/Social
  1. Time shall be allocated for a Friday night Business Meeting/Regional Social for Presidents to vote on award bids and to socialize.
  2. The business meeting will be run by a member of the RBD and minutes will be taken.

Section 5: **MACURH University (MACURH-U)**

- A. MACURH-U is a series of programming sessions at the regional conference used to train school representatives, and any delegates who may attend, on the workings of MACURH and their positions on the regional and national level.
- B. At least two programming sessions will be devoted specifically to MACURH-U.
- C. Programs within MACURH-U will be specifically tailored to the needs of NCCs, PCCs, NRHH Representatives, and Presidents.
- D. MACURH-U programming submissions will be submitted directly to the Regional Communications Coordinator of Programming or designees.
- E. MACURH-U program proposals will be due at the same time as regular program proposals or at the discretion of the Regional Communications Coordinator of Programming.
- F. The Regional Communications Coordinator of Programming will determine the submission and selection process for MACURH-U.

- G. It is recommended that the RBD members submit at least on MACURH-U program proposal.
- H. The Programming Chair for the annual regional conference will be in charge of reserving space for MACURH-U programs.
- I. It will be the responsibility of the Regional Director to end opening ceremonies and open the conference in time for the delegates and school representatives to attend MACURH-U.

**Section 6: Finances**

- A. Conference Start-Up Loan
  - 1. At the request of the host/host team, the AD-Finance and Records may make a \$500 conference start-up loan to the host school of the MACURH Conference. The loan shall be paid back prior to the close of the host/host team's Regional Conference.
- B. Delegate Fees for the Regional Conference
  - 1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
  - 2. A MACURH add-on fee shall be established and shall be included as a conference expense. The Regional Conference add-on fee will begin at a base of \$15.00 per delegate for Affiliation Year 2008-2009 and will be increased at the beginning of each new Affiliation Year at a rate not exceeding the percent change in the Consumer Price Index. A record of the add-on fee increases over time will be kept by the AD-Finance and Records. This policy will be updated to reflect the current add on fee every Affiliation Year where the MACURH Regional Conference will be held in a year ending in a 5 or 0. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors.
  - 3. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
  - 4. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
- C. Monitoring of the Regional Conference Budget
  - 1. The conference advisor and Co-Regional Advisors in conjunction with the MACURH Director, AD-Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.
  - 2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
  - 3. Monitoring of Regional Conference Budget Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records, Director, and Co-Advisors.
  - 4. At least 90 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director of Finance and Records, Regional Director, Regional Co-Advisors and the CRC. A

- Delegation Bracket Budget will minimally include the breakeven point and the costs of the conference using 50 delegates below the break--even point, and the costs of the conference using 50 delegates above the breakeven point. At the discretion of the Regional Associate Director of Finance and Records and Regional Director additional delegate attendance increments may be added.
5. Regional Conference Budget Changes exceeding \$250.00
    - a. An increase or decrease in the Regional Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.
  - D. Conference Break-Even Point
    - a. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
    - b. The break-even point shall be used to set the registration cost for the conference.
    - c. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
  - E. “No Pay-No Key” Policy
    1. Regional Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
  - F. Conference Fee Refunds
    1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
    2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, AD-Finance and Records, and Regional Co-Advisors. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
    3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
  - G. Waiver of Regional Conference Fees for RBD Members
    1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, No Frills Chairperson, and RCC’s shall be absorbed by the Regional Conference budget.
    2. Housing costs for the Director, Associate Directors, RCCs, No Frills Conference Chair and Regional Advisors for the Thursday night prior to the conference will be absorbed by the Regional Conference budget.
  - H. Waiver of Regional Conference Fees for NBD Members
    1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.
    2. At least three (3) week prior notification is required for a fee waiver request to be considered.
  - I. Regional Conference Deficit
    1. The host/host team shall pay the first \$500 of the deficit (NACURH Policy). The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by the MACURH.

2. In the case of inclement weather or other circumstances beyond the host/host team's control, the conference deficit's funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess
1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than sixty (60) days after the conference.
    - a. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

**Section 7: Risk Management**

- A. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- B. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- C. No conference event, excluding breakfast, shall begin prior to 8:00am.
- D. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

**Section 8: Wrap-up**

- A. Wrap-Up Procedure
  1. A complete wrap-up, including a written report outlined below is required within sixty (60) days of the close of the conference.
  2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school.
  3. Conference host schools who do not comply with the 60-day policy shall be declared "not in good standing" with NACURH, Inc. and MACURH until the wrap-up is complete.
- B. Wrap-up Report
  1. A final report of the Regional Conferences will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference report should contain the following information in order:
    - a. Introductory letter of the report by the chairperson(s);
    - b. Table of Contents, with page numbers;
    - c. Conference schedule;
    - d. Total number of delegates in attendance, further broken down by number of delegates per school;
    - e. List of all elected and/or appointed regional officers, including individual names, position(s) held, and their host school;
    - f. Awards presented at conference;
    - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;
    - h. Conference chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.;
    - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
    - j. Committee chairpersons' responsibilities, with the following format:
      - i. General statement of committee responsibilities,

- ii. Description of committee activities:
    - a. Number of people on the committee or in positions,
    - b. Timeline of activities, month by month, as accomplished,
    - c. Problems with timeline,
    - d. Communications problems that hindered the committee's purpose,
    - e. An outline of successful procedures in organizing the committee and the activity,
  - iii. Description of conference responsibilities:
    - a. What happened at the conference,
    - b. What activities the committee planned that occurred,
    - c. A listing of critical reminders for the future planners,
  - iv. Recommendations for the Future:
    - a. Suggested solutions to timeline problems,
    - b. Suggested solutions to conference responsibility problems,
    - c. Evaluation of one's own participation level, with suggestions for better time utilization,
    - d. Ideas considered but not utilized,
    - e. Forms or form letters used;
    - f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to each of the Regional Advisors. These reports should be sent via email as PDFs to the above mentioned people.

## Article II - No-Frills Conference Policies

### Section 1: **Conference Bid**

- A. Conference Bid Procedure
  - 1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
  - 2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
  - 3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
  - 4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
  - 5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the No-Frills Conference at NACURH.

- a. If no bids have been submitted by NACURH, the Regional Board of Directors can further solicit schools to bid at the MACURH Conference, or the Director may appoint a willing and qualified school to host the conference.
- B. Conference Bid Requirements (the bid shall include)
  1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
  2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
  3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
  4. Profile of the conference staff, including advisor(s);
  5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
  6. Conference schedule;
  7. Description of special events and key note speakers;
  8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
  9. Description of conference accommodations:
    - a. Sleeping rooms,
    - b. Program rooms/facilities,
    - c. NCC, NRHH, and Sub-regional meeting rooms,
    - d. Social gathering rooms
    - e. Conference Security;
  10. Dining and Banquet options;
  11. Safety and security plans and/or staffing pattern;
  12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.
  13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);
  14. Appendices (i.e., registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used).
  15. No Frills Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
  1. Written bid requirements may be waved by a two-thirds vote of the NCCs.
- D. Oral Presentation
  1. Oral presentation of No-Frills Conference bids may not exceed fifteen (15) minutes, with a fifteen (15) minute question and answer session.
  2. The question and answer session may be extended by a majority vote of the NCCs.
- E. Page Length
  1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a No-Frills Conference bid.
- F. RBD Participation
  1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.

- G. Bid Format and Due Date
  1. Conference Bids are due to the Regional Director 48 hours at the discretion of the Director but at the very latest one week prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference attendees.

Section 2: **Registration Requirements**

- A. Trading Spaces
  1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
  2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a No-Frills Conference
  1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
  1. Each individual attending a No-Frills Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
  2. Delegate Disclaimer Statement  
 I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Conference Host School) allowing me to participate in the No-Frills \_\_\_(year) Conference hereby agree to the following: I release MACURH and \_\_\_(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the No-Frills \_\_\_(year) Conference. I agree to protect, hold harmless, and indemnify \_\_\_(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the No-Frills \_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.
  2. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a No-Frills Conference Host School must be approved by the CRC prior to sending out registration packets.
- D. Conference Drug and Alcohol Policy
  1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive

- growth. Illicit drugs can be lethal. Therefore, all events will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisor, the Regional Director and the Advisor from the school from which the student represents.
2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy.
  3. The above policy shall be published in the No Frills Conference notebook.
- E. Conference Fair Housing Policy
1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally-accessible floors (first floor) at regional conferences.
  2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student’s housing options.
- F. Public Relations Newsletter
1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.
- G. Bid Format and Due Date
1. Conference Bids are due to the Regional Director 48 hours prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference.

**Section 3: Corporate Partners**

- A. Definition
1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a “corporate partner.” All other companies providing services and/or funding shall be referred to as “conference sponsors.” Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase “corporate partner” nor claim the endorsement of NACURH, Inc.
- B. Reserved Program Time Slots
1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

**Section 4: Business Meetings**

- A. Pre-No Frills Retreat (2007)
1. The No Frills Conference Site must host the Regional Board of Directors Pre-No Frills retreat, and should coordinate efforts with the Director of MACURH to ensure a proper retreat is held.
  2. This retreat shall be paid for with money contributed by the No Frills Conference’s budget.
  3. If the distance is too great for the entire Directorship to hold a retreat at the No Frills Conference site or weather does not permit, at least one (1) member of the Directorship (including the MACURH Regional Director) shall visit the conference site at least one month prior to the opening of the conference.
- B. Planning Meeting

1. The Director, Associate Directors, Regional Advisors, and Regional Communications Coordinators shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.
- C. Regional Business Meeting
  1. NCC meetings for training or for regional business shall be held throughout the No-Frills Conferences at the discretion of the Regional Director.
  2. An annual corporate business meeting shall be held during the No-Frills Conferences each year. All NCC's are required to attend.
- D. National Residence Hall Honorary Meeting
  1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the No-Frills Conferences. The RAD-NRHH may also coordinate other meetings during the No-Frills Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
  1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.

**Section 5: Finances**

- A. Conference Start-Up Loan
  1. At the request of the host/host team, the AD-Finance and Records may make a \$250 conference start-up loan to the host school of the No-Frills Conference. The loan shall be paid back prior to the close of the host/host team's No-Frills Conference.
- B. Delegate Fees for the No-Frills Conference
  1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
  2. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
  3. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
  4. A No Frills Conference add-on fee shall be established and shall be included as a conference expense. The No Frills Conference add-on fee will begin at a base of \$5.00 per delegate for Affiliation Year 2008-2009 and will be increased at the beginning of each new Affiliation Year at a rate not exceeding the percent change in the Consumer Price Index. A record of the add-on fee increases over time will be kept by the AD-Finance and Records. This policy will be updated to reflect the current add on fee every Affiliation Year where the MACURH No Frills Conference will be held in a year ending in a 5 or 0. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors
  5. A No Frills Conference Technology add-on fee of \$3.00 shall be established and shall be included as a conference expense.
- C. Monitoring of the No-Frills Conference Budget
  1. The conference advisor and Co-Regional Advisors in conjunction with the MACURH Director, AD-Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.

2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
  3. Monitoring of No Frills Conference Budget
    - a. Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records, Director, and Co-Advisors.
  4. No Frills Conference Budget Changes exceeding \$250.00
    - a. An increase or decrease in the No Frills Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.
- D. Conference Break-Even Point
1. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
  2. The break-even point shall be used to set the registration cost for the conference.
  3. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
- E. “No Pay-No Key” Policy
1. No-Frills Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
- F. Conference Fee Refunds
1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
  2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, and AD-Finance and Records and Regional Co-Advisors. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
  3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
- G. Waiver of No-Frills Conference Fees for RBD Members
1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, Regional Conference Chairperson, and RCCs shall be absorbed by the No-Frills Conference budget.
  2. Housing costs for the Director, Associate Directors, Regional Advisors, Regional Communications Coordinators and Regional Conference Chairperson for the Thursday night prior to the conference will be absorbed by the No-Frills Conference budget.
- H. Waiver of No-Frills Conference Fees for NBD Members
1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.

2. At least three (3) week prior notification is required for a fee waiver request to be considered.
- I. No-Frills Conference Deficit
  1. The host/host team shall pay the first \$250 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by MACURH.
  2. In the case of inclement weather or other circumstances beyond the host/host team's control, the conference deficit's funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess
  1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than thirty (30) days after the conference.
  2. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

**Section 6: Risk Management**

- E. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- F. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- G. No conference event, excluding breakfast, shall begin prior to 8:00am.
- H. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

**Section 7: Wrap-up**

- A. Wrap-Up Procedure
  1. A complete wrap-up, including a written report outlined below is required within thirty (30) days of the close of the conference.
  2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. The host school must pay any bills that are discovered after this period.
  3. Conference host schools who do not comply with the 30-day policy shall be declared "not in good standing" with NACURH, Inc. and MACURH until the wrap-up is complete.
- B. Wrap-up Report
  1. A final report of the No-Frills Conferences will be written and published by the Regional Conference staff no later than thirty (30) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference report should contain the following information in order:
    - a. Introductory letter of the report by the chairperson(s);
    - b. Table of Contents, with page numbers;
    - c. Conference schedule;
    - d. Total number of delegates in attendance, further broken down by number of delegates per school;
    - e. List of all elected and/or appointed regional officers, including individual names, position(s) held, and their host school;
    - f. Awards presented at conference;
    - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;

- h. Conference chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
  - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
  - j. Committee chairpersons’ responsibilities, with the following format:
    - i. General statement of committee responsibilities,
    - ii. Description of committee activities:
      - a. Number of people on the committee or in positions,
      - b. Timeline of activities, month by month, as accomplished,
      - c. Problems with timeline,
      - d. Communications problems that hindered the committee’s purpose,
      - e. An outline of successful procedures in organizing the committee and the activity,
    - iii. Description of conference responsibilities:
      - a. What happened at the conference,
      - b. What activities the committee planned that occurred,
      - c. A listing of critical reminders for the future planners,
    - iv. Recommendations for the Future:
      - a. Suggested solutions to timeline problems,
      - b. Suggested solutions to conference responsibility problems,
      - c. Evaluation of one’s own participation level, with suggestions for better time utilization,
      - d. ideas considered but not utilized,
      - e. Forms or form letters used;
      - f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to each of the Regional Advisors. These reports should be sent via email as PDFs to the above mentioned people.

