

# Official Policy Guide of the SAACURH Region



Compiled by Members of the Constitution &  
Policy Book Review Committee:

Stephen McCay, Chair

Ryan J. Hill

Zack Walden

# Table of Contents

Letter from the Committee.....3

SAACURH Constitution.....4

SAACURH Policy Book.....15

SAACURH NRHH Policy Book.....29

NACURH, Inc. Flow Chart.....37

NACURH, Inc. Alphabet Soup.....38

Sample Legislation.....42

SAACURH Contact Info.....43



# NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS, INC. *South Atlantic Affiliate*

Dear Members of SAACURH,

**Dusti Harris**  
*Regional Director*

**Stephen McCay**  
*Assoc. Director for Business Admin.*

**Chad Freeman**  
*Assoc. Director for NRHH*

**Nontalie Morrow**  
*Regional Communications  
Coordinator for Administration*

**Megan Dutton**  
*Regional Communications  
Coordinator for Development &  
Education*

**Alicia Vest**  
*Regional Advisor*

**Adam Schwarz**  
*Regional NRHH Advisor*

We would like to take this opportunity to welcome you to the fiercest region in NACURH, Inc. SAACURH is the largest region within NACURH, Inc. We offer our members a unified voice in the shaping of policies that affect them.

This booklet has been assembled as an aid to the members of SAACURH as they navigate through their time in this region. We hope that this booklet will serve you as a reference guide as you seek to serve residents of your college or university housing to the best of your ability.

We look forward to working with you this year to make living on campus one of the greatest aspects of our member institutions' college careers. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,

SAACURH Constitutional & Policy Book Review Committee  
Stephen McCay  
Ryan Hill  
Zack Walden



*"Student Voice in the Residence Halls"*  
South Atlantic Affiliate

## South Atlantic Affiliate of College and University Residence Halls

### Constitution Revised November 2010

#### Article I: Name

**Section A:** The name of this organization shall be the South Atlantic Affiliate of College and University Residence Halls, hereinafter referred to as SAACURH.

**Section B:** SAACURH is an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

#### Article II: Purpose

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

**Section B:** SAACURH shall act as the regional voice of residence hall students residing in colleges and universities across the region.

**Section C:** Nondiscrimination Clause: Under the provisions of Title IX of the Educational Amendments Act of 1972, SAACURH does not discriminate on the basis of sex, creed, color, or national origin in its educational programs or activities with respect to admissions or employment. SAACURH does not discriminate on the basis of sexual orientation, disability, or age in its educational programs or activities with respect to admissions or employment.

#### Article III: Membership

**Section A:** The membership of SAACURH shall consist of all members of NACURH, which are within those states covered by the regional charter. These include: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia. This is subject to change and exception by NACURH.

**Section B:** To have voting rights at meetings of this association, members must be considered in good standing by the NACURH Information Center (NIC). This includes submitting national dues, registration forms, and an acceptable NIC report, as well as remaining financially solvent with NACURH on or before the date determined by NACURH.

**Section C:** Each member school of the association shall be entitled to one (1) vote at any special or regular meeting, election, or any question that may arise.

#### Article IV: Qualifications, Powers, and Duties of the Officers

**Section A:** The elected officers of this region shall be:

1. Regional Director
2. Regional Associate Director of Business Administration
3. Regional Associate Director of NRHH
4. Regional Communications Coordinators
  - a. Administration (SA 08)
  - b. Development and Education (SA 08)
  - c. NRHH & Special Projects (SA 10)
5. Regional Advisor
6. Regional Advisor-Elect
7. Regional NRHH Advisor (SA 99)
8. Regional NRHH Advisor-Elect (NF 00)

**Section B:** The appointed officers of this region shall be:

1. Regional Conference Chairperson – appointed by the host site for next regional conference with the approval of the National Communications Coordinators (NCCs)
2. Regional Conference Advisor – appointed by the host site for the regional conference with the approval of the NCCs
3. No Frills Conference Chairperson – appointed by the host site for next No Frills conference with the approval of the NCCs.
4. No Frills Advisor – appointed by the host site for the next No Frills conference with the approval of the NCCs.
5. Regional Parliamentarian – appointed by the Regional Director in consultation with the SEC (SAA 06).

6. Webmaster – appointed by the Regional Director in consultation with the SEC.

**Section C:** These officers shall comprise the SAACURH Executive Committee (SEC) and shall have the authority to appoint ex-officio assistants as needed to facilitate the operation of their offices. The officers listed in Section 1 are officio; those in Section 2 are ex-officio. All officers-elect are ex-officio unless they currently hold an officio position. No elected officer or officio (excluding officer-elects) of the SEC shall serve in another position in conflict with their position on the SEC without the approval of the Regional Director and the NCCs. *(NF 99,07)*

**Section D: Qualifications of the Officers:**

1. All officers shall be from a member school in good standing. *(NF 99)*
2. All officers, Regional Conference Chairperson, and No Frills Conference Chairperson shall live in an on campus housing unit throughout their term of office.
3. The Regional Director, Associate Director for Business Administration, Associate Director of NRHH, Regional Advisor, Regional Advisor-Elect, Regional NRHH Advisor, Regional Conference Chairperson, and No Frills Conference Chairperson shall have attended a SAACURH or NACURH conference prior to the one at which they are elected or appointed.
4. An SEC officer or Conference Chairperson may not serve in any other SAACURH capacity that would conflict with the duties of the office while serving as a member of the SEC. (i.e. NCC voting representative, or NRHH voting representative) *(NF 00)*
5. All regional officers must be in good academic and disciplinary standing at their institution.
6. All officers must maintain a minimum of 2.5 semester/quarter on a cumulative grade point average 4.0 scale, unless their institution requires higher. Review and enforcement will be the duty of the Regional Advisor. Should an officer drop below the 2.5 GPA as determined by the Regional Advisor they will be immediately removed from office.

**Section E:**

The duties of the Regional Director shall be:

1. To preside over all meetings of the association.
2. To carry out the directives of the NCCs.
3. To carry out the directives of the National Board of Directors of NACURH (NBD) and enforce the provisions of the SAACURH Charter, the SAACURH Constitution and Bylaws, the NACURH Articles of Incorporation, and the NACURH Bylaws.
4. Coordinate the Delegate Grant program as described in the SAACURH Policy Book
5. To appoint such personnel necessary to fill any office vacated.
6. To represent SAACURH at meetings of the NBD.
7. To submit a regional report at every NBD meeting updating the NBD and other regions on the progress of projects and business within the region.
8. To perform such duties as described in Robert's Rules of Order, Newly Revised which include the preparation of agendas in consultation with the SEC.
9. To carry out all other executive functions properly as the Chief Executive Officer of SAACURH
10. To attend all SAACURH regional and the NACURH Conferences during their term of office
11. To attend, or coordinate the attendance of a designee, at the SEAHO Mid-Year Meeting and annual SEAHO Conference.
12. To coordinate monthly online regional chats and monthly online SEC chats.
13. To submit a detailed officer report of all actions completed as Regional Director prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare a director report (1) one week prior to all regional SEC chats.
14. To notify all NCCs of any vote made by the NBD
15. To provide all information on bidding and awards to all member schools at least two week prior to the date for the bids
16. To serve as a resource for questions about bidding, including POY and SALT
17. To oversee the selection and workings of the Strategic Planning Committee.

