

**SOUTH ATLANTIC AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS
NATIONAL RESIDENCE HALL HONORARY
POLICY BOOK
REVISED MARCH 2009**

**Policy 1
Purpose**

Section A: The South Atlantic Affiliate of College and University Residence Halls National Residence Hall Honorary Policy Book, hereinafter referred to as the SAACURH NRHH Policy Book, shall define additional NRHH operating procedures, awards, and duties not specifically defined within the SAACURH Constitution, SAACURH By Laws, SAACURH Policy Book, NACURH, Inc. Governing Documents, or the National NRHH Governing Documents.

**Policy 2
Relevancy**

Section A: Only matters specifically pertaining to NRHH may be legislated in this policy book.

**Policy 3
NRHH Leadership**

Section A: The SAACURH Associate Director for NRHH, as defined in the SAACURH Constitution, shall serve as the primary regional NRHH officer. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

Section B: Additional AD-NRHH Duties: The AD-NRHH may call meetings of the NRHH boardroom at his or her discretion.

Section C: The Regional NRHH Advisor, as defined in the SAACURH Constitution, shall serve as the primary regional NRHH advisor. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

**Policy 4
NRHH Chapters**

Section A: Each affiliated NRHH Chapter within the SAACURH region shall have representation within SAACURH NRHH matters through their appointed NRHH representative. Affiliated status shall be determined by the NACURH Information Center as defined in the National NRHH Policy Book.

**Policy 5
NRHH Representatives**

Section A: An NRHH representative shall be defined as a student from the institution who is capable of representing the best interest of their institution's NRHH chapter. NRHH representatives are charged with being the official representative of their school's NRHH chapter at all NRHH meetings.

**Policy 6
NRHH Boardroom**

Section A: All regional NRHH business shall occur in the NRHH boardroom as defined by the SAACURH Constitution. The following operating procedures shall be followed:

1. The AD-NRHH shall chair the NRHH boardroom.
2. If the AD-NRHH is unable to chair the NRHH boardroom, the SAACURH Director shall appoint an NRHH member from a chapter in good standing to the Chair until the AD-NRHH returns.
3. An NRHH representative shall have voting rights at meetings of the SAACURH NRHH boardroom only if their institution is considered to be in good standing with the NRHH National office as defined in the National NRHH Policy Book.
4. Each member school in good standing shall be entitled to one (1) vote at any special or regular meeting, election, or any question that may arise within the SAACURH NRHH boardroom through their NRHH Representative.

5. Any member school within the region that does not have an NRHH chapter or is not currently affiliated shall have speaking rights in the NRHH boardroom or during NRHH business occurring during a combined boardroom.
6. One selected state association representative from each state association shall have voice representation only during NRHH business occurring during a combined boardroom.

Policy 7 NRHH Boardroom Officers

Section A: The chair of the NRHH boardroom may appoint additional officers to aid in the function of the NRHH boardroom. These appointments shall not last longer than the length of one meeting and shall not be the AD-NRHH or the Regional NRHH Advisor. The positions are as follows:

1. Parliamentarian
 - a. Shall work with the AD-NRHH to provide parliamentary procedure training to the NRHH Representatives at all SAACURH conferences.
 - b. Shall serve as parliamentarian at all NRHH business meetings.
2. Secretary
 - a. Shall keep the official boardroom minutes during NRHH business meetings at all SAACURH conferences.
 - b. Shall ensure that minutes are posted for public consumption within 1 week of the close of any meeting.