## Article III - Regional Meeting Policies

### Section 1: **Purpose**

- A. The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, sub-regional retreats and Regional Board of Directors retreats.

### Section 2: **Regional Meeting Procedure**

- A. Schools selected to host a regional meeting should contact the Regional Director and Regional Advisors.

- B. The Regional Director and Regional Advisors will share the responsibility of communicating all necessary information to the host schools no later than 30 days prior to the meeting.
- C. If a host has not been selected within 30 days of the meeting, then the information will be communicated as soon as reasonably possible after the host has been determined.
- D. A signed MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor no later than 14 days prior to the meeting.
- E. If a host has not been selected within 14 days of the meeting, then the MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor as soon as reasonably possible after the host has been determined.
- F. If a host school fails to follow designated regional procedures regarding the regional meeting, the host school shall assume all duty and liability related to the regional meeting.

**Section 3: Registration Requirements**

- A. **Non-conference Persons at a Regional Meeting**  
Only officially registered and officially invited guests (defined as host site staff and to be function specific) and meeting attendees shall be given permission to attend official functions of the regional meeting.
- B. The meeting host schools shall be required to enforce this policy at all regional meeting functions by providing adequate safety and security.
- C. **Liability of NACURH and Disclaimer Statement**  
Each individual attending a regional meeting will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered attendee to the regional meeting.
- D. **Attendee Disclaimer Statement**  
I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Regional Meeting Host School) allowing me to participate in the \_\_\_(Title of Regional Meeting) hereby agree to the following: I release MACURH and \_\_\_(Regional Meeting Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the \_\_\_(Title of Regional Meeting). I agree to protect, hold harmless, and indemnify \_\_\_(Regional Meeting Host School) and their officers, agents and employees against all claims, suits, and liabilities of demands for injuries to any person and/or property growing out of my participation of the \_\_\_ (Title of Regional Meeting). I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Regional Meeting Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.
- E. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Meeting Host School must be approved by the Regional Advisors and NACURH CRC prior to sending out registration information.

**Section 4: Regional Meeting Drug and Alcohol Policy**

- A. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the regional meeting host school, in consultation with the Regional Advisor, the Regional Director and the Advisor from the school from which the student represents.
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Regional Meeting Drug and Alcohol Policy.
- C. The above policy shall be published in any written materials related to the regional meeting notebook.

**Section 5: Finances**

- A. Regional meetings are intended to be informal gatherings with limited expenditures. Any expenses related to the regional meeting must be communicated to attendees in advance of registration.
- B. Host schools will only provide accommodations to attendees whose fees are paid in full, unless written permission of the regional meeting host school has been granted.
- C. Any outstanding debts from attendees may be considered debt against MACURH and put the attendee’s school in bad standing until such time as the debt is paid.

**Section 6: Risk Management**

- I. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- J. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- K. No conference event, excluding breakfast, shall begin prior to 8:00am.
- L. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

**Article IV - Regional Financial Policies**

**Section 1: Accounting Policies**

- A. Fiscal Year Policy
  - 1. The MACURH Fiscal Year shall be defined as April 1 to March 31.
- B. Member School Definition
  - 1. A school shall be defined as a member of MACURH or NACURH that complies with Article II of the NACURH, Inc. Bylaws and Article III of the MACURH Bylaws.
  - 2. Schools that have not been affiliated for six months will be notified and removed from all MACURH benefits.
- C. Checking Account Procedure
  - 1. The regional bank account must be opened by the National Advisor.
  - 2. The bank statements will be sent to the Associate Director for Finance and Records. The bank statements along with any voucher records shall be retained as part of the regional files for at least six (6) years before being destroyed.

3. The National Advisor shall be responsible for contacting the National Board of Directors and the AD-Finance and Records with the regional account information, as soon as these are established.
4. The checking account shall have at least two (2) and not more than four (4) signatures, the AD-Finance and Records and one of the Regional Advisors must be the first two.

**Section 2: Budgeting of Finances**

- A. Preparation of the Regional Budget
  1. The AD-Finance and Records shall present the next year's fiscal budget to the NCC's at the No-Frills Conference.
  2. No conference excess shall be included in this budget.
  3. In the event a conference excess exists, it shall be allocated as followed:
    - 25% shall be placed in the MACURH contingency fund.
    - 25% shall be placed in the MACURH Long-Term Capital Fund.
    - 25% shall go to any specific line item that shall be voted on by the NCCs.
    - 25% shall be placed in the MACURH savings account and designated for Compliance spending. Once the ADA Compliance portion of the MACURH savings account reaches the \$3,000.00 level, 25% of the excess designated for ADA Compliance shall be combined with that of the 25% placed in any specific line item that shall be voted on by the NCCs, and then allocated by a vote of the NCCs.
  4. The posting of the excess to the line item shall be distributed to the NCCs during the year.
- B. Transfer of Funds Between Line Items
  1. Funds within the regional budget shall be divided into line items. The AD-Finance and Records can authorize the transfer of funds from one line item to another, not to exceed \$50.00 per line item per semester. Any other change in allocation by line item can only be authorized by a majority vote of the NCCs.
- C. Voting Requirements for Allocation of Funds
  1. A 2/3 majority of voting NCCs shall be required for passage of the regional budget.
  2. A 2/3 majority of voting NCCs shall be required for approval of special allocations over \$100.00.
  3. A simple majority of voting NCCs shall be required for approval of special allocations under \$100.00.
- D. Regional Spending Limits
  1. The MACURH Region, when spending above and beyond budgeted line items, shall adhere to the following:
    - a. \$0 - \$50: at the Director's' discretion;
    - b. \$50.01 - \$100: at the Director's discretion with Advisor's approval;
    - c. \$100.01 or more: approval of the NCCs.
- E. End of the Fiscal Year
  1. The Associate Director for Finance and Records shall present a line item account of the past fiscal years funding, showing income by dues, conference excesses, and other, while accounting for income spent and transferred by line item.
  2. Any funds that remain in the regional budget at the end of the fiscal year shall revert back to the region to be utilized in the next fiscal year budget as carry-over.

Section 3: **Spending Policies**

- A. All purchases made using MACURH regional funds must benefit the MACURH region and its member schools in some form.
- B. All purchases made using MACURH regional funds must adhere to the policies stated in the MACURH governing documents
- C. Only members of the regional board of directors are allowed to place orders on behalf of the MACURH region
- D. Before any orders are placed for items on behalf of the MACURH Region, the order must have written permission from a combination of the following RBD Members:
  - 1. MACURH Director
  - 2. MACURH AD-Finance and Records
  - 3. MACURH Advisors
- E. The members of the Regional Board of Directors required to give permission statements for purchases shall be defined as follows:
  - 1. Purchases valuing \$0-\$50 shall require a written permission statement from the MACURH Director and/or AD-Finance and Records
  - 2. Purchases valuing \$50.01-\$100 shall require a written permission statement from the MACURH Director, the AD-Finance and Records, and the Regional Advisors
  - 3. Purchases valuing \$100.01 or more must have the approval of the NCCs
    - a. NCC approval must be reflected in boardroom minutes, which shall count as a written permission statement.
  - 4. In the case of purchasing NACURH Spirit pack items only, guidelines E1-E3 shall be replaced by the following requirement:
    - a. Funds used for purchasing items for NACURH regional spirit packs must have written permission statements by the MACURH Director, AD-Finance and Records, and MACURH Advisors before spirit pack items are purchased.
  - 5. Use of MACURH funds for reimbursement purposes, such as but not limited to, travel, registration fees, affiliation fees, programming grants, and scholarships shall require a written permission statement from either the AD-Finance, the MACURH Director, or the Regional Advisors, and must be shared with those RBD members who's permission was not required
- F. Written permission should include the following information and must be in electronic form:
  - 1. Description of the items desired
  - 2. Number of items to be purchased
  - 3. Total amount of money approved for the individual order or purchase
  - 4. A clear statement of permission, agreeing with the purchasing of desired items
  - 5. The name(s), signature(s), and position title(s) of the RBD member(s) granting permission

- G. Written permission statements should be kept by the AD-Finance and Records for as long as vouchers, transaction forms, and bank statement relating to the purchased items are retained.
- H. Written permission statements should be presented at least 24 hours before the spending of funds is permitted, including but not limited to:
  - 1. Distribution of checks
  - 2. Use of credit cards
  - 3. Use of online payment plans
- I. Written permission statements shall NOT replace the required transaction forms
- J. It is the AD-Finance and Records responsibility to collect all necessary permission statements before MACURH funds are used for items or orders are placed in MACURH's name
- K. In the case of orders or purchases taking place without adhering to the above guidelines, the following may take place:
  - 1. Individuals and/or host institutions may be deemed financially responsible
  - 2. Member schools may be placed in bad standing with MACURH
  - 3. Immediate removal from regional level positions

**Section4: Travel Policy**

- A. Any trip taken by a member of the Regional Board of Directors must be specifically authorized by the RBD in the regional budget.
  - 1. Once a member of the Regional Board of Directors has used all of the funds allocated to their position for travel, it is that person's responsibility to secure funding for their travel.
  - 2. The Associate Director of Finance and Records, in consultation with the Regional Director and Regional Advisors, will be charged with the task of overseeing that travel funds are used wisely and that a fair amount of funds remain for each RBD position after all regional meetings.
- B. Arrangements for travel to, from and during regional meetings shall be made by the individual RBD member, in consultation with the Associate Director of Finance and Records. Selected arrangements will be the most cost effective for the region. The Associate Director of Finance and Records will determine, in consultation with the Regional Director and Regional Advisors, what is the most cost effective and reasonable arrangement.
- C. The following are the only reimbursement options for RBD travel:
  - 1. The region will pay for the expenses incurred to the RBD member for all personal vehicular travel by means of gas reimbursement. Upon issuing of receipts, the paying RBD member will be reimbursed the cost of gas to travel to the meeting site, multiplied by two to cover the trip back to their original place of departure.
  - 2. By air, the region will pay only the cheapest rate available at the current time to and from the meeting site.
  - 3. The region will pay for a rental vehicle for RBD members wishing to take the financial responsibility upon them for any damage done to the vehicle during

the rental period. MACURH will not reimburse for vehicle insurance. Only the cost of rental fees and gas at the owner's rate.

**Section 5: National Conference Policies**

- A. Semi-Annuals
  - 1. NACURH shall pay registration for Semi-Annual board meeting for Regional Director and Associate Director of Finance and Records, and AD-NRHH, or substitute(s).
  - 2. MACURH shall pay the travel costs for the Regional Director and AD-Finance and Records, and AD-NRHH, or substitute(s) for the Semi-Annual board meeting.
- B. NACURH Conference Registration
  - 1. Pre-Conference
    - a. NACURH shall pay the registration fees for the NACURH pre-conference annual board meeting for the Regional Director and AD – Finance and Records.
    - b. MACURH shall pay the registration fees for the NACURH pre-conference for the RAD-NRHH, AD-Programming, Regional Advisors, and the RCCs.
  - 2. NACURH Conference
    - a. NACURH shall pay the registration fees for the NACURH Conference for the Regional Director and AD- Finance and Records.
    - b. MACURH shall pay the registration fees for the NACURH conference for the RAD-NRHH, AD-Programming, Regional Advisors, Regional Director Elect, and AD-Finance and Records Elect.
  - 3. NACURH Conference Travel
    - a. MACURH shall pay travel costs for the NACURH pre-conference and the NACURH conference for the Regional Director, AD-Finance and Records, RAD-NRHH, AD-Programming, and Regional Advisors.
  - 4. Regional Communication Coordinators NACURH Registration and Travel
    - a. MACURH shall pay up to \$250 for each RCC for their travel and/or conference registration for the NACURH conference.

**Section 6: Transaction Form**

- A. A Transaction Form shall be required for the expenditure of all funds.
- B. A Transaction Form must be filed with the AD-Finance and Records with receipts attached to justify the amount of the expenditure whenever funds are received from the MACURH Regional Account.
- C. A separate form must be filled out for each line item expenditure.
- D. Failure to return the form to the AD-Finance and Records within sixty (60) days will result in the demand that all or part of the funds be returned to MACURH, or that reimbursement funds will be withheld.

**Section 7: NACURH Contingency Fund**

- A. History
  - 1. Beginning in May 1981, NACURH started building a contingency fund with the intent to build it to \$500. Currently, the funds have exceeded that, and the monies are placed in the fund to be used in emergencies. Monies are placed in the Contingency Fund at the discretion of the National Associate for Finances.
- B. Withdrawing Nationally Placed Funds
  - For monies that NACURH has placed in the contingency account on a region's behalf, the following guidelines exist:

1. The Regional Director must write a letter to the National Advisor requesting the funds from the National Portion of the account. This letter must be co- signed by the Regional Advisors.
  2. A majority vote of the NCCs in the region must approve the request in advance of the letter being sent to the National Advisor.
  3. The NBD must approve the request before the national portion of the regional contingency monies can be allocated, or in the case of an emergency, the NACURH Executive Committee can approve the request, with a confirmation “after the fact” vote of the NBD at the following meeting.
- C. **Withdrawing Regionally Placed Funds**  
For monies that the individual region has placed in the contingency account on its own behalf, the following guidelines exist.
1. The National Advisor is authorized to allocate any requested funds to the region after receiving a letter from the Regional Director and the Regional Advisors.
  2. A majority vote of the NCCs in the region must approve the request in advance of the letter being sent to the National Advisor.
- D. **Contingency Fund Expenditure Guidelines**
1. At no time are contingency funds to be used for nonessentials.
  2. Any use of contingency funds could be approved by the NACURH Executive Committee in an emergency situation that requires immediate funding with confirmation by the NBD at the following meeting. Discretion is left to the NACURH Executive Committee as to the real urgency of the needed funds.  
(National Fiscal Policy, revised 1991)

**Section 8: MACURH Long-Term Contingency Fund**

- A. **Purpose**
1. The fund is to serve as a long-term investment of the region’s funding to provide for purchases of major equipment, such as laptops, and to provide for the long-term financial stability of MACURH.
- B. **Fund Management**
1. The minimum balance shall be \$3,000.
  2. Transfers from regionally placed funds in the MACURH contingency account must follow policies and shall not bring the balance account below \$3,000.
  3. This fund shall be governed under NACURH investment policies.
- C. **Withdrawing funds**
1. Monies in the fund can be removed for the region’s use for purchases under the following guidelines:
  2. The purchase must be for long-term use (3 years or more) and be in an amount exceeding \$300.
  3. The purchase must be approved by a majority vote of the NCCs in the region.
  4. The amount requested cannot bring the balance below its set minimum.
  5. Monies in the fund shall be removed for the region’s use for replenishing the regional contingency account under the following guidelines:
    - a. The regional contingency fund account has a balance below \$3,000 at the start of the fiscal year (April 1).
    - b. The region’s budget cannot accommodate for replenishing the regional contingency account to a balance of \$3,000 or greater.