**Section F:**

The duties of the Regional Associate Director for Business Administration (ADBA) shall be:

1. To assume the duties of the Regional Director if the Regional Director is unable to complete the full term of office
2. To oversee the preparation and the expenditures of the annual SAACURH budget in conjunction with the Regional Director
3. To have signature authorization on the SAACURH account, along with the Regional Director
4. To keep official and accurate records jointly with the Regional Director
5. To keep at least biweekly contact with the National Associate of Finance
6. To attend all SAACURH regional and the NACURH Conferences during their term of office
7. To represent SAACURH jointly with the Regional Director at meetings on the NBD
8. To make available a revised constitution, policy book, and other information pertinent to the previous conference within four (4) weeks of any conference attended by the SEC

9. Interpret the Constitution, Bylaws, and Policy Book, when necessary and to notify the NCCs over proper media and at the next SAACURH business meeting of all interpretive rulings *(NF 00)*
10. To submit regional financial reports to the National Associate for Finance, the Regional Director, and the Regional Advisor within one week of the receipt of the bank statement *(created in Policy Book NF 99, moved to Constitution NF 00)*
11. To create a reimbursement policy for the year, in conjunction with the rest of SEC, that holds both the ADBA and those spending money accountable. This policy should include timelines and account for times of the year when members are not at their host institutions. *(NF 05)*
12. To provide the Regional Director with a detailed officer report of all actions completed as the Regional Associate for Business Administration prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare an ADBA report (1) one week prior to all regional SEC chats.
13. To fulfill any other responsibilities as assigned by the Regional Director and/or by legislative action of the NCCs
14. To attend all monthly regional SEC chats.
15. Oversee the selection and workings of the Constitution and Policy Book Review Committee.
16. To keep copies of all winning bids from the prior year, including a copy of all bids that are sent to the national level
17. Any other duties as specified by the Regional Director

### **Section G:**

The duties of the Regional Associate Director of NRHH (AD-NRHH) shall be:

1. To maintain regular and consistent contact with the individual member chapters
2. To maintain regular and consistent contact with the Regional Associate Directors of NRHH across the nation.
3. To maintain regular and consistent contact with other members of the SEC.
4. To attend the Associate Director for NRHH's Regional Associate Director Conference
5. To represent regional NRHH interests
6. To oversee the implementation of the SAACURH Regional OTM voting committee which evaluates and determines all "Of the Month" (OTMs) on the regional level.
7. To attend all SAACURH regional and the NACURH Conferences during their term of office
8. To notify all regional OTM winners within fifteen (15) days of selection
9. To fulfill any other responsibilities as assigned by the Regional Director and/or by legislative action of the NRHH representatives
10. To develop a philanthropic theme for the SAACURH region (to be decided on annually by the NRHH representatives at the No Frills conference) and to assist the conference hosts in finding a local philanthropic project in conjunction with the SAACURH philanthropy theme.
11. To provide the Regional Director with a detailed officer report of all actions completed as the Regional Associate of -NRHH prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare an AD-NRHH report (1) one week prior to all Regional SEC chats.
12. To attend all Regional SEC chats.
13. To be in charge of coordinating motivation and recognition at regional meetings and conferences. *(NF 99)*
14. Any other duties as specified by the Regional Director

### **Section H:**

The duties of the RCC of Administration:

1. To type the minutes at regional meetings.
2. To submit, along with the SEC, as many newsletters as deemed necessary to all member schools, but not less than three. The SEC will determine this number each year. *(NF 99)*
3. To provide updated member school contact list prior to the Regional and No Frills conferences
4. To oversee the selection and workings of the SAACURH Spirit Committee (NAC 10)
5. To promote the SAACURH region through the development of promotional materials, as well as SAACURH apparel as deemed appropriate by the Region
6. To assist the RCC of Development and Education with all affiliation duties.
7. To work to strengthen the relationship between SAACURH and professional Housing, Residence Life, and Student Affairs organizations.
8. To provide the Regional Director with a detailed officer report of all actions completed as the RCCA prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare a RCCA report (1) one week prior to all Regional SEC chats.
9. To attend all Regional SEC chats.
10. To fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
11. To attend all SAACURH regional and the NACURH conferences during their term of office
12. To organize and implement the SAACURH roll call for the annual NACURH Conference

### **Section I:**

The duties of the RCC for Development and Education:

1. To be a programming resource for member schools who have diverse needs
2. To coordinate state association participation and activities on the regional level and to serve as a resource for state association leaders and advisors

3. To act as a connection between NIC and schools concerning affiliation questions.
4. To promote affiliation information to schools.
5. To maintain contact information and database for state association leaders within SAACURH
6. To develop helpful guides for NCCs and their delegations to prepare for conference attendance
7. To communicate with member schools about utilization of the following NACURH services: National Residence Hall Honorary, conferences, and the Resource Files Index
8. To oversee the selection and workings of the SAACURH Marketing and Public Relations Committee (NAC 10)
9. To assist the Regional Director and Regional Associate Director of NRHH with recruitment of member schools
10. To develop in conjunction with the AD-NRHH or update a SAACURH recruitment tool to be sent out to all schools in the region by the No Frills Conference (NF 00)
11. To keep the speaker's list and attendance logs for business meetings at all SAACURH business meetings. In the absence of the RCCDE the regional director may appoint a substitute to fulfill these duties
12. To provide the Regional Director with a detailed officer report of all actions completed as the RCCDE prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare a RCCDE report (1) one week prior to all Regional SEC chats.
13. To attend all SAACURH regional and the NACURH Conferences during their term of office
14. To attend all Regional SEC chats.
15. To fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
16. To work with the conference staff in creating the Programming on the Go resources for each school. The RCC-DE is responsible for coordinating the programming submissions.

#### **Section J:**

The duties of the RCC of NRHH and Special Projects:

1. 1. To organize two case studies at the SAACURH Regional Conference. One case study will be geared toward first-time delegates and the other will focus on veteran delegates.
2. 2. Organize the SEC roll call at conferences.
3. 3. To type the NRHH minutes at regional meetings.
4. 4. To distribute copies of the meeting's minutes to all member schools within four (4) weeks of the conference after each regional meeting.
5. 5. To assist the Associate Director for NRHH and RCC of Development and Education with NRHH affiliation duties.
6. 6. To execute special projects that may arise and do not fall under any specific category.
7. 7. To act as the Regional Historian by maintaining the regional archives through the database and ensuring the safe passage of the archives to the new RCC of NRHH and Special Projects or the Regional Director.
8. 8. To oversee the selection and workings of the SAACURH Bid Instruction and Development (BID) Committee.
9. 9. To provide the Regional Director with a detailed officer report of all actions completed as the RCC prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare a RCC report (1) one week prior to all Regional SEC chats.
10. 10. To attend all SAACURH regional and the NACURH conferences during their term of office.
11. 11. To attend all Regional SEC chats.
12. 12. To fulfill any other duties assigned either by the Regional Director, Associate Director for NRHH and/or by legislative action of the NRHH representatives.