Policy 8 Elections

Section A: The election of the AD-NRHH and NRHH Regional Advisor shall occur in a manner defined by the SAACURH Director as described by the SAACURH governing documents. The additional following procedures shall be followed:

1. The Associate Director for NRHH and the NRHH Advisor shall be elected by the NRHH representatives in the NRHH boardroom or a combined boardroom as decided upon by the AD-NRHH in conjunction with the Director.
2. The elections the AD-NRHH shall take place through secret ballot at the No Frills Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken.
3. The election of the NRHH Advisor-Elect shall take place through secret ballot at the SAACURH Regional Conference every two (2) years becoming the NRHH Advisor at a special designated time at the NACURH Conference.
4. Elections may be held at any time provided no less than one (1) hour notice has been given to all member schools in attendance.
5. A majority vote of member schools present shall be required to elect the officers.
6. A quorum must be present to vote in any election and a quorum shall be defined as two-thirds (2/3) of the voting schools present at the conference.

Policy 9 SAACURH Awards (NF 09)

Section A: All current Regional and National officers, National Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison(s) are ineligible for SAACURH Awards with the exception of Regional Conference Chairs.

Section B: All awards shall be based solely on written content and must conform to the corresponding page limits. A page shall be defined as a side with print for all awards, which includes appendices, letters of recommendation, and text. Title pages are not included in the page count, but dividers are included. All pages in bids shall be numbered for easy reference.

1. Any awards exceeding page limit will have all pages after the limit removed. Should the letters of support not be within the page limit, they will replace the last pages within the page limits.
2. Any awards without proper letters of support and/or proof of good standing if required will not be considered for the award.
3. Any bids that do not satisfy policy requirements other than those above will be marked against policy prior to the conference along with the reason it is marked against policy. This includes but is not limited to lack of page numbers.

Section C: Nominations for all regional awards are limited to one per school unless otherwise specified. The current SEC and SEC-elects shall not have speaking rights during the discussion or pro/con portion of candidate or award selection. Exceptions can be made at the discretion of the AD-NRHH or in presenting a point for clarification.

Section D: The regional winner of each award presented at SAACURH and No Frills will be the SAACURH nominee for the corresponding national award. All bids submitted for NACURH Awards must be typed and copied onto a compact disc (CD) and must be received by the National Chairperson by his or her designated due date. This is for the purpose of being entered into the Resource File Index (RFI). Member schools that are bidding for more than one award can put all files onto a single compact disc. The Regional Director may also include a letter of support on behalf of the region for its submission to the national level. POY Bids that are selected during the SAACURH Conference will be sent to the national level and must follow national policy and deadlines for submission. Schools that did not win or submit POY a bid-at SAACURH are also eligible for the national awards provided the nominating institution follows national policy and deadlines for submission. For any other national awards specifics please consult the NACURH, Incorporated Policy Book.

Section E: The Director shall be the SEC members-to distribute all bid information and inform member schools of policies and procedures surrounding bidding.

Policy 10 INDIVIDUAL AWARDS

Section A: First Year Experience Award (FYE)

1. **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 their campus.
2. **Eligibility:** Nominees must be a first year student and live in an on-campus-housing unit.
3. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type). Pages must be numbered
4. **Selection:** Selection will be made during the No Frills Regional Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Bid Requirements:**
 - a. Recipient 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 sixty days of the NACURH Conference.).
 - b. Recipient must be returning to the residence halls or university housing for the following semester.
 - c. Recipient shall write an essay on why he or she should be honored with the First Year Experience Award.
 - d. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipient's host institution.
 - e. The bid shall have one letter of recommendation from an advisor or residence hall professional staff member.
 - f. The bid shall include a list of collegiate accomplishments and involvement (i.e. RHA, hall programming, conduct boards, campus and community projects, committee work, etc.).

Recommended criteria, but not required:

 - g. Involvement at the state, regional, or national level (i.e. community service, NRHH, program presentations at conferences, campus organizations, case study team, etc.)
 - h. Academic honors (i.e. Dean's List, scholarships, etc.)
 - i. Community Involvement
7. **Recommended topics to cover in the essay:**
 - a. Why did you become involved in your residence life program (floor, hall, or campus government)?
 - b. How have your experiences helped you grow and develop?
 - c. What are your ideas and goals for the next year?