- c. The MACURH AD-Finance and Records shall transfer an amount from the Long-term Capital Fund to the regional contingency account to bring the balance to exactly \$3,000 by September 1 of that fiscal year.
- d. In an emergency situation where MACURH's financial situation is critical, monies in the Long-term Capital fund may be removed following NAUCRH Contingency Fund policies.

## Article V - Regional Board of Directors Bid Policy

### **A. Bid Requirements**

1. Selection for all offices requires: a written bid, an oral presentation, and a question and answer session.
2. The times for the question and answer session can be extended by a majority vote of the NCCs, NRHH or Programming representatives.

### **B. Intents to bid**

1. Anyone choosing to bid for a Regional Board of Directors position will submit intent to bid to the Regional Director 30 days prior to the bid submission deadline via email. Bids will not be accepted without intent.
2. If no intents are submitted for a position by the appropriate date, the Regional Director may call for a second round of intents due 14 days prior to the bid submission deadline.

### **C. Written Bid Specifications**

1. A page is defined as a side of print. A page includes letters of support, dividers, text and charts. All bids must be on 8.5" x 11" paper.
2. A cover page is not included in the page limit.
3. All page limits listed are maximum number of pages allowed; bids can be fewer pages.
4. It is encouraged that bids be double-sided and be printed on recycled paper.
5. Bids must be formatted on a computer and sent as a PDF to the Director via email. No paper copies of Positional Bids will be accepted or distributed to conference attendees.
6. Candidates may not include letters of support from current Regional Board members.

### **D. Limits Per Board Position**

1. The Director is limited to a ten (10) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
2. AD-Finance & Records is limited to a ten (10) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
3. AD-NRHH is limited to a six (6) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
4. RCCs are limited to a six (6) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
5. The Advisor is limited to a ten (10) page written bid, a ten (10) minute oral presentation, and a ten (10) minute question and answer session.

## Article VI - Miscellaneous Policies

### **I. Environmental Policy**

In recognition of the need to be more aware of our environment responsibilities, the National Association of College and University Residence Halls, Inc. strongly recommends regions and the

National Board of Directors operate with the efficient use and management of our natural resources. Therefore no Award Bids, Positional Bids, Conference Bids or legislation will be submitted at Regional or No Frills Conferences. The Business Meetings at these conferences will be conducted with the use of laptops (provided by the participants) and USB drives with the pertinent bids and or legislation downloaded onto them (provided by MACURH).

Furthermore, the Messenger, NCC Survival Guide, and all Award bids will be placed online in plain text, html, or .pdf formats, with a request of hard copies available for member schools

## **II. MACURH Application Package**

MACURH shall adopt a proactive approach to the use of technology. MACURH shall adopt the *PC Clone* as its choice of computer workstation processor, meaning that all vital documents be maintained on this workstation type. MACURH recognizes the transient state of itself. Hence, shall adopt a standard software package of the following applications, for the following usage:

MS Office	General Office Productivity
Adobe PageMaker / MS Office	Newsletters
Windows (any version)	Operating System

*NACURH, Inc. does not restrict the use of other applications for internal use of inter-school communication or individual offices, but requires all inter-regional shared electronic documents to follow the standard package*

## **III. Delegation Grant**

- Part 1. Based on the judgment of the Associate Director for Finance and Records, if there exists an acceptable amount of money, a line item for Delegation Grant shall be included in the budget that is submitted for approval at the No Frills Conference. The final amount of the grant shall be at the discretion of the Associate Director for Finance and Records, as amended and/or approved by the NCC's.
- Part 2. The amount of the Delegation Grant shall be announced at the MACURH business meeting at the annual NACURH Conference. The applications for this grant shall be made available at this time and handed to each school and sent to those schools not in attendance at NACURH. The announcement shall be made to as many schools, affiliated and interested, through as many different mediums as possible following the end of NACURH.
- Part 3. Applications shall be returned to the Regional Director no later than 30 days prior to the MACURH conference. The application must be accompanied with a copy of the most current budget.
- Part 4. The selections committee will be chosen by the Director, to include a Regional Co- Advisor, the Associate Director for Finance and Records, and up to five (5) but not less than two (2) others of the Director's choosing.
- Part 5. The criteria used in evaluating the need for the grant shall be:
  - Resources available to the school's student resident hall organization;
  - A demonstrated need to help subsidize a delegation's fee to attend the MACURH conference including a budget and a plan for what changes will be made in the event that a delegation grant is not awarded;
  - A genuine desire to make an impact on the school's campus by attending MACURH;
  - A desire to impact the conference itself with programming, enthusiasm, etc.

- Part 6. The committee can give out as many grants to schools that have applied as there is money budgeted. The number of schools is up to the committee, portioned in the percentage they choose. The NCC's in approving the budget sets the total amount that can be allocated.
- Part 7. Within 30 days after leaving MACURH, the school(s) that receive the grant will complete a 2-3 page final report describing the experience, how it has benefited their school, and future plans of how they intend to be an active part of MACURH and utilize the regional and national services to benefit their school.
- Part 8. No school will receive any reimbursement, in the form of the delegation grant, until they have submitted their final report.

#### **IV. MACURH Programming Grant**

Part 1. Based on the judgment of the Associate Director for Finance and Records, if there exists an acceptable amount of money, a line item for Programming Grant shall be included in the budget that is submitted for approval at the No Frills Conference. The final amount of the grant shall be at the discretion of the Associate Director for Finance and Records, as amended and/or approved by the NCCs.

Part 2. The amount of the Programming Grant shall be announced at the MACURH business meeting at the annual NACURH Conference. The applications for this grant shall be made available mid-August through the regional listservs as well as early December.

Part 3. The Programming Communications Coordinators will review grant applications during both the regional MACURH and No Frills conference business meetings. In the case no applications have been submitted, the grants funds will roll over into the Programming Grant line item to be used in the following fiscal year.

Part 4. The criteria used in evaluating the need for the grant shall be:

- Resources available to the school's student resident hall organization;
- A demonstrated need to help subsidize programming including a budget and a plan for what changes will be made in the event that a Programming Grant is not awarded;
- A genuine desire to make an impact on the school's campus through programming.

Part 5. The Programming Communication Coordinators can give out as many grants to schools that have applied as there is money budgeted. The NCCs, in approving the budget, set the total amount that can be allocated.

Part 6. Within seven days of the program's completion, the school(s) that received the grant will complete a Follow-Up Report outlined in the MACURH Programming Grant Application. Should a school not complete the follow up report within the seven day allotment, that school will be placed in bad standing with the Region.

#### **V. MACURH Logo**

The MACURH logo shall be that which is displayed on the cover of the MACURH Policy Book.

#### **VI. MACURH Colors**

The official colors of MACURH will be royal blue and white. (2007)

#### **VII. MACURH Mascot**

The MACURH regional mascot shall formally be known as Molly "The Moo" Cow.

### **VIII. National Conference Awards**

Any National Conference Awards: Regional Banner, Display, and Roll Call, won at NACURH will be given to the RCC of that term of the sub-region that organized either of the awards. Certificates will be distributed to each school that participated in organizing the event at the following MACURH Conference.

### **IX. NACURH Unification Statement**

NACURH, Inc. is a student run organization whose members' purpose is to provide communication, education and leadership development opportunities for student leaders in residence hall systems across the country and world. The students who comprise this organization represent different abilities, races, ethnicity, sexual orientations, religions, ages, genders, and political affiliations. NACURH is a representative body of a truly multicultural population in which individual differences are accepted and welcomed. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member schools to build conference delegations that are representative and inclusive of the diversity of people of their individual campuses. Ultimately, we strive for a unified organization which has an appreciation, understanding and acceptance of diversity. Finally, we encourage member schools to work together to provide a unified front in order to achieve our basic goals of improving residence halls nationwide and internationally.

### **X. MACURH ADA Compliancy Account**

#### **A. Purpose**

1. To allocate funds in respect to NACURH's endeavor of being an inclusive corporation that respects different abilities.

#### **B. Fund Management**

1. An add-on fee of \$5.00 shall be added to the registration fees for both regional and No Frills conferences to be placed into a MACURH savings account under the name "ADA Compliancy."
2. If the total fund in the ADA Compliancy savings is less than \$3,000.00, 25% of any conference excess will be applied to the account along with the \$5.00 add-on fee until the savings surpasses \$3000.00
3. Once the savings exceeds \$3000.00, just the \$5.00 add-on fee shall be inserted into the savings account.
4. Once the savings budgeted for ADA Compliancy reaches \$12000.00, the \$5.00 add-on fee will stop being added to the conference fees. However, if the item drops below \$10000.00, the \$5.00 add-on fee to delegate registration will be reinstated until the line item regains its \$12000.00.
5. All interest gained by the ADA Compliancy Fund will accrue within the ADA Compliancy Fund Account.

#### **C. Withdrawing Funds**

1. Monies in the fund can be removed for the conference's use for service purchases under the following guidelines:
  - a. The fee must be approved by the discretion of the Regional Director and AD-Finance and Records, in consultation with the Regional Advisors.
  - b. The conference staff shall make a good-faith effort to be responsible for ensuring the finances are spent in the most fiscally responsible manner.
  - c. A request must be received by the Regional Director within 72 hours of the close of conference registration.

- d. The request must be accompanied with appropriate documentation of expenses.
- e. Requests will be approved on the basis of the Americans with Disabilities Act,

### **XI. Bylaw and Policy Changes**

Bylaw changes must be proposed on the proposal form found in the Forms Section. Intent must be submitted in writing to the Regional Director. Actual proposals must be turned in at the Director's discretion, but at least 24 hours before a business meeting. Policy changes are made by the Regional Board of Directors with a majority vote. Upon passage of any policy changes, the Regional Board of Directors must submit a summarization of changes to the policy book to the National Communications Coordinators at the next business meeting, whereupon the NCCs shall vote to accept the changes made by the Regional Board. The NCCs have the right to accept or veto any changes made by the Regional Board before the changes are enacted.

### **XII: Laptop and USB Policies**

1. Laptops will be utilized in every NCC, PCC, NRHH, and President business boardroom at the Regional, No Frills, and National Conferences, it will be the responsibility of the participants in each Boardroom to ensure they have a laptop, the participants must contact their boardroom chairperson two (2) weeks prior to said conference if they cannot obtain a laptop, the Regional Board of Directors will then work to provide an alternative for said person.
2. The Midwest Affiliate of College and University Residence Halls will provide one(1) USB drive per affiliated and registered school at every Regional and No Frills Conference to be checked out by their National Communications Coordinator. The Regional Board of Directors will be responsible for ensuring that every USB drive has the appropriate agendas, bids and, legislation on them before the conference starts. If a school checks out a USB Drive at the Regional or No Frills Conferences and does not return it at the end of boardrooms, or returns it in an inoperable state, said school will be charged \$75.00 (US) and be placed in bad standing by the Director until the fee has been paid to MACURH

### **XIII. Legislation Submission Policies**

1. A committee shall be created by the Associate Director for Finance and Records whose sole charge will be to review legislation that has been submitted to the Regional Director. This committee shall be known as the Legislation Review Committee. The LRC shall follow an approved guideline from the ADFR to review the legislation submissions.
2. The LRC shall follow these guidelines. No legislation shall be denied, however legislation will be reviewed based on the following criteria: Does what the legislation set out to do require actual legislation to enact? If this legislation changes policy, is it truly necessary to make a change to policy, or can it be accomplished without a policy change? Does the legislation conform to the mission and/or vision of NACURH and MACURH. How would this legislation impact individual member schools? Does this legislation conflict with National Policy? Is the legislation grammatically correct? Are there spelling errors?
3. The LRC shall complete their review in one week's time after the Legislation Due Date set out by the Regional Director.
4. The LRC will submit their recommendations to the Regional Board of Directors. The recommendation shall include whether or not the LRC thinks the piece of legislation should be voted on in a boardroom and in which boardroom the piece should be discussed. The RBD will meet, weighing the review of the LRC and discuss each submitted piece of legislation. For a piece of legislation to pass onto the National

Communications Coordinators, Programming Communications Coordinators, or National Residence Hall Honorary Representatives a majority vote by the RBD will be required. This meeting will be run by the Regional Director one week before the conference where the legislation is being submitted. The LRC must review the submitted legislation and make a recommendation before the Regional Board of Directors discusses and votes on the piece of legislation. The Chair of the LRC will sign off on the legislation designating that the piece has been reviewed.

5. If a piece of legislation is not passed by the RBD a spokesperson will give a statement to the NCCs at conference as to why the RBD did not pass the legislation. The NCCs may override the RBDs decision by a 2/3rds majority if called for, the legislation in question then would be brought to the table for deliberation.

#### **XIV. Regional Laptop Responsibility Policy**

1. For those in the positions that are furnished with laptops by the Midwest Affiliate of College and University Residence Halls, the Technology Liability Form must be on file with the Associate Director of Finance and Records. This form must be completed and delivered by mail to the ADFR within 30 days of receiving the laptop.
2. In the case of excessive physical damage, or damage to the software from misuse, the person assigned to the laptop must reimburse the region for the cost of a replacement or must provide a replacement deemed suitable by the Regional Co-Advisors.
3. If the person assigned to the laptop is not contactable, than the person's institution may be held responsible for the reimbursement or replacement of the laptop.