#### **Section K:**

The duties of the Regional Advisor shall be:

1. To see that SAACURH policies are carried out
2. To be available for consultation on national matters at SAACURH meetings
3. To present semi-annual and annual reports to the SEC at regional meetings and to provide the Regional Director with a detailed advisor report prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare an Advisor report (1) one week prior to all Regional SEC chats.
4. To attend all Regional SEC chats.
5. To ensure, along with the Regional Officers, the smooth functioning of SAACURH
6. To attend all SAACURH regional and the NACURH conferences during their term of office
7. To ensure that all regional officers are in good standing with their institution, as defined in Article IV, Section D, Number 8. If an officer is not in good standing, the Regional Advisor is to contact the affected officer and inform them of such. If at the end of the next semester/quarter, the affected officer has not made the necessary corrections and/or improvements, the Regional Advisor is to contact the Regional Director, and at such time the affected officer will be removed from office immediately. These events may be cause for a removal hearing, a vote of the NCCs, or any other impeachment process as described in Article VIII. In the event of extenuating circumstances the officer in question may ask for a hearing before being removed from office.
8. To ensure that all members of the SAACURH Executive Committee are meeting the 2.5 GPA requirement.
9. Any other duties as specified by the Regional Director

#### **Section L:**

The duties of the Regional Advisor-Elect shall be:

1. To correspond with the Regional Advisor and the SEC at least monthly

2. To attend any SEC meeting, No Frills Conference, or NBD meeting with the expenses the responsibility of the Advisor-Elect
3. To submit an article to each issue of the newsletter
4. To be placed on the NBD mailing list
5. To correspond with the NBD as necessary
6. Any other duties as specified by the Regional Director

**Section M:**

The duties of the Regional NRHH Advisor (SA 98) shall be:

1. To see that SAACURH policies are carried out
2. To be available for consultation on national matters and SAACURH matters
3. To present semi-annual and annual reports to the SEC at regional meetings and to provide the Regional Director with a detailed advisor report prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference. Also to prepare an Advisor report (1) one week prior to all Regional SEC chats.
4. To attend all Regional SEC chats.
5. To assist in the smooth functioning of SAACURH, through NRHH meetings
6. To maintain contact with the NRHH advisors in SAACURH
7. To assist in the development of bids for submissions to state, regional and national levels
8. To assist in the recruitment of new chapters by working with the Associate Director of NRHH and the new/potential chapter advisors
9. To attend all SAACURH regional and the NACURH Conferences during their term of office
10. Manage the SAACURH Alumni & Affiliates Society
11. Oversee the Advisor Recognition & Training database and programming for the Region
12. Manage the SAACURH History Database
13. Any other duties as specified by the Regional Director

**Section N:**

The duties of the Regional NRHH Advisor-Elect (NF 00) shall be:

1. To correspond with the NRHH Advisor, Regional Advisor and the SEC at least monthly
2. To attend any SEC meeting, No Frills Conference, or NBD meeting with the expenses the responsibility of the NRHH Advisor-Elect
3. To be placed on the NBD mailing list
4. To correspond with the NBD as necessary
5. Any other duties as specified by the Regional Director

**Section O:**

The duties of the Regional Conference Chairperson shall be:

1. To plan the regional conference
2. To prepare and present periodic reports on the status of the conference including detailed financial reports to the SEC
3. The conference chair must attend the NACURH Conference prior to the conference that they are hosting. If the conference chair cannot attend they must notify the SEC two weeks prior to registration and send a representative in their place (SA 99)
4. To correspond with the NBD as necessary
5. Any other duties as specified by the Regional Director

**Section P:**

The duties of the Regional Conference Advisor shall be:

1. To advise the Regional Conference Chairperson and others who are planning the regional conference
2. To prepare and present periodic reports on the status of the conference including detailed financial reports to the SEC
3. To be placed on the NBD mailing list
4. To correspond with the NBD as necessary
5. Any other duties as specified by the Regional Director

**Section Q:**

The duties of the Regional No Frills Conference Chairperson shall be:

1. To plan the regional No Frills conference
2. To prepare and present periodic reports on the status of the conference including detailed financial reports to the SEC
3. The conference chair must attend the SAACURH Conference prior to the conference that they are hosting. If the conference chair cannot attend, they must notify the SEC two weeks prior to registration and send a representative in their place (SA 99).

**Section R:**

The duties of the Regional No Frills Conference Advisor (NF 00) shall be:

1. To advise the No Frills Conference Chairperson and others who are planning the No Frills conference
2. To serve as joint signatory in all financial transactions of the conference

**Section S:**

The duties of the Webmaster (SA 08) shall be:

1. To coordinate updates of the SAACURH webpage through the NACURH server
2. Oversight of all SAACURH listservs
3. Provide assistance to state associations for web needs

**Section T:**

The duties of the Past Regional Director (NF99) shall be:

1. To act as a resource to the current Regional Director.
2. To remain on the SEC mailing list and listserv in order to remain accessible throughout the course of the year.

**Section U:**

The duties of the Regional Parliamentarian shall be:

1. To work with the Director in training the NCCs at all SAACURH conferences of parliamentary procedures.
2. Serve as parliamentarian at all NCC business meetings.

**Section V:** The SAACURH Executive Committee

1. Shall receive no salary or compensation inconsistent with the nonprofit corporation status of NACURH.
2. In the event that the National Board of Directors of NACURH, Inc. approves legislation that is in direct conflict to the policies listed in the SAACURH Policy Book, the SEC shall have the authority to revise the SAACURH Policy Book as necessary to adhere to the National Policy Book. The SEC shall then notify SAACURH of all relevant changes.

**Section W:** Elections

1. All elections shall be by secret ballot of the NCCs from member schools in attendance at the No Frills Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken.
2. Elections may be held at any time provided no less than one (1) hour notice has been given to all member schools in attendance.
3. A majority vote of member schools present shall be required to elect the officers.
4. The current SEC and SEC-elect shall not have speaking rights during the discussion or pro/con portion of candidate selection. Exception can be made at the discretion of the presiding officer or in presenting a point of clarification. (NF 99)
5. 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.
6. The SAACURH Executive Committee will be elected at the No Frills Conference to serve from NACURH to NACURH
7. The newly elected officers shall be installed into office at a special designated time at the NACURH Conference.
8. The Regional Advisor-Elect and Regional NRHH Advisor-Elect will be elected at the SAACURH Regional Conference every two (2) years becoming the Regional Advisor at a special designated time at the NACURH Conference.
9. If the current Regional Advisor wishes to seek another term, they must run for the Regional Advisor-Elect position at the appropriate SAACURH Regional Conference.

**Section X:** Vacancies (SAA 05)

1. All vacancies, other than the Regional Director position, shall be filled by the acting Regional Director through appointment within thirty (30) business days of the vacancy.
2. Any Associate Director or Coordinator position not elected at the appropriate conference shall be appointed by the Regional Director after the close of the NACURH Conference. Any advisor position not elected at the appropriate conference shall be appointed at a time designated by the Regional Director.
3. If the Regional Director position is not elected at no Frills, it shall be elected during the regional business meeting at NACURH. If the Regional Director position is still not filled after NACURH, the position shall be filled as if it were vacant.
4. Notification
  - a. The SEC shall notify the voting membership of SAACURH within ten (10) business days of the date a vacancy occurs.
  - b. The SEC shall notify the voting membership of SAACURH who was selected to fill the vacancy in writing with ten (10) business days of the appointment.
5. Appointments
  - a. Appointments made by an elected Regional Director shall last the remainder of the vacant position's term.
  - b. Appointments for the ADBA or the AD-NRHH positions shall require a majority approval vote of the NCCs in attendance, provided quorum is met, at the next regional business meeting. Prior to approval, ADBA or AD-

NRHH appointees shall be considered temporary appointments. Once approved, the appointee shall be considered an elected officer.

c. If an appointment is not approved by a vote of the NCCs, the appointment shall be nullified and the Regional Director shall make another appointment. The original appointee shall not be eligible to be appointed to the same position.