Section B: NRHH Member of the Year Award (NMOTY)

1. **Purpose:** This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
2. **Eligibility:** The nominee must have been an active member of NRHH, as defined by the NRHH National Constitution, during the year of nomination. National Board of Director members, Regional Associate Directors for NRHH, and NACURH Services and Recognition Office staff are ineligible to receive this award. The nominees for this award shall not be a nominee for the Student of the Year award for the same year.
3. **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. Pages must be numbered
4. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Required Criteria:**

- a. The bid shall include a letter of support from the current NRHH President or NRHH Advisor for the year of nomination.
 - b. The bid shall include NRHH accomplishments and NRHH involvement.
 - c. Award shall be judged based on the time period from NACURH to NACURH.
7. **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.

Section C: NRHH Representative of the Year Award (NROTY) (NF 08)

1. **Purpose:** This award recognizes outstanding service to NACURH through NRHH by an individual who has been directly affiliated with the organization as an NRHH Representative.
2. **Eligibility:** Nominees must have been a NRHH Representative during the past year. Individuals bidding for this award cannot bid for Student of the Year or NRHH Member of the Year during the year of submission.
3. **Pages:** Bids will be no longer than 8 pages (10-12 point type). Pages must be numbered
4. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives.
5. **Award:** The award is funded by SAACURH. The winner shall receive an award consistent with that defined by the current On Campus Marketing (OCM) endorsement agreement of the OCM National Communications Coordinator of the Year Award.
6. **Required Criteria:**
 - a. The bid shall include a letter of support from the current NRHH President or NRHH Advisor for the Year of nomination.
7. **Suggested Criteria:**
 - a. Term of office for award purposes shall be from NACURH to NACURH.
 - b. State, regional, and national correspondence.
 - c. Recognition through awards: campus, state, regional, and national.
 - d. Participation in campus, state, regional and national services.
 - e. Participation in conferences: delegation building, spirit, and attendance and participation in meetings and programs.

Section D: SEAHO Student of the Year Award (StOY)

1. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (non-NBD member).
2. **Eligibility:** The nominee may not have served as an NCC or NRHH Representative during the time from the previous NACURH to NACURH conference. (NF 08)
3. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type). Pages must be numbered
4. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center. (SAA 00)
5. **Award:** This award is endorsed by the Southeastern Association of Housing Officers (SEAHO) while funds permit. In the event that SEAHO does not fund the award, SAACURH shall cover all costs associated with the award. The regional winner will receive \$100 towards NACURH conference registration and a plaque at the No Frills Regional Conference.
6. **Bid Criteria:**
 - a. Award shall be judged based on the time period from NACURH to NACURH.
 - b. Service to campus housing organizations.
 - c. Recognition received through awards: campus, state, regional and national.
 - d. Participation in campus, state, regional and national services.
 - e. Participation in conferences: attendance, spirit, and participation in meetings and programs.
 - f. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipients host institution.

**Policy 11
School Awards**

Section A: NRHH Building Block Chapter of the Year (NBBOTY)

1. **Purpose:** The NRHH Building Block Chapter of the Year Award is given to a chapter, which shows outstanding growth and development during the year of nomination.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH to NACURH Conference. In order to be eligible for this award the Chapter must be in good standing with the NACURH Information Center.
3. **Pages:** The written bid shall not exceed thirty (30) 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. Appendices are limited to 20 pages. A copy of the chapter's constitution shall be required in the bid, but will not be counted in the total or appendices page count. The title page shall not be included in the thirty (30) pages but must include the chapter, institution, and region name. Pages must be numbered.

4. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Required Criteria:**
 - a. All pages must be numbered accordingly
 - b. Title pages must include the following information:
 1. Chapter/School Name
 2. Institution
 3. Region Name
 - c. Chapter Constitution:
 1. Shall be required in the bid, but will not be counted in the total or appendices page count
 - d. Letter of Support:
 1. A letter of support from at least one of the following:
 - a. Chapter Advisor
 - b. RHA President
 - c. Professional Housing Staff
7. **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:
 1. Creation of new programming and leadership initiatives.
 2. Creation of new recognition programs, services, and awards.
 3. Expansion and building of existing programs and recognition.
 4. Expanded participation on campus, regional,

Section B: NRHH Outstanding Chapter of the Year (NOCOTY)

1. **Purpose:** The NRHH Outstanding Chapter of the Year Award is the highest regional honor a NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and national levels.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH to NACURH Conference. In order to be eligible for this award the chapter must be in good standing with the NACURH Information Center.
3. **Pages:** The written bid shall not exceed thirty (30) 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. Appendices are limited to 20 pages. A copy of the chapter's constitution shall be required in the bid, but will not be counted in the total or appendices page count. The title page shall not be included in the thirty (30) pages but must include the chapter, institution, and region name. Pages must be numbered.
4. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Required Criteria:**
 - a. All pages must be numbered accordingly
 - b. Title pages must include the following information
 1. Chapter/School Name
 2. Institution
 3. Region Name
 - c. Chapter Constitution
 1. Shall be required in the bid, but will not be counted in the total or appendices page count
 - d. Letter of Support
A letter of support from at least one of the following
 1. Chapter Advisor
 2. RHA President
 3. Professional Housing Staff
7. **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 objective 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 been of outstanding service and who have provided important 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, supporting a regional officer, OTMs, housing support, and communications. These examples and 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?

Section C: Program of the Year Award (POY)

1. **Purpose:** This award was designed to recognize the most outstanding student-implemented program pertaining to residence life. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
2. **Eligibility:** A member school may submit only one program per year to be considered for this award.
3. **Pages:** Bids will be no longer than 20 pages. All entries must submitted in written bid form. Entries may also include additional information with their program of a non-written media (i.e. multimedia, photos, publications, video tapes. etc.). However, it cannot be used in the presentation of the program report. (Similar to a conference bid presentation). Schools bidding for the award can present for a maximum of 10 minutes. Pages must be numbered.
4. **Selection:** Selection will be made during the SAACURH Regional Conference by the NRHH representatives of chapters considered to be in good standing with the NACURH Information Center.
5. **Award:** The winner shall be announced and receive a plaque presented at the SAACURH Conference.
6. **Bid Criteria:**
 - a. Relatedness to Residence Hall Students
 1. For whom is the program designed?
 2. How does it relate to residence hall setting?
 3. Is it practical an applicable to other residence hall settings?
 4. What were the goals of the program?
 - b. Proven effectiveness
 1. How successful was the implemented program?
 2. How was the evaluation of the program or concept carried out?
 3. How was the program marketed?
 - c. Creativity and uniqueness
 1. How new is the concept of the program in dealing with general residence hall programming?
 2. How unique is the program in presentation style – new twists to old concerns (not to be judged on the uniqueness of the program to particular campus or residence hall system)?
 3. How were the program costs met?
 4. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
 - d. Level of student input and involvement
 1. Was the program conceived by students?
 2. How many students were involved in the actual planning and implementation of the program?
 3. Who benefited from the program?
 - e. Presentation of the Information
 1. Correct Grammar and spelling, neat, concise, clear, and readable?
 2. What are the strategies for presenting this program at ACUHO-I? At NACURH?
7. **Suggested Presentation Criteria:**
 - a. What were the goals of the program? How were these met?
 - b. Did students plan the program? Are students presenting the program?
 - c. Why was this program important to the campus? Did it solve any problems on the campus level?
 - d. How did this program relate to the campus population, other campus populations?
 - e. How many students were impacted by this program?

- f. What was the cost of the program?
- g. How can this program be adapted to other campuses?
- h. How chronological is the information being presented?
- i. Is there audience participation/interaction in the presentation?
- j. Was the program presented in a professional manner?
- k. Creativity of presentation: costumes, design of presentation, handouts.