## **Article VII – Risk Management**

The following risk management policy is intended to assist MACURH in reducing the risk exposure of the region by taking actions designed to reduce the risk of acting in a negligent manner. **This policy is not a substitute for individual responsibility for ANY organizational members of MACURH and should not be used as such.**

### **Section 1: Definitions**

- A. A MACURH affiliated function shall be defined as a regional conference, business meeting, retreat, or sub-regional retreat.
- B. A Regional Board of Directors member is defined as an individual elected by their regional constituents or appointed to serve on their region's RBD. This also includes any ex-officio members of the RBD.
- C. Close of activities shall be defined as the close of business or conference activities (whichever ends latest).
- D. Emergency shall be defined as any situation in which a person receives critical bodily wounds, or requires immediate medical attention, or is in imminent corporal danger. Examples include: an automobile accident, emergency hospitalization due to illness, or comparable situation.

### **Section 2: General Risk Management**

- A. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- B. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- C. No conference event, excluding breakfast, shall begin prior to 8:00am.

- D. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

### **Section 3: Liability of NACURH and Disclaimer Statement**

- A. Each individual attending a MACURH related conference, business meeting, or retreat will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to any conference or MACURH related activity.
- B. Delegate Disclaimer Statement

I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Conference Host School) allowing me to participate in the MACURH \_\_\_(year) Conference hereby agree to the following: I release MACURH and \_\_\_(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the MACURH \_\_\_(year) Conference. I agree to protect, hold harmless, and indemnify \_\_\_(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the MACURH \_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.

- B. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Conference Host School must be approved by the CRC prior to sending out registration packets.

### **Section 4: Conference Drug and Alcohol Policy**

- A. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated “alcohol and drug free.”
- B. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisors, the Regional Director and the Advisor from the school from which the student represents. It is possible that the delegate could be sent home from the conference at their own expense, and/or a school could be placed in bad standing status within the region.
- C. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to adhere to the Conferences Drug and Alcohol Policy.
- D. The above policy shall be published in the Regional Conference notebook.
- E. This policy remains in effect during any MACURH affiliated function.

### **Section 5: Travel**

- A. When traveling to an official MACURH affiliated function, all individuals should observe proper risk management procedures for their own safety.
- B. Inclement weather is a legitimate reason for not embarking on travel of any type.

- C. General MACURH travel suggests that advisors have emergency contact information for all delegates on the trip in the event of an emergency during travel.
- D. Retreats
  - i. For a MACURH related retreat, Regional Board Members are encouraged to carpool as much as possible.
  - ii. It is expected that when traveling to a retreat or other MACURH related function that Regional Board members will use judgment when it comes to switching drivers and stopping for breaks.
  - iii. It is advised that if business lasts past 9pm at any retreat, that officers remain that evening at the retreat site if traveling more than 2 hours distance or traveling alone.
  - iv. All Regional Board Members should make contact with the designated Regional Advisor for that retreat to indicate their arrival back to their home institution after a retreat. That Regional Advisor will then call the other Regional Advisor when all delegates have arrived at their destination.
  - v. Should an emergency situation occur, the designated Regional Advisor should be notified. The Regional Advisor should then notify the other Regional Advisor, MACURH Director & the National Advisor.
  - vi. If a retreat site is too far of a distance for the entire Directorship to visit, then the schools shall host a visiting delegation of RBD members, which will include the Regional Director and other members designated by a need from the Director and the Regional Advisors.

#### **Section 6: Conference Delegation Advisors**

- A. It is expected that each institution sending delegates to a MACURH related conference (MACURH, No Frills, and/or NACURH) will have an advisor registered.
- B. Conference registration, once closed, shall be checked to ensure each school has an advisor registered with their group.
- C. An advisor is defined as a professional or graduate student employed by a MACURH institution that is responsible for the delegation in the event of an emergency.
- D. If an advisor at the delegate's home institution cannot attend, an advisor from another MACURH institution can be recruited and listed as the advisor of record. This may only be done with permission of the host institution of the advisor of record and the host institution of the delegation, and is contingent upon the advisor of record agreeing to take responsibility for the delegation. If this is the case, the NCC must submit a statement with this information to the MACURH Director, Conference Chair(s) of the appropriate conference, and Regional Advisors.
- E. A delegation advisor should have access to all emergency contact information for delegates, home institution information in the event of an emergency, any medical concerns, and have the authority to make decisions related to the delegates should a situation occur that violates MACURH conference policy (in consultation with Regional Advisors).

#### **Section 7: Harassment & Hazing**

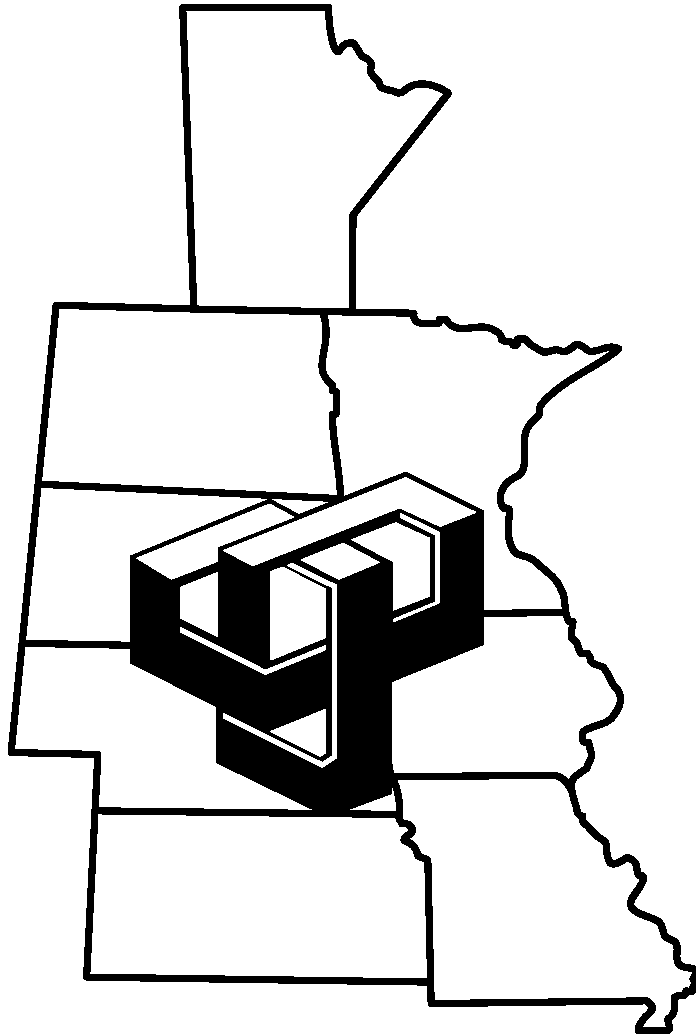
- A. **NACURH Unification Statement:** NACURH, Inc. is a student run organization whose members' purpose is to provide communication, education and leadership development opportunities for student leaders in residence hall systems across the country and world. The students who comprise this organization represent different abilities, races,

ethnicity, sexual orientations, religions, ages, genders, and political affiliations. NACURH is a representative body of a truly multicultural population in which individual differences are accepted and welcomed. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member schools to build conference delegations that are representative and inclusive of the diversity of people of their individual campuses. Ultimately, we strive for a unified organization which has an appreciation, understanding and acceptance of diversity. Finally, we encourage member schools to work together to provide a unified front in order to achieve our basic goals of improving residence halls nationwide and internationally.

- B. Sexual Harassment, defined as a form of sexual discrimination that constitutes a violation of federal and state law, will not be tolerated. This policy is intended to protect the rights of all persons involved.
- C. Harassment, defined as any behavior that constitutes a violation of federal or state law, will not be tolerated. This policy is intended to protect the rights of all persons involved.
- D. Hazing, defined as any action taken or situation created, intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule will not be tolerated.
- E. Suspected violations of sexual harassment, harassment, or hazing should be reported to a Regional Advisor and a follow up investigation should occur. The results of this investigation may lead to a delegate being sent home from the conference at their own expense, a delegate no longer welcome at future MACURH affiliated functions, and/or a school could be placed in bad standing status within the region.

# AWARD POLICIES

Midwest Affiliate of  
College and University  
Residence Halls



## MACURH Award Policies

MACURH Regional Conference			
NCC	PCC	NRHH	Presidents
Cindy Fendrick Award for Professional Services	Program of the Year	Commitment to Philanthropy Resident Staff Member of the Year	Organization of the Year Student Award for Leadership Training
No Frills Regional Conference			
NCC	PCC	NRHH	
OCM Distinguished Service Award OCM Dennis Lynch NCC of the Year Hallenbeck Service Award Mabel Strong Outstanding Advisor School of the Year President of the Year	Commitment to Diversity Award Building RHA of the Year First Year Experience Award Programmer of the Year	Valerie Averill and Mark Hudson NRHH Outstanding Member of the Year NRHH Building Block Chapter of the Year NRHH Chapter of the Year Mike Grosz Student of the Year	

- Each member school in good standing with NACURH, Inc. may make only one nomination for each of the above awards. Recipients will be selected from the nominees by secret ballot and announced at the respective conference's banquet.
- All bids for awards must be typed and formatted using a computer, they must be in 10-12 point type on a standard 8.5"x11" page layout. All bids must be submitted to the Director via e-mail in .pdf format by the set date.
- Bids may not exceed the page limit specified in the award description.
- A page is defined as a side of print and includes text, letters of support, and dividers. A cover page does not count towards the page limit.
- Bids must have page numbers.
- The Director will submit an electronic copy of every bid to the National Information Center for the Resource File Index.
- Only achievements from the year prior to the conference where the bid is being presented may be used to construct the bid except for the Cindy Fendrick Award for Professional Service, Hallenbeck Service Award and the Distinguished Service Award.
- Bids not following these criteria will not be considered.
- No member of the MACURH Regional Board of Directors may be nominated for an award.
- Only affiliated schools will be eligible to vote in any of the business meetings. (2006)

### Section 1: Bids

- I. Bids will be available for viewing on the web prior to the conference. The finished bid will be due to the Director, or their designee, 21 days prior to the conference. The bids will be able to be viewed 5-7 days previous to the first day of the conference and NCCs, PCCs and NRHH chapters will be notified when the last bid has been placed on the web.
- II. Bids may contain graphics and will appear the way that they will be presented for final consideration by the NCCs, PCCs, and NRHH representatives.

- III. Bidding schools are asked not to bring any paper copies to conferences, they will not be accepted or distributed to the member schools.
- IV. The bids will be submitted electronically via e-mail in .pdf format. If this is impossible, due to lack of available software or hardware, the copy will be submitted to the Regional Director in paper format, where it will be converted, but results will likely be less enhanced due to the process of conversion.

## **Section 2: MACURH Regional Conference Awards**

### **I. National Communication Coordinator Awards**

The following awards will be voted upon by the NCCs from fully affiliated schools present at the annual MACURH conference.

#### **A. Cindy Fendrick Award for Professional Service**

**Purpose:** This award is designed to recognize distinguished leadership by a housing professional while serving MACURH, its affiliates, and member schools over a several year period.

**Eligibility:** Bids are limited to one (1) per school. Any elected officers are not eligible. Nominees cannot be nominated for the Hallenbeck Service Award within the same year. Bids not meeting these criteria will not be considered.

**Pages:** The text of the Cindy Fendrick Award for Professional Service must be limited to 16 pages (10-12 point type required) double-sided. A page is defined as a side with print; covers and title pages are not included in the page count, dividers are included. All bids shall contain page numbers.

**Selection:** The NCCs will vote on one regional recipient at the annual MACURH Regional Conference. This award is not necessarily meant to be given out each year, but rather for those who have gone above and beyond within the Midwest Affiliate.

**Award:** If a winner is selected, it will be announced at the closing banquet of the annual MACURH Regional Conference. A plaque will be given to the recipient.

#### **Criteria:**

##### **Required Criteria:**

- The bid should include information regarding campus and regional involvement.
- Nominees should be within their first fifteen (15) years of post-baccalaureate professional housing service.
- The bid should also must highlight specifically
  - how the nominee has impacted their host school(s) and MACURH.

##### **Recommended, But Not Required Criteria:**

- national involvement while serving within MACURH
- awards received while serving within MACURH
- professional memberships
- positions held while serving within MACURH
- conference participation while serving within MACURH

- involvement as a student (post-baccalaureate)
- letters of recommendation

## II. NRHH Representative Awards

The following awards will be voted upon by the NRHH representatives from fully affiliated schools present at the annual MACURH conference.

### A. Commitment to Philanthropy Award

**Purpose:** This award is designed to recognize a MACURH member school in good standing that has shown a yearlong commitment to the regional philanthropy, local campus philanthropies, and community philanthropies. For the purposes of this award, philanthropy shall be defined as physical time, monetary, clothing, food, or other tangible donations given to the above listed philanthropies and/or not for profit organizations.

**Eligibility:** Any MACURH member school in good standing with NACURH may submit a bid for the award. The award shall have an eligibility period o MACURH conference to MACURH conference. Only year specific information from the eligibility period will be considered in the selection of this award.

**Pages:** The written bid shall not exceed twenty (20) pages (10-12 point type). A page is defined as a side with print; including text, letters of recommendations, appendices, dividers, etc. The title page shall not be included in the twenty (20) pages, but dividers shall be included in the page count. Appendices may not exceed twenty (20) pages and will not be included in the twenty (20) pages and may be added at the bidding school's discretion. All bids shall contain page numbers. Bids over the page limit will not be considered.

#### Required Contents:

- A. Introductory statement including:
  - a. A Statement of Philanthropy
  - b. Your campus' perspectives on philanthropy
  - c. Your campus' approach to philanthropy

#### Suggested Criteria:

- A. How has your campus tried to develop new and creative ways o promoting and implementing philanthropy?
- B. What philanthropic contributions were made by your campus?
  - a. Campus Organizations/entities contributed to:
    - i. Short description of said organization/entity
    - ii. Programs/activities designed to promote the philanthropy
    - iii. Overall contributions made
  - b. MACURH Philanthropy
    - i. Programs/activities designed to promote the philanthropy
    - ii. Overall contributions made
  - c. Community Organizations/entities contributed to:
    - i. Short description of said organization/entity
    - ii. Programs/activities designed to promote the philanthropy
    - iii. Overall contributions made

d. Other Organizations/entities contributed to not included in the above listed options:

- i. Short description of said organization/entity
- ii. Programs/activities designed to promote the philanthropy
- iii. Overall contributions made

C. Letters of Recommendation (maximum of 4)

**Selection:** The award shall be selected by the NRHH Reps from schools in good standing and in attendance at the MACURH Conference.