6. Regional Director Vacancies

a. If the Regional Director position shall become vacant, the Associate Director for Business Administration shall assume the Regional Director position, appoint a new ADBA, and any other vacancies.

b. If the Regional Director and the Associate Director for Business Administration positions are vacant at the same time, the Associate Director for NRHH shall assume the Regional Director position; appoint a new Associate Director for Business Administration, Associate Director for NRHH, and any other vacancies.

c. If the Regional Director, Associate Director for Business Administration and the Associate Director for NRHH positions shall become vacant all at the same time, the highest ranking elected coordinator shall temporarily vacate his current position, temporarily assume the Regional Director position, and temporarily appoint any positions necessary.

i. The coordinators shall be ranked alphabetically.

ii. An emergency election shall be held at the next regional business meeting to elect a new Regional Director in accordance with emergency election procedures in the Constitution.

iii. Upon the election of a new Regional Director, the temporary Regional Director shall assume his previous position and all temporary appointments shall be nullified.

d. Only elected officers may fully or temporarily assume the Regional Director position.

i. If an appointed officer is in line to assume or temporarily fill the Regional Director position, that position shall be skipped in the line of succession as if the position were vacant.

ii. If there are no elected officers to fill or temporarily fill the Regional Director position, the Regional Advisor shall appoint a temporary Regional Director until an emergency election can be held in accordance with the emergency election procedures in the Constitution at the next regional business meeting.

e. All appointees must continually meet the criteria for their position in order to hold office.

**Section Y: Emergency Elections (SAA 05)**

1. Emergency elections shall only be held to fill the Regional Director position in the event an elected Associate Director for Business Administration or Associate Director for NRHH cannot fill the position.

2. Emergency elections shall be the first item of business at the next regional business meeting and shall be chaired by the temporary Regional Director. If the temporary Regional Director intends to run for the Regional Director position, the Regional Advisor shall appoint a chair for the election.

3. The elected Regional Director shall take office immediately upon the close of the election and shall be sworn in by the Regional Advisor.

4. Emergency elections shall not require bids and should be held in accordance with the most recent version of Robert's Rules.

**Section Z: Suspension (NF 99)**

1. If a school falls out of good standing the officer shall be suspended from the SEC. Suspension shall consist of, but not be limited to, no involvement on the regional listserv, not attending any meetings of the SEC, and not representing the SEC or its beliefs in any capacity. Further terms of suspension shall be left to the discretion of the Director. The officer shall be re-instated immediately after a school retains its good standing status. If an officer remains on suspension for more than 30 days, the director may exercise the ability to appoint a new officer.

2. In the event that the Regional Advisor is unable to fulfill their duties (suspension, sickness, etc) the Regional Advisor-elect will assume the duties until the Regional Advisor resumes duties. If there is no advisor-elect, then the NRHH Regional Advisor shall assume the duties.

3. Please refer to Article IV, Section W Vacancies for the line of succession if the Regional Director is suspended.

**Article V: The Regional Conference**

**Section A:** The Regional Conference shall be held annually each fall semester or quarter and shall be hosted by a member school or a group of member schools.

**Section B:** The selection of the host site will be made by a majority vote of the member schools present at the regional conference with the result being announced at the final banquet.

**Section C:** All bids must contain a formal commitment of invitation from an appropriate university or college official in the form of the Host Acknowledgement Form available from the SEC or the NACURH Conference Resource Consultant. A statement of liability must also be included in the bid declaring the institution's liability coverage. All schools submitting a bid to host a regional conference for SAACURH must send a digital copy of their bid to the NACURH CRC upon the due date for submission to the region.

**Section D:** Each bid received will be given fifteen (15) minutes for the bid team to formally present their bid materials before the voting members in boardroom. A question and answer session will then follow.

**Section E:** The Regional Conference Chairperson shall plan all conference activities with respect to those directives from the conference assembled and the SEC.

**Section F:** The Regional Conference Chairperson shall send first official notification of the conference at least six (6) months prior to the conference date.

**Section G:** In the event that no member school or group of member schools bids for the regional conference or the school or group had received a vote of no confidence, the following procedure will be followed:

1. All member schools, both those attending the conference and those not in attendance, will be notified of the occurrence and encouraged to bid for the conference by the Regional Director.
2. Those wishing to bid will do so by preparing a formal bid and mailing it to the Regional Director and Regional Advisor with enough copies for each member school. The Regional Director will send out bids within two (2) weeks of the deadline.
3. All bids must be postmarked no later than midnight of the last day of the first full month following the conference.
4. Each member school shall evaluate the bid(s) and mail to the Regional Director their choice for the next conference by the last day of the month in which they receive bids.
5. The Regional Director shall compile the decisions by the member schools and notify all member schools of the decision immediately.

**Section H:** At the end of each year's conference, the Regional Conference Chairperson shall prepare a report on the outcome of the conference including a detailed and complete financial statement to send to all members of the SEC.

**Section I:** In the event that the SAACURH Conference ends with a deficit of funds after all conference expenses have been paid, the first \$500.00 of the deficit shall be assured by the sponsoring site, and the remainder of the deficit will be shared equally by the region and the sponsoring site. All bidding schools must be aware of this before bids are presented and agree to this in writing.

**Section J:** The conference add-on fee shall be \$15.00 per registered delegate including delegates and advisors, excluding the SAACRH Executive Committee, VIPs, and conference host staff. The add-on fee check is to be given to the Associate Director of Business Administration at the close of the conference, to be deposited in the SAACURH checking account. (SA 10)

#### **Article VI: No Frills Conference**

**Section A:** The No Frills Conference shall open no later than at least ten days prior to the close of the SAACURH Fiscal Year. It shall be hosted by a member school or a group of member schools.

**Section B:** The selection of the host site will be made by a majority vote of the member schools present at the No Frills Conference with the result being announced following tabulation.

**Section C:** All bids must contain a formal commitment of invitation from an appropriate university or college official in the form of the Host Acknowledgement Form available from the SEC or the NACURH Conference Resource Consultant. A statement of liability must also be included in the bid declaring the institution's liability coverage. All schools submitting a bid to host a regional conference for SAACURH must send a digital copy of their bid to the NACURH CRC upon the due date for submission to the region.

**Section D:** Each bid received will be given fifteen (15) minutes for the bid team to formally present their bid materials before the voting members in boardroom. A question and answer session will then follow.

**Section E:** The No Frills Conference Chairperson shall plan all conference activities with respect to those directives from the conference assembled and the SEC.

**Section F:** The No Frills Conference Chairperson shall send first official notification of the conference at least three (3) months prior to the conference date.