Policy 12
Miscellaneous Awards

Section A: SAACURH NRHH Service Award

1. **Purpose:** The NRHH Service Award is an honor bestowed upon individuals who have made outstanding contributions to the region. The award recognizes outstanding achievements of individuals within member schools that have helped SAACURH, NRHH and/or the SEC in its mission to develop leaders, share resources, and aid member schools in their on-campus programming needs.
2. **Eligibility:** The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have worked on a SAACURH committee, aided the SEC, or benefited SAACURH and/or in some form or fashion.
3. **Pages:** None
4. **Selection:** Selection will be made by the AD-NRHH in consultation with the SEC.
5. **Award:** The recipient will receive a certificate presented by the AD-NRHH at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The AD-NRHH has a maximum of four (4) certificates to give out at their discretion during their term in office

Section B: "Of the Month" (OTM) Awards

1. The Associate Director for NRHH will choose the following awards with the recommendation of the OTM Selection Committee. The winners will receive a certificate and have their nomination submitted for national OTM consideration. Suggested criteria for each award and can be found in the ABC's of NRHH. The awards that will be considered on a monthly basis include:
 - a. Advisor
 - b. Community
 - c. Executive Board Member
 - d. First Year Student
 - e. National Communications Coordinator
 - f. Organization
 - g. Program
 1. Community Service
 2. Diversity
 3. Educational
 4. Social
 - h. Residential Assistant
 - i. Spotlight
 - j. Student

Policy 13
SAACURH NRHH Committees (SAA 06)

Section A: The AD-NRHH shall have power to create committees within NRHH geared toward the handling or bettering of NRHH affairs. Each committee shall have a life span of the term of the creating AD-NRHH (with the exception of the OTM Selection Committee). A committee can be dismantled at anytime by decision of the AD-NRHH if thought to be nonfunctional or no longer needed with the exception of the OTM Selection Committee.

1. OTM Selection Committee
 - a. The OTM Selection Committee shall be composed of twenty four (24) NRHH members or less from chapters considered being in good standing with the NACURH Information Center (NIC). No more than three (3) members from the same school may be on the committee upon first round of consideration. The OTM Selection Committee is responsible for reading all regional OTMs (assigned to them in certain categories) and making decisions based on the format, quality, and specifics of submissions.
 - b. OTM Selection Committee members shall participate in an application process and must be approved by the AD-NRHH. With the application, the applicants shall submit a leadership resume, in addition to, submitting answers to question provided on the application. The application process shall be considered a continuous cycle as members may resign due to graduation or other circumstances throughout the year. The term of an OTM committee member shall last no

longer than one year after which they may reapply for consideration. No member may serve more than two terms except in certain cases.

- c. The AD-NRHH is responsible for keeping up with the voting history of each committee member. Any member who fails to vote in two consecutive months or three months collectively can be removed at the discretion of the AD-NRHH. If for any reason a member has an excuse before the beginning date of the selection process it should be submitted in writing via email to the AD-NRHH.

Policy 14 Interpretation

Section A: This document shall be interpreted by the AD-NRHH in conjunction with the SAACURH Executive Committee. It is expected that any interpretation will be governed by common sense.

Policy 15 Conflict

Section A: This document shall never be in conflict with the SAACURH or NACURH, Inc governing documents.

Policy 16 Amendments

Section A: Amendments to this document may be proposed by any NRHH representative or member of the SAACURH Executive Committee.

Section B: Amendments must be submitted in written form.

Section C: Amendments may only be officially acted on at the annual SAACURH, No Frills, or NACURH Conferences.

Section D: Amendments may be voted on at any time provided no less than twenty-four (24) hours has elapsed since their proposal.

Section E: A majority vote of all NRHH representatives present at the conference is required for passage.

Section F: Proposed amendments will go into affect at the end of the conference at which they were passed.

Policy 17 Ratification

Section A: This policy book shall be ratified by a two-thirds (2/3) vote of the affiliated NRHH chapters within the region. This policy book may be dissolved by the same vote.