**Award:** The award will consist of a plaque to be retained by the winning school. Announced at the MACURH conference awards banquet.

## **B. Resident Staff Member of the Year Award**

**Purpose:** The Resident Staff member of the Year Award recognizes the outstanding service of a resident staff member on their respective on-campus living community and MACURH. This award honors a resident staff member for outstanding contributions on the campus, sub-regional, regional, and national levels.

**Eligibility:** Any school in MACURH that is fully affiliated with NACURH may nominate one individual for the award. Nominees must be a student currently employed for at least one full semester as a Resident Staff member. The nominee may not be concurrently nominated for Student of the Year, Programmer of the Year, and NRHH Outstanding Member of the Year in the same year. Members of the National Board of Directors and Regional Board of Directors are not eligible for this award. The nominee may not have been a NCC during the eligibility period. The award shall have an eligibility period from the MACURH conference prior to nomination to the MACURH conference; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed eight (8) pages in length (10-12 point type). A page defined as a side with print; including text, letter of recommendations, etc. The title page shall not be included in the eight (8) pages, but dividers shall be included in the page count. The title page shall include the nominee's name, institution, and region name. All bids must contain page numbers.

**Selection:** The award recipient shall be selected by the NCCs at the MACURH conference. The NCCs from schools fully affiliated with NACURH will vote on the selection of the award.

**Award:** The award shall consist of a plaque. Announce at the MACURH conference awards banquet.

### **Information to include in the bid nomination:**

- Resident Staff Member position description (as described by the nominee's campus housing office)
- Number of residents they directly supervise
- Programs presented
- Letters of recommendation

- Direct professional/paraprofessional staff supervisor(s)
- Fellow staff member(s)
- Current residents(s)

**Recommended Criteria:**

- Service to campus residential community: programming, community building, mentoring
- Campus involvement, extracurricular activities
- Recognition through awards: campus, regional, national

**III. Programming Communication Coordinator Awards**

The following awards will be voted upon by the PCCs from fully affiliated schools present at the annual MACURH conference.

**A. Program Of the Year Award**

**Purpose:** The MACURH Program of the Year Award (POY) is designed to acknowledge outstanding programs implemented throughout the MACURH region.

**Eligibility:** Any program sponsored by a MACURH member school within the time frame from the previous calendar years National Conference till 21 days prior to the current regional MACURH conference may be considered for the Program of the Year award. Only one bid may be submitted per school.

**Pages:** Bids may not be more than 20 pages (10-12 point type), double sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

**Selection:** The bid selection committee shall be comprised of the programming representatives at the MACURH conference. A fifteen-minute oral presentation is to accompany each written bid submitted. A question and answer session of no more than fifteen minutes will follow each presentation. There will be a pro/con session and discussion on each bid submitted. One PCC from each school in good standing with MACURH will vote on the selection via secret ballot, after. Any member school may submit a national POY bid in adherence to NACURH guidelines.

**Suggested Criteria for Written Bids**

1. Any school bidding for Program of the Year shall submit a written bid to the Regional Director 21 days prior to the regional conference.
2. If no bids are submitted for MACURH Program of the Year, there will not be a recipient of the award for that year.
3. The nominated POY may be of social or educational nature, however social programs must include some indication of how the program was also educational regarding students.
4. Any school bidding for Program of the Year shall include in their bid the following: schedule of events, basic organization, goals, positive effects, evaluation, and addendum (addenda). The following areas of consideration and questions should be addressed when submitting an application for the award:

1. Relatedness to Residence Hall Students:
  - a. For who is the program designed?
  - b. How does it relate to residence hall settings?
  - c. Is it practical and applicable to other residence hall settings?
  - d. What were the goals of the program?
2. Proven Effectiveness:
  - a. How successful was the implemented program?
  - b. How was the evaluation of the program or concept carried out?
  - c. How was the program marketed?
3. Creativity and Uniqueness:
  - a. How new is the concept of the program in dealing with general residence hall programming?
  - b. How unique is the program in presentation style--new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
  - c. How were program costs met?
  - d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
4. Level of Student Input and Involvement:
  - a. Did students conceive the program?
  - b. How many students were involved in the actual planning and implementation of the program?
  - c. Who benefited from the program?
5. Presentation of the Information:
  - a. Correct grammar and spelling, neat, concise, clear and readable
  - b. What would be the strategies for presenting this program if you are selected as a national finalist?

**Suggested Criteria for Program Presentations (2007)**

1. What were the goals of the program? How were these met?
2. Did students plan the program? Are students presenting the program?
3. Why was this program important to the campus? Did it solve any problems on the campus level?
4. How did this program relate to the campus population, other campus populations?
5. How many students were impacted by this program?
6. What was the cost of the program?
7. How can this program be adapted to other campuses?
8. How chronological is the information being presented?
9. Is there audience participation/interaction in the presentation?
10. Was the program presented in a professional manner?
11. Creativity of presentation: costumes, design of presentation, handouts.

**Award:** The award shall consist of a plaque announced at the MACURH conference awards banquet. The winner will be the MACURH nominee for the national award

**IV. President Awards**

The following awards will be voted upon by the Presidents from fully affiliated schools present at the annual MACURH conference.

**A. Organization of the Year Award**

**Purpose:** This award recognizes a student organization on campus that has contributed to student life by promoting leadership, diversity, recognition and education.

**Eligibility:** The school must be an affiliated member of MACURH with good standing. The award will have an eligibility period from MACURH to MACURH; only year specific information will be considered in the selection of this award. Only organizations that are not affiliated with a residential life department or housing department will be considered, but the organization must be recognized by the University.

**Pages:** The written bid shall not exceed twelve (12) pages in length (10-12 point type). A page is defined as a side with print; including text, letter of recommendation, etc. The title page and constitution shall not be included in the twelve (12) pages, but dividers shall be included in the page count. All bids will contain page numbers.

**Selection:** Recipients will be chosen at the MACURH Conference in the President's Boardroom.

**Award:** The award will consist of a plaque to be retained by the winning school.

**Suggested Criteria:**

1. Goals and objectives and how they were met
  - a. What is the purpose of this organization
  - b. What goals were set
  - c. How were these goals executed
  - d. How has the organization grown
2. Membership selection process
3. Recognition
  - a. In what way did the organization recognize others
  - b. What awards has the organization received
4. Programming, Leadership and Diversity
  - a. What programs did the organization host
  - b. What leadership opportunities does the organization provide
  - c. How does the organization train and support leaders to grow
  - d. Improvements from previous years
  - e. How has this organization catered to a variety of students on campus
5. Philanthropy
  - a. How has the organization given back to the community
  - b. What philanthropy events have been held on campus
  - c. How much donations were raised
6. On-Campus Impact
  - a. How does this organization have an impact on on-campus students
  - b. How has the organization positively affected campus life
7. Other Relevant Information
  - a. Calendar of events hosted by the organization
  - b. Attendance at activities
  - c. Budget, income and expenses of the organization
  - d. Membership attendance at meetings
8. Letters of Recommendation
  - a. President of the Organization
  - b. Advisor of the Organization

- c. Director of Student Services
- 9. Constitution
  - a. This is required but does not count in the page limit

## **B. Student Award for Leadership Training**

**Purpose:** The purpose of the Student Award for Leadership Training is to reward student leadership training programs in the residence halls. A conference-theme oriented presentation, involving residence hall student leadership must be presented by all candidates during a regional conference programming session.

**Eligibility:** One student or student group of a MACURH member school in good standing may submit a SALT nomination for consideration per year. The SALT nomination must follow the prescribed description. The SALT nomination may cover any group of leadership (floor, hall, residence hall government, etc.) or any format of training. The only premise is the involvement of students in the implementation of the program. Additionally, students must be involved in the development and format of the training. The more students are involved or taking the lead on any and all phases of the leadership training program, the more promising the nomination. The award will have an eligibility period from MACURH to MACURH; only year specific information will be considered in the selection of this award.

**Pages:** All four sections of this outline must be completed to satisfy SALT requirements. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

### **Criteria:**

1. Introduction and Overview
  - a. Write a one-paragraph summary of the SALT nomination which could be used in describing the SALT nomination as a conference program session.
  - b. Describe the goals and objectives of the SALT nomination
  - c. Describe specific student needs that this project is attempting to address.
2. Content and planning of the SALT nomination
  - a. Describe the resources used in developing the SALT, including a budget, funding sources, personnel needs, supplies utilized, etc.
  - b. Describe the planning process used in development of the SALT
  - c. Describe the who, what, when, where, etc.
  - d. Describe how this project affects students.
3. Evaluation of the SALT nomination
  - a. Discuss the results and show what evaluation methods were used.
4. Presentation as a conference session
  - a. Describe how this project would be presented in a conference session format
  - b. Describe any media that would be used in the conference session including slides, transparencies, film, etc.
  - c. Describe any handouts and written materials that would be distributed to conference delegates.

**Selection:** The bid selection committee shall be comprised of the PCCs at the MACURH conference. A fifteen-minute oral presentation is to accompany each written bid submitted. This oral presentation will take place in front of a combined boardroom composed of PCCs NRHH representatives, and NCCs. A question and answer session of no more than fifteen minutes will follow each presentation. There will be a pro/con session and discussion on each bid submitted. One PCC from each school in good standing with MACURH will vote on the selection via secret ballot, after a five minute consultation between a school's NCC, NRHH representative, and PCC. Any member school may submit a national SALT bid in adherence to NACURH guidelines.

**Award:** The award shall consist of a plaque announced at the MACURH conference awards banquet. The winner will be the MACURH nominee for the national award.

### **Section 3: No Frills Conference Awards**

#### **I. National Communication Coordinator Awards**

The following awards will be voted upon by the NCCs from fully affiliated schools present at the annual No Frills conference.

##### **A. OCM Distinguished Service Award**

**Purpose:**

This award is designed to recognize distinguished student leadership while serving the MACURH Region and the member school(s) over a several year period. Nominees must be full time students and live in an on-campus housing unit.

**Pages:** Bids will be no longer than sixteen (16) pages (10-12 point type).

**Award:** This award is endorsed by OCM and is presented by a representative of OCM at the No Frills Banquet.

**Award Criteria:**

- Service to RHA, NRHH, campus, regional and national experience
- Recognition through awards: campus, regional and national
- Participation and use of campus, regional and national services, and
- Participation at conferences: attendance, programs presented and attended, spirit

##### **B. OCM Dennis Lynch NCC of the Year**

**Purpose:**

This award recognizes service to NACURH by an individual who has been directly affiliated with the organization.

**Pages:** Bids will be no longer than eight (8) pages (10-12 point type).

**Award:** This award is endorsed by OCM and is presented by a representative of OCM at the No Frills Banquet.

**Award Criteria:**

- Term of office for award purposes shall be from No Frills to No Frills
- Sub-regional, regional and national correspondence,
- Participation in sub-regional, regional, and national services,
- Participation in conferences: delegation building, spirit and attendance and participation in meetings and programs,

- Recognition through awards: campus, regional, and national services.

### C. Hallenbeck Service Award

**Purpose:**

Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a fulltime housing or student affairs professional.

**Pages:** Bids will be no longer than sixteen (16) pages (10-12 point type)

**Award:** A maximum of one (1) award per year may be given out.

**Award Criteria:**

- Campus, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
- Recognition received through awards: campus, regional, and national.
- Participation in campus, regional, and national services.
- Participation in conferences: attendance, presenting programs, etc.

The award is a plaque and the MACURH nomination for the national award.

The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

### D. Mabel Strong Outstanding Advisor Award

**Purpose:**

This award is designed to recognize outstanding advisors who shown outstanding service and dedication to the MACURH Region. The following is a list of questions for the Mabel Strong Advisor Award that bids should attempt to answer:

- What has the advisor accomplished this year for your residence hall organization campus, regional, and national levels?
- What has the advisor accomplished this year within your own residence hall organization?
- How has the advisor helped to initiate ideas and motivate residents within your organization?
- How well does the advisor relate and communicate to the residents in the residence hall organization?
- How has the advisor encouraged or fostered individual student growth and development?
- What are some of the outstanding accomplishments of your advisor this year?
- Why should your advisor receive this award?

**Pages:** Bids shall be no longer than eight (8) pages (10-12 point type)

**Award Criteria:**

- Award shall be judged on the period from No Frills to No Frills.
- Campus, regional, and national involvement (i.e. Regional Board, conference staff, etc.)
- Award shall include the nominee's job and/or position description as an advisor.
- Recognition through awards: campus, regional, and national.
- Participation in campus, regional, and national services.

- Participation in conference: attendance, presenting programs, etc.
- Success in advising their student group

The award is a plaque and the MACURH nomination for the national award. The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

#### **E. MACURH School of the Year Award**

**Purpose:**

The MACURH School of the Year Award recognized outstanding achievements on the campus level by a residence hall organization and all associated groups, as well as regional and national contributions. The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

**Pages:** Bids will be no longer than thirty (30) pages (10-12 point type)

**Criteria for Selection:**

1. Campus level (45%)
  - Structure and organization of residence hall government
  - Goals and programs accomplished (emphasis on new programs and organizational growth)
  - Perceived student benefits from residence hall government
  - Community service
  - Addressing challenging issues
  - Other residence hall issues
  - Communication of regional and national information to residence hall government, residence hall staff, and administration
  - Budget
2. Regional Level (25%)
  - Representation at regional conferences
  - Communication with regional member schools
  - Involvement in regional projects
  - Bids for national awards
  - Number of regional OTM winners
  - Communication with regional officers
  - Representation at regional business meetings
  - Hosting a regional officer or conference
3. National Level (25%)
  - NIC requests
  - NRHH chapter
  - Representation at national conference
  - Representation at national business meeting
  - Number of national OTM winners
  - NIC report
  - Bids for national awards (POY, SALT, etc.)
  - Communication with member schools
  - Communication with national officers
  - Payment of dues

- Intangibles; spirit and involvement of students
  - Hosting national office/national officer/national conference
4. Miscellaneous (5%)
- Letters of support
  - Adherence to format
  - Appearance/neatness
  - Consciousness

**F. President of the Year Award**

**Purpose:**

This award recognizes the outstanding service of a residential housing organization President at an affiliated school who has had a direct positive impact on their school, region and NACURH.