**Section G:** If no member school or group of member schools bid for the No Frills Conference, the same procedure as for receiving no regional conference bid (Article V, Section 6) will be followed.

**Section H:** At the end of each year's conference, the No Frills Conference Chairperson shall prepare a report on the outcome of the conference including a detailed and complete financial statement to send to all members of the SEC.

**Section I:** If the No Frills Conference ends with a deficit of funds after all conference expenses have been paid, the first \$250.00 of the deficit shall be assumed by the sponsoring site and the remainder of the deficit will be shared equally by

the region and the sponsoring site. All bidding schools must be aware of this before bids are presented and agree to this in writing.

**Section J:** Delegations to the No Frills Conference may only include: NCCs/Co-NCCs, NCCs-In Training/Co-NCCs-In Training, RHA Advisor, State Association Liaison (one per state), State Association Advisor (one per state), NRHH Representative, NRHH Advisor, students bidding for SEC positions, members of No Frills Conference Bid Teams, and a representative from the upcoming regional conference.

**Section K:** The conference add-on fee shall be \$10.00 per registered delegate including delegates and advisors, excluding the SAACRH Executive Committee, VIPs, and conference host staff. The add-on fee check is to be given to the Associate Director of Business Administration at the close of the conference, to be deposited in the SAACURH checking account. (SA 10)

#### **Article VII: Finances of the Region**

**Section A:** All accounts with SAACURH monies in deposit will require signatures from the Regional Director or Associate Director for Business Administration to get money out.

**Section B:** Any expenditure of funds for conference travel or operating expenses must be approved by the Regional Advisor with the knowledge of all members of the SEC.

**Section C:** The National Advisor will keep the bank account in their hometown. New signature cards will be processed as part of the SEC transition.

**Section D:** Expenditures

1. Any expenditure of \$100.00 or more not covered in Article VII, Section B must be approved by a majority of all NCCs.
2. In an emergency situation, any expenditure not covered as defined above shall be approved by the Regional Advisor with the knowledge of all members of the SEC. Emergency situations shall be defined as the inability to complete a mailing as defined by mail legislation.

#### **Article VIII: Impeachment Procedures**

**Section A:** Any regional Officer may be removed from office for one or more of the following:

1. Failure to act according to the NACURH Articles of Incorporation or the NACURH Bylaws
2. Failure to act according to the SAACURH Charter or the SAACURH Constitution, Bylaws, and Policy Book
3. Action in direct conflict with the majority opinion of the SAACURH member schools
4. Action extremely detrimental to the interests of NACURH, SAACURH, or any member school

**Section B:** The removal proceedings shall be outlined in a Removal Procedure Manual.

**Section C:** Any NCC or Regional Board Member may initiate removal proceedings against any Regional Officer by presenting a formal letter of complaint that outlines the infractions that have occurred. The charges against the officer will be stated in the letter of complaint. The letter of complaint will be sent to the Regional Advisor with the exception of the Regional Director and the Regional Associate Director (s) which will be sent to both the National Advisor and the Regional Advisor. The Regional Advisor will notify the accused Regional Officer, all SAACURH member schools, and the NBD (in the case of the Regional Director and the Regional Associate Director(s)) within one (1) week of the receipt of the letter of complaint.

**Section D:** In the case of the Regional Advisor, if a letter of complaint is submitted, the NRHH Regional Advisor will be responsible for the coordination of the removal proceedings. If the office of the NRHH Regional Advisor is vacant the Regional Director shall act in their stead.

**Section E:** The removal hearing will be held no less than three (3) weeks and no more than four (4) weeks after a five (5) day amendment period, which begins upon distribution of the letter of complaint, for additional complaints to be added. The procedure and final letter of complaint will be sent out to the NCCs and the accused officer at least one (1) week before the hearing.

**Section F:** A three-fourths (3/4) majority of all member schools present for the entire discussion and casting of ballots will be required to remove the officer. The removal will be effective when the official notice is sent by the removal procedure coordinator.

**Section G:** Minutes of the proceedings will be distributed to the NBD, NIC, National Advisor, Regional Advisor, the defendant, and all SAACURH member schools in the case of the Regional Director and the Regional Associate Director(s). For all other Regional Board Members minutes of the proceedings will be distributed to the Regional Advisor, SAACURH member schools, the defendant, and the new officer, if applicable, within two (2) weeks of the hearing.

**Section H:** The decision will be final after the voting has been confirmed by an official letter from each voting NCC to the hearing chairperson.

#### **Article IX: Voting**

**Section A:** SAACURH shall have two distinct boardrooms in which to conduct business. The boardrooms shall be the:

- NCC boardroom
- NRHH boardroom

**Section B:** The SAACURH Director shall chair the NCC boardroom.

**Section C:** The AD-NRHH shall chair the NRHH boardroom. If the AD-NRHH is absent, the Chair of the NRHH boardroom shall be the RCC of NRHH & Special Projects

**Section D:** Each member school in good standing shall receive one vote in the NCC boardroom.

**Section E:** Each member school in good standing shall receive one vote in the NRHH boardroom.

**Section F:** The NCC boardroom shall be the official boardroom of SAACURH and shall conduct all official SAACURH business unless otherwise noted in the SAACURH governing documents.

**Section G:** The NRHH boardroom shall be responsible for all official NRHH business as determined by NACURH or the SAACURH governing documents.

**Section H:** Only NRHH chapters in good standing may vote on official NRHH business as determined by NACURH or the SAACURH governing documents.

**Section I:** The NCC boardroom may elect, by a majority vote, to move any piece of legislation or award to the NRHH boardroom.

**Section J:** The NCC shall be considered each member school's official voting representative at SAACURH functions.

**Section K:** The NCC and the NRHH boardrooms may combine at the discretion of the SAACURH Director and AD-NRHH. The combined boardroom shall be chaired by the SAACURH Director. In a combined boardroom, NCCs shall vote on business that would regularly be in the NCC boardroom and the NRHH representative shall vote on business that would regularly be in the NRHH boardroom.

#### **Article X: Amendments and Bylaws**

**Section A:** Amendments to this document may be proposed by any SAACURH NCC or SEC member.

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

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

**Section D:** A two-thirds (2/3) vote of all member NCCs present at the conference is required for passage.

**Section E:** Proposed amendments will go into effect at the end of the conference at which they were passed unless otherwise stated in the amendment.

**Section F:** Bylaws, regulations, and policies not conflicting with any provisions of this constitution may be enacted by a majority vote. Higher numbered bylaws will supersede associated lower numbered bylaws. Higher numbered bylaws shall refer to the lower number bylaws they supersede.

#### **Article XI: Parliamentary Authority**

**Section A:** Robert's Rules of Order, Newly Revised shall be this organization's parliamentary authority or code unless superseded by the NACURH Articles of Incorporation, the NACURH Bylaws or this document

**Section B:** In the case of no established precedent or authority, all decisions should be bound by good sense.

#### **Article XII: Policy Book**

**Section A:** SAACURH shall establish a policy book, not in conflict with the SAACURH Constitution or By Laws, to promulgate additional operating procedures, awards, duties, statutes, and limitations.

**Section B:** The SAACURH policy book, known as the SAACURH Regional Policy Book, may be amended by a majority vote of the affiliated SAACURH schools.