**Pages:** Bids will be no longer than eight (8) pages (10-12 point type)

**Award Criteria:**

- Awards shall be judged based on the time period from No Frills to No Frills.
- Service to affiliated residential housing organization by exhibiting: delegation, communication, goal-setting, execution of goals, connection with his/her board and the residential housing community, leadership, motivation and enthusiasm, success or growth of the organization, and creativity.
- Recognition through awards: campus, regional, and national services.
- Participation in campus, regional and national services.
- Participation in conferences: spirit and attendance, and participation in meetings and programs.
- Recipient of the President of the Year Award must have completed or currently completing a term of office as President of a residential housing organization as prescribed by their organization’s governing body.
- The bid must include at least two (2) letters of support:
  - A letter of good standing from a professional university official of the recipient’s host institution
  - A letter of support from the nominee’s residential housing organization

The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

The award is a plaque and the MACURH nomination for the national award.

**II. NRHH Representative Awards**

The following awards will be voted upon by the NRHH representatives from fully affiliated schools present at the annual No Frills conference.

**A. Valerie Averill & Mark Hudson - NRHH Outstanding Member Of The Year Award**

**Purpose:** The Valerie Averill and Mark Hudson NRHH Outstanding Member Of The Year Award recognizes the outstanding service to NRHH and MACURH by an individual who has been directly affiliated with both organizations.

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with NACURH may nominate one individual for the award. Nominees must be a student living in an on-

campus unit and be a member of NRHH. The nominee may not bid for both Student Of The Year and NRHH Outstanding Member Of The Year in the same year. Members of the National Board of Directors and Regional Board of Directors are not eligible for this award. The award shall have an eligibility period from No Frills conference to No Frills conference; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed eight (8) pages in length (10-12 point type) double sided. A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the eight (8) pages but must include the chapter, institution, and region name.

**Required Criteria:** The bid shall include a letter of support from the NRHH President or NRHH Advisor for the year of nomination. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.

**Suggested Criteria:**

- A. Local, regional, and national correspondence pertaining to NRHH.
- B. Recognition through NRHH Awards.
- C. Participation in campus, regional, and national services for the benefit of NRHH.
- D. Representation of NRHH at campus, regional, and national levels.
- E. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

**B. NRHH Building Block Chapter Of The Year Award**

**Purpose:** The NRHH Building Block Chapter Of The Year award is awarded to a chapter, which shows outstanding growth and development during the year of nomination.

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with NACURH may bid for the award. The award shall have an eligibility period from No Frills conference to No Frills conference; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed thirty pages in length (10-12 point type). A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. Appendices are limited to 20 pages. The title page shall not be included in the thirty (30) page count.

**Required Contents:**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information
  - a. Chapter/school name
  - b. Institution
  - c. Region Name
- C. Chapter Constitution
  - a. Shall be required in the bid, but will not be counted in the total or appendices page count

- D. Letters of Support
  - a. A letter of support from at least one of the following
    - i. Chapter Advisor
    - ii. RHA President
    - iii. Professional Housing Staff

**Suggested Criteria:**

- A. Goals and objectives and how these were met.
- B. Membership selection process.
- C. Participation in reinforcing the purpose of NRHH.
- D. Programming and leadership development.
- E. Regional and national involvement.
- F. Growth of the chapter over the year:
  - a. Creation of new programming and leadership initiatives.
  - b. Creation of new recognition programs, services, and awards.
  - c. Expansion and building of existing programs and recognition.
  - d. Expanded participation on campus, regional, and national levels; including participation at conferences and retreats.

**Award:** The award will consist of a plaque to be retained by the winning school.

**C. NRHH Outstanding Chapter Of The Year Award**

**Purpose:** The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, sub-regional, regional, and national levels.

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with the NRHH National Office may bid for the award. The award shall have an eligibility period from No Frills conference to No Frills conference; only year specific information will be considered in the selection of this award. All Chapters are eligible and encouraged to bid for this award. (Note: The emphasis is on the nominated chapter, not comparison with other chapters.)

**Pages:** The written bid shall not exceed thirty (30) pages in length (10-12 point type). The title page shall not be included in the thirty (30) pages, but dividers shall be included in the page count. All pages must be numbered accordingly. Appendices are limited to 20 pages. A copy of the chapter's constitution shall be required in the bid, but will not count in the total or appendices count. The title page shall include the chapter, institution, and region name.

**Required Criteria:**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information
  - I. Chapter/school name
  - II. Institution
  - III. Region Name
- C. Chapter Constitution
  - I. Shall be required in the bid, but will not be counted in the total or appendices page count

- D. Letters of Support
  1. A letter of support from at least one of the following
    - a. Chapter Advisor
    - b. RHA President
    - c. Professional Housing Staff

**Suggested Criteria:**

- A. Purpose of the NRHH Chapter
  1. What is the purpose of the chapter?
  2. How was the purpose met?
  3. How was the purpose exceeded?
- B. Goals and Objectives of the NRHH Chapter
  1. What were the goals and objectives?
  2. Were the goals and objectives achieved? Why or why not?
  3. What was learned as a result of these goals and objectives?
- C. Reinforcing the purpose of NRHH
  1. How has the chapter provided recognition for individuals who have provided outstanding service and who have provided leadership in the advancement of the residence hall system at their respective schools?
  2. How has the chapter fulfilled the pillars (recognition, community service, scholastics) or tenants of NRHH?
  3. How has the chapter initiated and advanced its local chapter? *(Examples of this are, but not limited to: an activity/program, supporting a regional officer, OTMs, housing support, and communications. These examples are not requirements.)*
- D. Briefly explain your membership selection process.
  1. How have your members exhibited leadership?
- E. What are the leadership positions held in other organizations by your NRHH members?
  1. How have the above members shared their leadership talents in these positions?

**Award:** The award will consist of a plaque to be retained by the winning school.

**D. Mike Grosz Student of the Year Award**

**Purpose:**

This award is designed to recognize outstanding service to MACURH by an individual who has been directly affiliated with the organization. Nominees must be full time students and live in an on-campus housing unit. The nominee may not have been a NCC in the past year. The nominee may also not be nominated for Programmer of the Year. A current member of the MACURH Regional Board of Directors may not be nominated for this award. Some criteria include:

**Pages:** Bids will be no longer than eight (8) pages (10-12 point type).

**Award Criteria:**

- Award shall be judged based on the time period from No Frills to No Frills
- Service to RHA, campus, sub-region, regional and national experience
- Recognition through awards: Campus, Regional and National
- Participation and use of campus, regional and national services, and

- Participation at conferences: Attendance, Programs presented and attended, spirit
- The bid must include a letter of good standing from the Dean of Students or Registrar of the nominee's host institution.

The award will consist of a plaque to be retained by the winning school.

### III. Programming Communication Coordinator Awards

The following awards will be voted upon by the PCCs from fully affiliated schools present at the annual No Frills conference.

#### A. Commitment to Diversity Award

**Purpose:** The Commitment to Diversity Award is given to a school that involves a student-directed yearlong and campus wide commitment to awareness and education of residential students concerning diversity issues.

**Eligibility:** Any NACURH member school may submit a bid for the award. The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

**Pages:** Bids will be no longer than thirty (30) pages (10-12 point type), double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

#### Award Criteria:

##### Introduction

- Diversity Mission Statement for Residence Life and the campus?
- Your campus' approach to diversity and to diversity issues?
- How/why was the approach developed?
- How were students involved in the development?
- How was university officials involved in the development?
- Statistics of diversity at your campus.
- Need for diverse programming (campus needs assessment on diversity).
- How else are these needs addressed (by additional departments/programmers)?

##### Goals in regard to your campus' approach to diversity

- Who was involved in establishing the goals (were students?)?
- Were the goals achieved (honestly?)?
- Were the goals realistic with respect to diversity and the student(s) needs?
- Were these goals established this year? Or are the goals the same from year to year?

##### Programs

- List and provide a brief (couple sentences) description on the various diversity programming at your campus (Residence Life and campus).
- Choose a MAXIMUM of five programs to discuss in length (Maximum of three pages per program.)
- For each program discuss the following:
  - Relatedness

- Who was the target population?
- How did it relate to the needs of your campus?
- Program effectiveness
  - How successful was the implemented program?
  - How was the evaluation of the program or concept carried out?
  - Number of participants?
- Effects of the program
  - Who did the program effect?
  - What was the effect?
  - Any feedback you can provide from students (i.e. quotes of support)
- Description
  - Number of people needed to organize?
  - Time spent planning the program?
  - Planning process?
  - Goal of the program?
- This shall be required, but will not count against the thirty (30) page count.

**Award:** The award will consist of a plaque to be retained by the winning school.

## **B. Building RHA of the Year Award**

**Purpose:** The NACURH National Building RHA of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

**Pages:** Bids will be no longer than twenty (20) pages (10-12 point type) .

### **Criteria for Selection:**

#### **1. Campus Level**

- How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
- Goals and Objectives
- What were your goals and objectives?
- How were these goals achieved, and what else was accomplished?
- How did these differ from the previous year?
- Structure of RHA
- How has your structure grown from previous years?
- What are the benefits of your current RHA structure?
- Miscellaneous
- How have you addressed challenging issues?
- How has your level of regional/national involvement benefited your RHA?
- Growth from previous year (programs, membership, organization development, and positive trends.)

## 2. Regional Involvement

- How has your involvement on a regional level grown from the previous year?
- Conferences attended
- How many delegates did you send
- What programs were presented?
- Were you able to bring back valuable information to benefit your RHA? (i.e. Any programs brought back and used on campus)
- Use of services
- Communication with regional member schools
- Communication with regional officers
- Did your RHA host a regional officer/conference?
- Did your RHA bid for any awards?

## 3. National Involvement

- Does your school have an affiliated NRHH Chapter?
- How have you utilized the services/resources of NRHH (OTMs, manuals, etc.)
- How have you utilized the resources of the NIC? (RFI orders, manuals, etc.)
- Describe your participation and involvement in the National Conference.

## 4. Letters of Support

The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

**Award:** The award will consist of a plaque to be retained by the winning school.

## C. First Year Experience Award

### **Purpose:**

The FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on campus.

**Pages:** Bids will be no longer than eight (8) pages (10-12 point type).

### **Bid Requirements:**

- Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience. (May have just completed their first year within 60 days of the National Conference.)
- Recipient must be returning to the residence halls or university housing for the following semester.
- Recipient shall write an essay on why s/he should be honored with the First Year Experience Award.
- The bid must include a letter of good standing from the Dean of Students or Registrar of the recipients host institution.
- The bid shall have one letter of recommendation from an advisor or residence hall staff member.
- The bid shall include a list of collegiate accomplishments and involvement.

### **Recommendation criteria, but not required:**

- Involvement at the regional or national level (i.e. community service, NRHH, program presentations, at conferences, campus organizations, case study, etc.).

- Academic Honors (i.e. Deans List, scholarships, etc.).
- Community involvement.

**Recommended:**

- Why you became involved in your residence life program (floor, hall, or campus government).
- How your experiences helped you grow and develop.
- What are your ideas and goals for the next year?

The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

**Award:** The award will consist of a plaque to be retained by the winning school.

**D. Programmer of the Year**

This award is designed to recognize an outstanding programmer who has provided outstanding leadership skills in the field of programming both on campus and on regional and national levels. Nominees cannot be nominated for the Student of the Year award. Nominees must be a full time student from an affiliated school in MACURH and live in an on-campus housing unit. A current member of the MACURH Regional Board of Directors may not be nominated for this award. This award will be voted on by PCCs at the annual No-Frills conference. The recipient of this award shall receive a plaque. Some criteria include: (2006)

- State, regional and national correspondence
- Participation in sub-regional, regional, and national services
- Participation at conferences, presenting programs at conferences, helping delegates prepare program submissions, participation in chats and listservs.
- Programming efforts on campus and at the regional and national levels.
- Recognition through awards: campus, sub-regional, regional, and national levels.
- Letter(s) of recommendation.

Bids are limited to eight pages.

The award will have an eligibility period from No Frills to No Frills; only year specific information will be considered in the selection of this award.

**Award:** The award will consist of a plaque to be retained by the winning school.

**Section 4: Miscellaneous Awards**

**I. Four-Year Outstanding Service Pin and Academic Recognition Award**

The Four-Year Outstanding Service Pin is an award designed to recognize those students who have given their time and energy to improving their residential living environment throughout their collegiate career. An application form must be submitted to the Regional Director and the award is given at the Director's discretion. See attached criteria and application form.

## II. The NACURH Award

The purpose of this award is to recognize leadership within the NACURH organization. A one page (single-sided, 10-12 point font) letter of nomination may be presented for any elected officer serving on the regional or national level, including national office directors and associate directors, and may be made by any member of the National Board of Directors. The NACURH Executive Committee will select this award. A plaque shall be presented to the recipient by the chair at the closing banquet of the Annual conference. This award is not meant to be an annual presentation but only for those who have gone above and beyond, as determined by the Executive Committee, within the NACURH organization.

## III. Silver Pin

The Silver Pin Award is a regional award given at the Regional Director's discretion. The pin shall be awarded to individuals who have provided leadership and direction to the regional affiliates of NACURH. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

## IV. Of The Month Awards

Sponsored by NRHH, the Of The Month Awards (OTMs) are an excellent way for you to acknowledge outstanding persons, student organizations, and successful programs on campuses. OTMs are used to recognize anyone or anything that goes above and beyond the call of duty. All OTMs must be submitted electronically through the national OTM online database. OTMs must be submitted no later than 11:59PM the 5<sup>th</sup> of each month for the previous month's nominations (i.e. October of the Month nominations can be submitted throughout the entire month of October as well up through 11:50PM on November 5<sup>th</sup>). Using the OTM database, campus administrators must decide upon one campus level winning OTM per category for the Regional Level by 11:59PM on the 10<sup>th</sup> of every month. Submissions are then voted on by the Regional OTM Voting Committee and forwarded to the NACURH Services and Recognition Office for national selection by the Associate Director of NRHH. Nominations should be month specific and focus on relevant residence hall related activities.

*The current OTM categories include:*

- Advisor Of The Month
- Community Of The Month
- Community Service Program Of The Month
- Desk Assistant Of the Month
- Diversity Program Of the Month
- Educational Program Of the Month
- Executive Board Member Of the Month
- Faculty/Staff Member Of the Month
- First Year Student Of the Month
- Organization Of The Month
- Resident Assistant Of The Month
- Spotlight Of The Month
- Student Of The Month
- Social Program Of The Month

## V. RBD Choice Awards

### A. NACURH Conference

**Purpose:** The RBD Choices Award(s) given at the national conference recognize cumulative achievement over the past academic year or longer. The number of

RBD Choice Award(s) given at NACURH may not exceed the number of regional affiliates in the national organization.

**Selection:** The sitting Regional Board will select the recipient(s) at the pre-NACURH summit.

**Award:** Recognition of the winner(s) will take place at the regional social at the annual NACURH conference.

**B. No Frills Conference**

**Purpose:** The RBD Choices Award(s) given at the No Frills conference recognize adherence to and personification of the MACURH Regional Values Statement. The number of RBD Choice Award(s) given at No Frills may not exceed three awards.

**Selection:** The sitting Regional Board will select the recipient(s) at the pre-No Frills retreat.

**Award:** Recognition of the winner(s) will take place at the awards ceremony at the annual No Frills conference.

**VII. Regional Philanthropy Awards**

**Purpose:** The Regional Philanthropy award is given to one large school and one small school, as defined by NACURH Policies, to promote MACURH's regional commitment to service through the Regional Philanthropy assigned by the RCC-Programming and Resources.

**Selection:** A school from the small and large school categories with the highest participation rated by the RCC – Programming and Resources will receive this award.

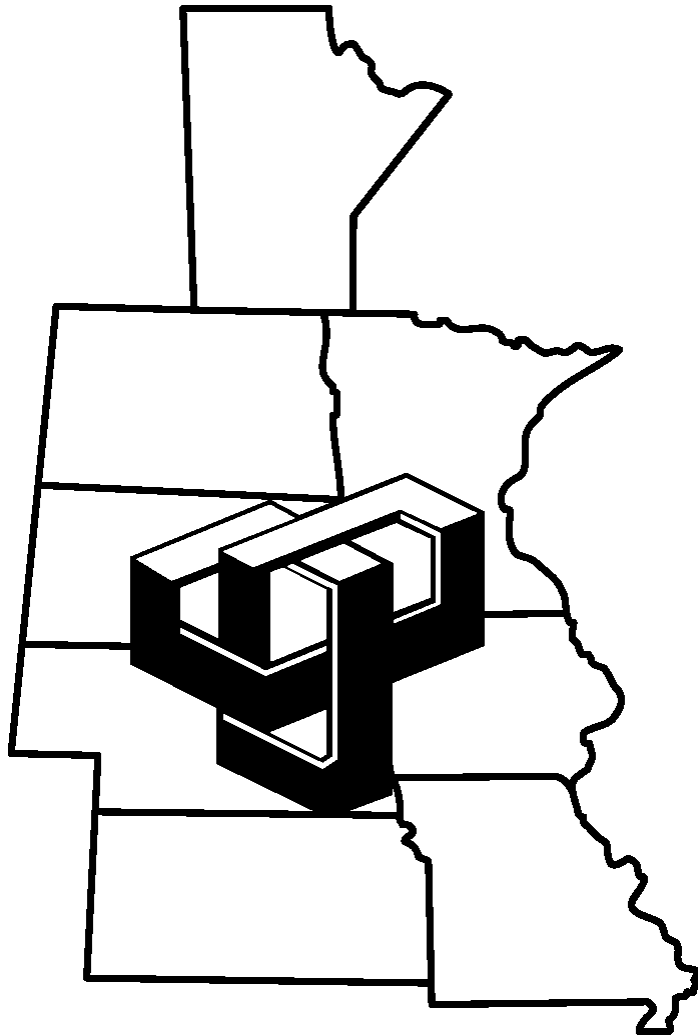
**Award:** The award for the selected schools will consist of a plaque.

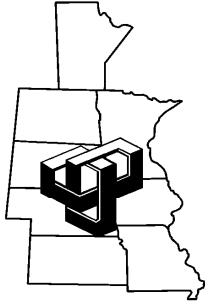
**Section 5: POY and SALT Review Committee**

- I. The purpose of the POY and SALT Review Committee shall be to select two POY finalists and two SALT finalists that fit the criteria of the award and show superior quality in comparison to the other bids. The final two POY and SALT bids will then move on to present at conference.
- II. The committee will be comprised of two Presidents, two NRHH Representatives, two NCCs, and two PCCs.
  - i. Applications for membership and the role of committee Chairperson shall be coordinated by the Associate Director of Finance and Records.
  - ii. Any representative filling one of the above roles can apply to serve as either committee Chairperson or a committee member.
  - iii. Selection of committee Chairperson and committee members shall be at the discretion of the Associate Director of Finance and Records.
- III. Should two or less award bids be submitted for either award, all bids will move on to be presented at conference.
- IV. No member of the committee shall come from a school submitting a bid for POY or SALT.

# FORMS

Midwest Affiliate of  
College and University  
Residence Halls





# MACURH

Midwest Affiliate of College and University Residence Halls

## Financial Transaction Form

MACURH Financial Policies state that a "Transaction Form shall be required for the expenditure of all funds. A transaction form must be filed with the AD - Finance and Records with receipts attached to justify the amount of the expenditure whenever funds are received from the MACURH Regional Account. A separate form must be filled out for each receipt. Failure to return the form to the AD - Finance and Records within 60 days could result in the demand that all or part of the funds be returned to MACURH."

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Make Check Payable to:

\_\_\_\_\_

In the Amount Of (**attach receipts**): \_\_\_\_\_

For the Purpose of:

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

The total can be broken down into the following individual expenses:

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

The above information is true to the best of my knowledge. I agree to return payment of all unjustifiable expenditures to the MACURH Associate Director of Finance and Records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

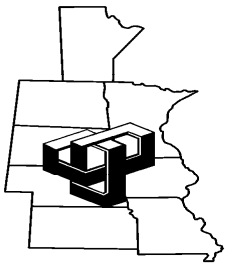
**Attach the relevant receipt(s) and return to the MACURH Associate Director of Finance and Records within 60 days.**

For Office Use Only:

Check Number:

Date Issued:

Budget Line Affected



# MACURH

Midwest Affiliate of College and University Residence Halls

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**Award Criteria:**

1. Recipient must be a student at a MACURH member school in good standing to be eligible.
2. Recipient must have been active in his/her campus Residence Life program for at least three and a half academic years. This need not be consecutive semesters, but three and a half total academic years. They may also be at different institutions if all other criteria are met.
3. Recipient must have at least two years involvement with his/her campus residence hall association, relevant residence hall association, NRHH, or other NACURH entities. The other two years may be served in other residential life capacities (resident assistant, desk assistant, program assistant, etc...).
4. Recipient must have attended at least two MACURH recognized conferences, one of which must have been a MACURH regional conference.
5. Recipient must have presented at least one program at a NACURH recognized conference.
6. The applicant must submit an application with a signed verification by the NCC, RHA Advisor or campus equivalent of the Assistant Director of Housing or higher, and RHA President. At a minimum, the application must include the following information:
  - a. A semester by semester breakdown of Residence Life involvement.
  - b. A list of all NACURH recognized conferences attended.
  - c. A list of all programs presented at NACURH recognized conferences.
7. The student must need not be present at the MACURH conference at which he/she is to receive the award; a representative from the recipient's school may accept the award on behalf of the recipient if he/she is not able to attend.
8. The recipient may have graduated within the academic year preceding the MACURH conference where the award is given.
9. The Regional Directorship has the discretion to review the applications and to maintain the integrity of the award.
10. Applicants missing the criteria due to extenuating circumstances may submit a petition to their Regional Director explaining the absence of any criteria. The Regional Director may approve these applications on a case-by-case basis.

**Applicant Information:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Will you be attending the upcoming MACURH Regional Conference? (circle one)      yes      no

**Residence Hall Activities:**

Please list your four years of service in the residence halls. There must be at least one activity every year. Attach an additional sheet if necessary.

Activity:                  Academic Year (e.g.1995-96):

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MACURH Four Year Pin Application (page 2)

**Conference Attendance:**

List the type (e.g. NACURH, MACURH, etc), year, and location, of all NACURH related conferences that you have attended. You must have attended at least four conferences, including at least one MACURH and NACURH each.

Conference Type: (e.g. NACURH, MACURH, etc.)	Year:	Location:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Verification:**

Are your four years of involvement all at the same school, or are you a transfer student? (check one)

I was enrolled and involved in the residence halls for all four years ONLY at the school named above.

For part of my four years, my involvement took place at a different college or university.

If any of the activities you listed on this form or an accompanying sheet occurred at another college or university, please place a star by those activities and obtain some form of written verification for those activities from an advisor at your previous NACURH school(s).

Please enclose an unofficial copy of your transcript(s) that indicate you have had a cumulative 3.0 GPA or better during your four years of service to qualify for academic recognition.

I hereby certify that all of the above information is true and correct. I understand that without proper verification from my NCC, Residence Hall Association President, Residence Hall Association Advisor, and an advisor at any previous schools (if applicable), I forfeit my right to the MACURH Four Year Pin Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We the undersigned RHA President, NCC, and RHA Advisor, hereby certify that all of the information provided by this applicant is true and correct to the best of our knowledge and that he/she meets the requirements for the MACURH Four Year Pin Award.

RHA President: \_\_\_\_\_ Date: \_\_\_\_\_

NCC: \_\_\_\_\_ Date: \_\_\_\_\_

RHA Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*NCC: Please return to the Regional Director by the specified deadline.*

**NACURH, INC.  
FOUR YEAR SERVICE PIN AWARD**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Region: \_\_\_\_\_ E-mail: \_\_\_\_\_

Will you be attending the upcoming NACURH Annual Conference (Circle one):      Yes                  No

Please answer the following questions. If there is not sufficient space, please attach additional sheets.

1. List your four years of service in the residence hall(s), Residence Hall Association, National Residence Hall Honorary or other residence hall organization(s). Please indicate the year (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) in which you participated in the activity. **NOTE: There must be at least one activity per year.**

ACTIVITY	YEAR
_____	_____
_____	_____
_____	_____
_____	_____

2. List which NACURH-affiliated regional and national conferences you have attended, the year and where they were held. **NOTE: There must be at least one NACURH Annual Conference and state/subregional conferences will not count toward this requirement.**

CONFERENCE	YEAR	LOCATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are your four years of residence hall involvement at the same school? (Circle one)      Yes                  No

***I hereby certify that all of the information provided here is true and correct. I understand that without proper verification from my school's NCC, Advisor, and Regional Director, I forfeit my right to the Four Year Service Award. I understand that this application must be turned in to the Regional Director by April 1.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***We, as the NCC, residence hall government Advisor, and Regional Director, hereby certify that all of the information provided is true and correct to the best of our knowledge, and certify that the above named applicant is eligible for the Four Year Service Award.***

\_\_\_\_\_  
National Communications Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residence Hall Association Advisor

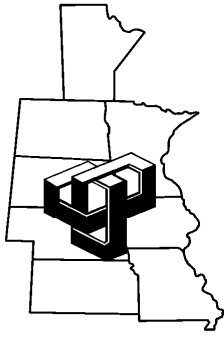
\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
National Chair

\_\_\_\_\_  
Date



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Proposal Form

Please type your proposal in the space provided below.

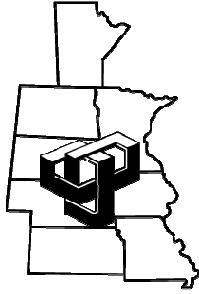
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For Office Use Only:

Sponsor: \_\_\_\_\_ Secondary Mover:  
\_\_\_\_\_

Main Motion #: \_\_\_\_\_ Amendment #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ P: \_\_\_\_\_ C: \_\_\_\_\_ A: \_\_\_\_\_

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NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS  
**(NACURH), Inc.**  
 MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS  
**(MACURH)**

**Regional Meeting Host School Responsibilities Acknowledgement Form**

**School:** \_\_\_\_\_

**Name/Purpose of Meeting:** \_\_\_\_\_

**Intended Date:** \_\_\_\_\_

**Regional Meeting Policy**

The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, Regional Board of Directors retreats and other meetings/retreats of regional business.

**Housing Office Responsibilities**

The Housing Office at the host school agrees to ensure that the host institution has liability insurance which covers the regional meeting. A copy of the insurance policy or a notarized letter stating the institution's liability must be received by the MACURH Regional Advisors no later than fourteen (14) days prior to the conference. The Housing Office further realizes that MACURH confers the right to host the regional meeting on the school, not on any individual(s) in charge of the bid process, thereby agreeing to support the regional meeting regardless of a change in student personnel.

**Review of the Policies Governing Regional Meetings**

The host school must follow all policies regarding regional meetings found in the MACURH Regional Policy Book.

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***We have read and understand the aforementioned responsibilities of the regional meeting host school and affirm that our school will, to the best of our ability, fulfill these responsibilities.***

---

**Chief Housing Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Regional Meeting Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Residence Hall Association President** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Residence Hall Association Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_



**NACURH, Inc. - Regional Conference  
Host School Responsibilities  
Acknowledgement Form**



School:  Today's Date:   
 Conference: | Conference Year:  Region: |  
Proposed Conference Dates:   
Actual Conference Dates (completed by CRC):

Regional Conference Fiscal Policy:

The host school will be thorough and responsible in preparing a sound budget. It must work closely with Housing and/or Residential Services, Food Services, and any other services on or off campus, if applicable, to ensure it has accurate and realistic figures. It is strongly recommended the conference staff include the Conference Advisor, the Chief Housing Officer, the Chief Student Affairs Officer, the Regional Associate Director responsible for Finances, the Regional Director and the Regional Advisor in reviewing the budgets. It shall use any other school safe guards, such as contract approval procedures, to ensure a strong budget.

**1. Conference IRS Information**

The NACURH Regional Conferences are hosted by member schools in partnership with NACURH, Incorporated. The host school's tax exempt status is to serve as the tax exemption status for the conference finances.

- a. The host school shall use its own tax exempt status for any and all financial transactions associated with hosting the conference.
- b. If the host school's financial process requires use of an on campus account in order to use the host school's tax exempt status, then the conference staff shall use an on campus account for all conference finances.
- c. The host school shall provide a W-9 Request for Taxpayer Identification Number and Certificate form to any conference participant if requested.