**Section C:** SAACURH may establish an NRHH Policy Book, not in conflict with the SAACURH Constitution, By Laws, or Regional Policy Book, to promulgate additional NRHH operating procedures, awards, and duties. Any matter pertaining to NRHH, not specifically covered in the other SAACURH governing documents, may be legislated in the NRHH Policy Book.

**Section D:** The SAACURH NRHH Policy Book may be amended by a majority vote of the affiliated SAACURH NRHH Chapters.

**Section E:** Any proposed amendment to the SAACURH Constitution, By Laws, or Regional Policy Book in direct conflict with the SAACURH NRHH policy book must be presented in a combined boardroom.

#### **Article XIII: NACURH Unification Statement**

SAACURH promotes and adopts the NACURH "Unification Statement" which reads:

"The National Association of College and University Residence Halls, 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 around the world. The students who comprise our organization represent different abilities, races, ethnicities, sexual orientations, religions, ages, genders, and political affiliations. As such, 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 schools to build conference delegations that are representative and inclusive of the diversity of people from their individual campuses. Ultimately, we strive for 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 goal of improving residence halls nationwide and internationally."

#### **Article XIV: Ratification**

A two-thirds (2/3) majority vote of all member schools shall be required for ratification of this constitution at a meeting of the association. Non-traditional legislation processes will be accepted.

#### **Article XV: SAACURH Alumni and Affiliates Society**

The SAACURH Affiliates and Alumni Society (SAAS) will serve as the primary recognition tool for former leaders with SAACURH. Affiliated schools within SAACURH have the opportunities to induct individuals into SAAS for an induction fee of \$30, which will be placed in the SAAS fund. Each inductee will be recognized with an induction certificate and a letter of appreciate for dedicated service. Bills associated with the purchase of SAAS recognition materials will come from the SAAS fund, which will be managed by the SAACURH NRHH Advisor.

**South Atlantic Affiliate of College and University Residence Halls  
Policy Book  
Revised November 2010**

**Policy 1  
SAACURH Awards**

**Section A:** Except for the Best Roll Call, Best School Display, and Most Spirited Delegation awards, all awards are optional and shall be given at the discretion of the NCCs or NRHH Representatives and awarded by secret ballot.

**Section B:** The Regional Director or his/her designee shall present these and other awards.

**Section C:** With the exception of Regional and No Frills Conference Chairs, all current Regional and National elected officers, National Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison(s) are ineligible for SAACURH Awards with the exception being the Hallenbeck Service Award which is open to Regional Advisors. Any ineligible officers for awards cannot write or participate in the presentation of award bids. Regional Directors may write letters of support on behalf of their region for the National Award nomination. (NF07)

**Section D:** 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 (10-12 point font) for all awards, which includes appendices, letters of recommendation, and text. Every bid must include at least one (1) letter of support from an RHA and/or NRHH representative as well as one (1) letter of support from a professional staff member that oversees an aspect of residential life. Letters of support are included in the page count unless otherwise noted. Title pages are not included in the page count, but dividers are included in page count. All pages in bids shall be numbered for easy reference.

**Section E:** Nominations for all regional awards are limited to one per school unless otherwise specified. The current SEC and SEC-Elect shall not have speaking rights during the discussion or pro/con portion of candidate or award selection. Exception can be made at the discretion of the Regional Director or in presenting a point for clarification. (NF99)

**Section F:** The regional winner of each award presented at No Frills will also be the SAACURH nominee for the 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 April 15<sup>th</sup>. Member schools that are bidding for more than one award can put all files onto a single compact disc." All bids submitted for NACURH Awards should include one unbound master copy on standard 8 ½ x 11 white paper for the purpose of being entered into the Resource Files unless otherwise noted by the Regional Director. The Regional Director may also include a letter of support on behalf of the region for its submission to the national level.

**Section G:** POY and SALT 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 and SALT bids at SAACURH are also eligible for the National Awards provided the nominating institution follows national policy and deadlines for submission.

**Section H:** The Regional Director and the Regional Education and Development Coordinator shall be the two SEC members to distribute all bid information and inform member schools of policies and procedures surrounding bidding.

**Policy 2  
Individual Awards**

**Section A:** On Campus Marketing Distinguished Service Award

1. **Purpose:** This award was designed to recognize distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
2. **Eligibility:** Nominees must be a student and live in an on-campus-housing unit.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 16 pages.
5. **Selection:** Selection will be made during the No Frills Regional Conference by the NCCs.
6. **Award:** The award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
7. **Suggested Criteria:**
  - a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
  - b. Recognition received through awards: campus, state, regional and national.
  - c. Participation in campus, state, regional, and national services.
  - d. Participation in conferences: attendance, presenting programs, etc. (1994, 1996)

**Section B: First Year Experience Award**

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. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information**

**Section C: Hallenbeck Service Award**

1. **Purpose:** This lifetime achievement award is named after Dr. Dan Hallenbeck, former NACURH Advisor. This award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
2. **Eligibility:** All advisors with the exception of the NACURH Advisor and CRC are eligible.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 16 pages.
5. **Selection:** Selection will be made during the No Frills Regional Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **Suggested Criteria:**
  - a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
  - b. Recognition received through awards: campus, state, regional and national.
  - c. Participation in campus, state, regional and national services.
  - d. Participation in conferences: attendance, presenting programs, etc.

**Section D: SEAHO Student of the Year Award**

1. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (but non-NBD member).
2. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section E: On Campus Marketing NCC of the Year**

1. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization as an NCC.
2. **Eligibility:** Nominees must have been a NCC during the past year.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 8 pages.
5. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
6. **Award:** The award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
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 F: NRHH Member of the Year Award**

1. **Purpose:** This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
2. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section G: Evelyn A. Wallington Advisor of the Year Award**

1. **Purpose:** This award recognizes outstanding service by an individual advisor who has gone above and beyond their job description while serving in an advising capacity to a residence hall leadership group.
2. **Eligibility:** All advisors with the exception of the NACURH Advisor and CRC are eligible.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 8 pages.

5. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **Suggested Criteria:**
  - a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
  - b. Recognition received through awards: campus, state, regional and national.
  - c. Participation in campus, state, regional and national services.
  - d. Participation in conferences: attendance, presenting programs, etc.
  - e. The nominee should be evaluated on their accomplishments during the one year period stretching between NACURH and NACURH.

**Section H: President of the Year Award (NA 08)**

1. **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.
2. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type).
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Selection:** Recipients will be selected by NCCs during the No Frills Conference.
5. **Award:** The winner shall receive a plaque at the closing ceremonies of the conference.
6. **Suggested Criteria:**
  - a. Awards shall be judged based on the time period from NACURH to NACURH.
  - b. 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.
  - c. Recognition through awards: campus, regional and national.
  - d. Participation in campus, regional and national services.
  - e. Participation in conferences: spirit, attendance and participation in meetings and programs.
  - f. Recipient of the President of the Year Award must have completed or currently completing an term of office as President of a residential housing organization as prescribed by their organization's governing body.
  - g. The bid must include at least two (2) letters of support:
    - i. A letter of good standing from a professional university official of the recipient's host institution
    - ii. A letter of support from the nominee's residential housing organization

**Section I: State Board Member of the Year Award (NA 10)**

1. **Purpose:** This award recognizes the outstanding service of a state association board member at an affiliated school who has had a direct positive impact on their state, region and NACURH.
2. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type).
3. **Selection:** Recipients will be selected by NCCs during the No Frills Conference.
4. **Award:** The winner shall receive a plaque at the closing ceremonies of the conference.
5. **Suggested Criteria:**
  - a. Awards shall be judged based on the time period from NACURH to NACURH.
  - b. State and regional correspondence.
  - c. Recognition through awards: state, and regional.
  - d. Participation in state and regional services.
  - e. Participation in conferences: association's delegation building, spirit, and attendance and participation in meetings and programs.
  - f. Service to association by exhibiting: delegation, communication, goal-setting, execution of goals, connection with their board members and the association, leadership, motivation and enthusiasm, success or growth of the association and creativity.
  - g. Recipient of the State Board Member of the Year Award must have completed or currently be completing a term of office as a board member of a state association as prescribed by their association's governing body.
  - h. The bid must include at least two (2) letters of support:
    - i. A letter of good standing from a professional university official of the recipient's host institution,
    - ii. A letter of support from the nominee's state association.

**Section J: SAACURH Conference Delegate Grant**

1. **Purpose:** The purpose of the grant is to provide member institutions the opportunity to defer registration costs for the Regional Conference.
2. **Eligibility:** Any delegate planning to attend the Regional Conference may apply.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.

4. **Pages:** The application shall be in written format, adhering to guidelines set forth by the SEC.
5. **Selection:** The Regional Director will coordinate the Delegate Grant program; SEC members will determine to whom grants are awarded. Their determination will be based on each applicant's history of SAACURH involvement & demonstrated financial need.
6. **Award:** The number of Grants given out each year will be up to the discretion of the SEC. The amount of each Grant will be up to discretion of the SEC, based on interested earned from the SAACURH Savings account during the previous fiscal year. This amount will not exceed \$100 per grant. The monies will be paid directly to the Regional Conference host. \*Note: Any institution awarded a grant and does not send at least one delegate per grant to the regional conference will be required to pay the region back for the full amount of their award.

**Section K:** 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 affiliate of NACURH. The maximum number of pins that may be given out in one year is equal to the number of regional affiliates in NACURH. The pins shall be given out during any conference deemed appropriate by the Regional Director. All recipients of a Silver Pin will be announced at the regional awards ceremony during the NACURH conference. (NF 99)

**Section L:** The Golden Lion Award is a regional award given to people in the region who have shown outstanding leadership and service to SAACURH and have assisted in the regional accomplishments of the Executive Committee member giving the award. Three Golden Lion Awards are given at the regional awards ceremony at the SAACURH, No Frills, and/or NACURH Conference by each Associate Director, Regional Communications Coordinator and each Regional Advisor. (NF 00) This award is designed to recognize people who have helped the Executive committee members soar selflessly from behind the scenes. (NF 05)

**Section M:** The SAACURH Four Year Service Award is designed to recognize SAACURH student leaders who have served in residence halls over a four-year period. This award is given at the annual SAACURH and NACURH Conferences by the Regional Director. Nomination forms are available throughout the year, and deadlines for receiving the completed forms should be set by the Regional Director. Any student is eligible for this award provided that the form is submitted with all proper signatures.

1. **Award Criteria:**
  - a. Recipient must have been active on his/her campus in the residence halls for at least eight semesters or twelve quarters (or the equivalent thereof). This need not be consecutive time, but total. It may also be at different institutions if all criteria are met.
  - b. Recipient must be a student at a SAACURH member school to be eligible.
  - c. Recipient must have had at least two years involvement with his/her campus residence hall association. The other two years may be served in other residence life capacities (RA, Programming Assistant, etc.).
  - d. Recipient must have attended at least one national and one regional SAACURH Conference (No-Frills does not count). If your school is classified as a small school by NACURH, Inc., then a second regional conference may be substituted for the national conference.
  - e. A letter from the campus RHA Advisor must be submitted attesting to the recipient's qualifications. There must be a letter for each application.
  - f. A designated representative may receive the award for the recipient if they are unable to attend the conference.
  - g. The recipient may have graduated or will graduate within six months of the award.

**Section N:** The NACURH Four Year Service Award recognizes those students who have spent four years of their collegiate careers living in the residence halls constantly striving to enhance their residential living environments and NACURH. Recipients will receive a pin at the annual NACURH Conference. Nominations must be signed and submitted to the Regional Director by the deadline set each year.

1. **Award Criteria:**
  - a. Recipient must be a student at a NACURH member in good standing.
  - b. Recipient must have been active on his/her campus in residence life for at least four years. This need not be consecutive years, but four years total. They may also be at different institutions if all other criteria are met.
  - c. Recipient must have had at least two years involvement with his/her campus residence hall government. The other two years may be served in other residential life capacities (Resident Assistant, Program Assistant, etc.).
  - d. Recipient must have attended at least two national and two regional conferences (Mini/No Frills conferences are eligible). These need not be consecutive, just total conferences attended.
  - e. A letter from the campus residence hall government advisor must be submitted attesting that the applicant has met the above qualifications. The NCC, residence hall association Advisor, and the Regional Director of the applicant's region must sign the application.
  - f. A representative from the recipient's school may receive the award if the recipient is not present at the conference.
  - g. The recipient may have graduated within sixty days of the award.

**Section O:** Each year, money shall be included in the regional budget to induct up to five members into the Association of Alumni and Friends of NACURH. The SEC shall select up to five inductees based upon nomination forms submitted by members within the region. The regional inductees should show marked accomplishments regionally and be an inspiration and positive role model for student leaders in SAACURH. Selection of these inductees should take place sometime before or during the No Frills conference and be announced before the end of the No Frills conference.

**Section P:** NRHH Representative of the Year Award (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. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section Q:** SAACURH NRHH Service Award (NF 08)

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. **Selection:** Selection will be made by the AD-NRHH in consultation with the SEC.
3. **Refer to the SAACURH NRHH Policy Book for more information**

**Section R:** The Fierce Pierce Award (NF10)

1. **Purpose:** The Fierce Pierce Award is an honor bestowed upon individuals who made significant contributions during a SAACURH affiliated boardroom. This award is to recognize no more than one (1) NCC and no more than one (1) NRHH Representative that mentored others, provided comments during discussion, and worked to further the SAACURH region during their respective boardrooms.
2. **Selection:** Selection will be made by the SAACURH Executive Committee
3. **Award:** These awards will be selected at SAACURH and at No Frills. The winners will receive a certificate during the awards ceremony.