**2. Conference Deficit**

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50 percent by the host school and 50 percent by the regional affiliate. With the noted exception of the following: in the event that the host school does not follow regional conference budget monitoring policies, as defined by the NACURH governing documents, the host school will be responsible for 100 percent of any debt incurred by the conference.

**3. Regional Affiliate Fee**

A minimum of \$\_\_\_\_\_ (fill in amounts designated by your region as their add-on fee) per delegate is to be included as a line item of the regional conference budget. This must be paid to the regional organization prior to the last day of the conference.

**4. Conference Excess**

Any financial excess generated by the conference is the property of the regional organization and must be paid to the regional organization no later than sixty (60) days after the end of the regional conference.

5. Closing of the Conference Financial Transactions

The host school must assume the responsibility of concluding all financial transactions associated with the conference no later than sixty (60) days following the end of conference using funds generated from the conference fees. After this time the host school shall assume responsibility for any additional expenses incurred by the conference.

6. Closing the Conference - General Items

- a. Repayment of the conference loan if provided by the regional organization needs to be made if the host school requested money from the regional organization.
- b. The following additional items shall be submitted to the Regional Associate Director responsible for Finances and the NACURH Conference Resource Consultant no later than sixty (60) days after the end of the conference:
  - A complete financial report for the conference;
  - The final conference report (guidelines noted in Regional Policy Book).

7. Housing Office Responsibility

The Housing Office at the host school agrees to ensure that the host institution has liability insurance which covers the Regional Conference. A copy of the insurance policy or a notarized letter stating the institution's liability must be received by the NACURH Conference Resource Consultant and the Regional Advisor no later than thirty (30) days prior to the conference. The Housing Office further realizes that the Regional organization confers the right to host the Regional Conference on the school, not any one individual in charge of the bid process, thereby agreeing to support the conference regardless of change in student personnel.

8. Review of the Policies Governing Regional Conference

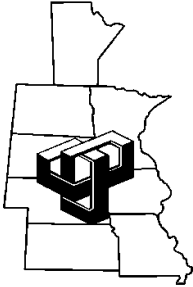
All policies regarding Regional Conferences must be followed by the host school. Refer to NACURH policies and the host school's regional policy book for more detailed conference policies.

*We have read and understand the aforementioned responsibilities of the Regional Conference host school and affirm that if our school is selected as the host for the Regional conference, to the best of our ability, these responsibilities shall be fulfilled.*

_____	_____	_____
Chief Housing Officer Name (Print)	Chief Housing Officer Signature	Date
_____	_____	_____
Conference Chairperson Name (Print)	Conference Chairperson Signature	Date
_____	_____	_____
RHA President Name (Print)	RHA President Signature	Date
_____	_____	_____
Conference Advisor Name (Print)	Conference Advisor Signature	Date

Forward original to NACURH Conference Resource Consultant, retain a copy with the Housing department, and forward a copy to the Regional Advisor.

Last updated: October 13, 2009



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Regional Conference Delegate Waiver

I, \_\_\_\_\_, in consideration of the Midwest Affiliate of College and University Residence Halls and insert conference host site allowing me to participate in the MACURH insert year Conference hereby agree to the following:

I release MACURH and insert conference host site their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the MACURH insert year Conference.

I agree to protect, hold harmless, and indemnify insert conference host site and their officers, agents and employees against all claims, suits, and liabilities of demands for injuries to any person and/or property growing out of my participation of the insert conference name.

I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by insert conference host site or MACURH, their officers and agents, including acts of omission constituting negligence.

In accordance with the policies of MACURH and insert conference host site, I understand that insert conference name will be a drug and alcohol free conference. I agree to abstain from all drugs and alcohol for the duration of the conference and realize that violating this will result in my removal from the conference.

I further understand there is no smoking allowed in the buildings of the insert conference name. I agree to abstain from smoking in the buildings and realize that violating this policy will result in my removal from the conference.

I hereby approve the image(s) taken of me to appear in print or electronic stories, advertisements, and/or related forms of promotion of insert conference name and insert conference host site and related programs and services. In giving this approval to insert conference name and insert conference host site, I relinquish all rights to any advertising and/or marketing materials that may be produced containing the image(s).

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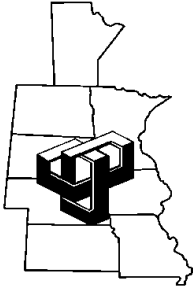
Signature

Date

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Witness Signature

Date



# MACURH

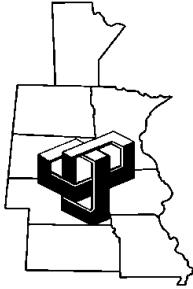
Midwest Affiliate of College and University Residence Halls

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Email Associate Director of Finance and Records for Excel version.

SAMPLE CONFERENCE BUDGET	Total Cost
<b>Fixed Expenses</b>	
<i>Auxiliary</i>	
Copies	
<i>Dining</i>	
Hospitality Room	
<i>Entertainment</i>	
Facilities	
<i>Banquet</i>	
Decorations	
Facilities	
<i>Communications</i>	
Signage	
Newsletters	
Website	
<i>OCM</i>	
Housing	
Binders/Nametags	
Food	
<i>RBD/NBD</i>	
Housing	
Binders/Nametags	
Food	
<i>Transportation/Security</i>	
Buses/Vans	
Security Guards	
<i>Misc.</i>	
Discretionary Fund	
Philanthropy	
<b>Total Fixed Expenses</b>	

<b>Variable Expenses</b>	
<i>Housing</i>	
Cost/Night	
<i>Dining</i>	
Saturday Breakfast	
Saturday Lunch	
Saturday Dinner	
Sunday Breakfast	
Breaks	
<i>Discretionary Fund</i>	
<i>Regional Add-on</i>	
<i>ADA Add-on</i>	
<i>Registration</i>	
Binders	
Nametags	
<b>Total Variable Expenses</b>	
<b>Total Cost Per Delegate (Before Sponsorship)</b>	
Total Variable Costs	
Total Fixed Expenses	
<b>Total Cost Per Delegate</b>	
	<i>Total Benefit</i>
<b>Income</b>	
<i>Sponsorship</i>	
<b>Total Income</b>	
<b>Final Cost Per Delegate</b>	
<b>Final Cost Per Advisor</b>	



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Regional Conference Bid Frequently Asked Questions

Institution's Name:

Bid Theme:

Proposed Conference Date(s):

Alternate Conference Date(s):

1. What is the proposed price per delegate and per advisor?
2. Can payment be made by credit card?
3. How will you make registration available? Online? Paper? A combination of the two?
4. When will registration be available?
5. When will registration be due?
6. What will be the cost of late registration?
7. What is your ideal size for the conference?
8. How many delegates and advisors can a school bring?
9. How many advisors can a school bring?
10. Will alternates be accepted? If so, how will you decide whose alternates are being accepted?
11. Will a school be allowed to switch delegates after the registration deadline?
12. How do you feel your theme promotes a positive image for MACURH?
13. How many hotels will you be using?
15. Will delegations be separated?
16. How do you plan on assigning rooms?
17. Will advisors have the option of being housed with their delegations?
18. How far are the hotels from campus? Will there be shuttles from the hotels to campus and back, or will delegations need their own transportation.
19. Is the copy of the University Insurance and Host Acknowledgement form available and complete?
20. Is there a fee for parking?
21. Are all buildings on campus ADA accessible?
22. Are the hotels ADA accessible?
23. Is a sign language interpreter available if necessary?
24. What additional accessibility features will the conference have?
25. How will you promote sleep?
26. What will be the meal options?
27. What healthy food options will be available?
28. Can you accommodate vegan and/or vegetarian meals?
29. Will snacks and beverages be provided during NCC, NRHH, and Programmer business meetings? If not provided, can they be brought into the board room?

30. Please describe the NCC, NRHH, PCC, and President board rooms.
31. Will an advisor's program track be available?
32. How will opening ceremonies be done?
33. What kind of entertainment will be featured at the conference?
34. How will you, as a staff, make new and/or visiting schools feel welcome at the conference?
35. How will you, as a staff, foster a positive first time experience for delegates?
36. How does your staff plan to incorporate a commitment to diversity in the conference?
37. How will the conference incorporate philanthropy?
38. What lodging and meetings spaces are available for the RBD during pre-conference (from Thursday until Friday before the conference)?
39. Will there be awards and incentives for schools bringing in the most money for philanthropy?
40. What experience does your staff have for hosting this conference?
41. How will you ensure that your staff remains strong and accountable?
42. Will you face any issues with staff retention? Do you foresee any staff members leaving before the conference arrives, due to graduation or other circumstances?
43. How will you work to recruit volunteers to staff the conference?
44. Why would it be beneficial for the region to have the conference at your school?
45. How do you plan on keeping the region updated on the conference, especially for deadlines and registration guidelines?
46. How will you keep the region updated during the summer?
47. Will your staff have office hours prior to the conference to answer questions?
48. Will your conference have a website? If so, what will you include on it?
49. What will you do to ensure that every school can easily find the hotels, campus, buildings, etc? Will you have signs by buildings? Will maps be provided?
50. Why do you want to host insert conference?
51. What makes a good conference?
52. What will be your biggest challenge in hosting MACURH (insert year)?
53. What will you incorporate into the conference that is innovative? What will distinguish your conference from past MACURH conferences?
54. Is the conference getting on-campus support? Is any of this support coming from other campus resources besides Housing/Residence Life?
55. In twenty words or less, what does MACURH mean to your team?

# NACURH/ACPA

## SALT Application Form

**Please complete this application and the Presenter Commitment Verification Form completely and return to the NACURH Conference Resource Consultant (CRC) by fax, e-mail or mail no later than the due date (postmarked if by mail).**

Institution: \_\_\_\_\_

Name of SALT Program: \_\_\_\_\_

One paragraph summary/description of program that will be used in conference program book: \_\_\_\_\_  
\_\_\_\_\_

### Student Presenter(s) Information

Primary Presenter Name: \_\_\_\_\_

Class Standing: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_  
\_\_\_\_\_

Summer Phone: \_\_\_\_\_

Secondary Presenter Name: \_\_\_\_\_

Class Standing: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

\_\_\_\_\_

Summer Phone: \_\_\_\_\_

Advisor Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

# NACURH/ACPA

## SALT - Presenter's

### Commitment Verification Form

Please complete the following information. Please initial where a line is present.

\_\_\_\_\_ If our school receives the SALT Award, the following student verifies that he/she will be able to attend the next NACURH Annual Conference in June, to present this program.

\_\_\_\_\_ If our school receives the SALT Award, the following student verifies that he/she will be able to attend the next ACPA Convention in March, to present this program.

Specific dates of the conferences can be found in the SALT Timeline section of the SALT Information Sheet.

Institution: \_\_\_\_\_

Name of SALT Program: \_\_\_\_\_

\_\_\_\_\_

Name of Student Presenter (Print)

Date

\_\_\_\_\_

Signature of Student Presenter

Date

\_\_\_\_\_

Name of Advisor (Print)

Date

\_\_\_\_\_

Signature of Advisor

Date

# NACURH/ACUHO-I

## Daniel Siler POY

### Application Form

**Please complete this application and the Presenter Commitment Verification Form completely and return to the NACURH Conference Resource Consultant (CRC) by fax, e-mail or mail no later than the due date (postmarked if by mail).**

Institution: \_\_\_\_\_

Name of Program: \_\_\_\_\_

One paragraph summary/description of program that will be used in conference program book:

#### Student Presenter(s) Information

Primary Presenter Name: \_\_\_\_\_

Class Standing: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

Summer Phone: \_\_\_\_\_

Secondary Presenter Name: \_\_\_\_\_

Class Standing: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_

---

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Summer Address: \_\_\_\_\_

---

Summer Phone: \_\_\_\_\_

Advisor Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

# **NACURH/ACUHO-I**

## **Daniel Siler POY Presenter's**

### **Commitment Verification Form**

Please complete the following information. Please initial where a line is present.

\_\_\_\_\_ If our school receives the POY Award, the following student verifies that he/she will be able to attend the next NACURH Annual Conference in June, to present this program.

\_\_\_\_\_ If our school receives the POY Award, the following student verifies that he/she will be able to attend the next National ACUHO-I Conference in June/July, to present this program.

Specific dates of the conferences can be found in the POY Timeline section of the POY Information Sheet.

Institution: \_\_\_\_\_

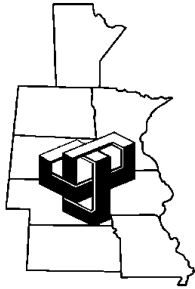
Name of Program: \_\_\_\_\_

\_\_\_\_\_  
Name of Student Presenter (Print) Date

\_\_\_\_\_  
Signature of Student Presenter Date

\_\_\_\_\_  
Name of Advisor (Print) Date

\_\_\_\_\_  
Signature of Advisor Date



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Technology Liability Form

I, \_\_\_\_\_, in consideration of the Midwest Affiliate of College and University Residence Halls and insert host institution for allowing me to participate in the MACURH insert year Regional Board of Directors (RBD) as insert position here hereby acknowledge and agree to the following:

I agree to act in a responsible fashion with the laptop provided to me by MACURH with the understanding that it is intended for the use of the position and the betterment of the region. I understand that I am liable for any actions I may have that damage the laptop while it is in my possession.

I specifically understand that if the laptop were stolen or damaged to the point where it is unusable while in my care that I am either to reimburse the region in the amount of a replacement or to furnish a replacement deemed suitable by the Regional Co-Advisors.

I also understand that if the above were to happen and I did not reimburse the region or replace the laptop that my host institution may incur the responsibility of the reimbursement or replacement at which point my host institution may charge me for the laptop.

*We have read and understand the aforementioned responsibilities of the laptop for Regional Board of Directors position and affirm that these will be fulfilled to the best of our ability.*

\_\_\_\_\_  
RBD Member Name (Print)

\_\_\_\_\_  
RBD Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RBD Member's On-Campus Advisor (Print)

\_\_\_\_\_  
RBD Member's On-Campus Advisor Date  
Signature

\_\_\_\_\_  
Chief Housing Officer Name (Print)

\_\_\_\_\_  
Chief Housing Officer Signature

\_\_\_\_\_  
Date