### Policy 3 School Awards

**Section A:** SAACURH School of the Year Award

1. **Purpose:** The SAACURH School of the Year (SOY) award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall government and associated groups as well as contributions on the state, regional, and national levels.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 30 pages.
5. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **Suggested Criteria:**
  - a. Campus Level (45%)
    - i. Structure and organization of residence hall government
    - ii. Goals and programs accomplished (emphasis on new programs and organizational growth)
    - iii. Perceived student benefits from residence hall government
    - iv. Community Service
    - v. Addressing challenging issues
    - vi. Other residence hall groups
    - vii. Communication of state, regional, and national information to residence hall government, staff, and administration.
    - viii. Budget
  - b. Regional Level (25%)
    - i. Representation at regional conferences
    - ii. Communication with regional member schools
    - iii. Involvement in regional projects
    - iv. Bids for regional awards
    - v. Number of regional OTM winners
    - vi. Communication with regional officers
    - vii. Representation at regional business meetings

- viii. State involvement
- ix. Hosting a regional officer or conference
- c. National Level (25%)
  - i. NIC requests
  - ii. NRHH chapter
  - iii. Representation at national conference
  - iv. Representation at national business meeting
  - v. Number of national OTM winners
  - vi. NIC report
  - vii. Bids for national awards (POY, SALT, etc.)
  - viii. Communication with member schools
  - ix. Communication with national officers
  - x. Payment of dues
  - xi. Intangibles: spirit and involvement of students
  - xii. Hosting national office/officer/conference
- d. Miscellaneous (5%)
  - i. Letters of support
  - ii. Adherence to format
  - iii. Appearance/neatness
  - iv. Conciseness

#### **Section B: Building RHA Award**

1. **Purpose:** This award is designed to honor the RHA, which displays tremendous effort and improvement from the previous academic year to the current.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 20 pages.
5. **Selection:** Recipients will be selected during the No Frills Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **Suggested Criteria:**
  - a. Campus level
    - i. How has involvement on a campus level grown from a previous year?
    - ii. What were your goals and objectives?
    - iii. How were these goals achieved and what else was accomplished?
    - iv. How did these goals and objectives differ from previous years?
    - v. How has your structure grown from previous years?
    - vi. What are the current benefits of your current RHA structure?
    - vii. How have you addressed challenging issues?
    - viii. How has your level of campus involvement changed?
  - b. Regional level
    - i. How has involvement on a regional level grown from a previous year?
    - ii. How many delegates did you send to the regional conference?
    - iii. What programs were presented at the regional conference?
    - iv. Were you able to bring back valuable information to benefit your RHA? (i.e. any programs brought back and used on campus)
    - v. Describe communication between your RHA and regional schools and officers.
    - vi. Did your RHA host a regional officer/conference?
    - vii. Did your RHA bid for any awards?
  - c. National level
    - i. Does your school have an affiliated NRHH chapter?
    - ii. How have you utilized the services and resources of NRHH? (OTMs, manuals, etc.)
    - iii. How have you utilized the services and resources of the NIC? (RFI, manuals, etc.)
    - iv. Describe your participation and involvement in the National Conference.

#### **Section C: NRHH Outstanding Chapter of the Year**

1. **Purpose:** The NRHH Outstanding Chapter of the Year award is the highest regional honor an NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and national levels.
2. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

#### **Section D: NRHH Building Block Chapter of the Year**

1. **Purpose:** The NRHH Building Block Chapter of the Year Award is given to the chapter, which shows outstanding growth and development during the year of nomination.
2. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section E: Commitment to Diversity Award**

1. **Purpose:** The Commitment to Diversity Award is given to a school that involves a student-directed yearlong commitment to awareness and education of residential students concerning diversity issues.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 30 pages.
5. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **Suggested Criteria:**
  - a. Introduction
    - i. What are the diversity mission statements for residence life and the campus?
    - ii. How/why was the campus' approach to diversity and diversity issues developed?
    - iii. How were students involved in the development?
    - iv. How were university officials involved in the development?
    - v. What are the statistics of diversity at your campus?
    - vi. What need is there for diverse programming (campus needs assessment on diversity)?
    - vii. How else are the needs addressed (by additional departments/programmers)?
  - b. Goals in regard to your campus' approach to diversity
    - i. Who was involved in establishing the goals?
    - ii. Were the goals achieved?
    - iii. Were the goals realistic with respect to diversity and student(s) needs?
    - iv. Were these goals established this year or are these goals the same from year to year?
  - c. Programs
    - i. List and provide a brief (couple of sentences) description on the various diversity programming on your campus, both Residence Life and other departments).
    - ii. Choose a maximum of five programs to discuss in length (Maximum of three pages per program).
    - iii. For each program discuss the following: Who was the target population? How did it relate to the needs of your campus? How successful was the implemented program? How was the evaluation on the program or concept carried out? How many people participated? Who did the program effect? Is there any feedback you can provide from students (i.e. quotes of support)? Number of people needed to organize? Time spent planning the program? What was the planning process? What was the goal of the program?

**Section F: Program of the Year Award (NF99)**

1. **Purpose:** This award was designed to recognize the most outstanding student-implemented program concerning residence halls. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
2. **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.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section G: Student Award for Leadership Training (NF99)**

1. **Purpose:** The purpose of this award is to recognize student leadership training programs in the residence halls.
2. **Eligibility:** One student or student group of a NACURH member school in good standing may submit a SALT nomination for consideration each year.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 20 pages.
5. **Selection:** Selection will be made during the SAACURH Regional Conference by the NCCs.
6. **Award:** The winner shall receive a plaque presented at the SAACURH Conference.
7. **Suggested Criteria:**
  - a. Write a one-paragraph summary of the SALT nomination that could be used in describing the

- nomination as a conference program session.
- b. Describe the goals and objectives of the SALT nomination.
- c. Describe the specific student needs that this project is attempting to address.
- d. Describe the resources used in developing the project, including a budget, funding, sources, personnel needs, supplies utilized, etc.
- e. Describe the planning process used in the development of the project.
- f. Describe who, what, when, where, etc.
- g. Describe how your project relates to the ACPA conference delegates.
- h. Describe how this project affects students.
- i. Discuss the results of the project and show what evaluation methods were used.
- j. Describe how this project would be presented in a conference session format.
- k. Describe what media would be used in the conference session (slides, transparencies, film, etc.).
- l. Describe any handouts and written materials that would be distributed to conference delegates.

**Section H: SAACURH Program Development Grant (SA 99)**

1. **Purpose:** The purpose of this award is to assist schools in implementing programs on their campus.
2. **Eligibility:** Nominees must be a school that is fully affiliated and is in good standings with SAACURH and NACURH.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** The application shall be in written format, adhering to the guidelines set forth by the SEC.
5. **Selection:** The Regional Communications Coordinator for Development and Education will coordinate the program development grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
6. **Award:** The number of grants given out each year will be limited to no more than three. The amount of each grant will be \$100.

**Section I: SAACURH Membership Affiliation Grant (SAA 00)**

1. **Purpose:** The purpose of the grant is to provide member institutions the opportunity to apply for an affiliation grant to help defer the cost of affiliation with NACURH.
2. **Eligibility:** Any institution, large or small, wishing to affiliate with NACURH is eligible.
3. **Pages:** The application shall be in written format, adhering to the guidelines set forth by the SEC.
4. **Selection:** The Regional Communications Coordinator for Development and Education will coordinate the membership affiliation grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
5. **Award:** The number of grants given out each year will be limited to no more than two. The amount of each grant will be the current affiliations fee set by the NACURH National Board of Directors. After receiving an affiliation grant, a chapter becomes ineligible for consideration for the next three years.

**Policy 4  
Miscellaneous Awards**

**Section A: "Of the Month" (OTM) Awards**

8. **Selection:** Selection will be made by the AD-NRHH with recommendations from the OTM Selection Committee comprised of NRHH members of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
9. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section B:** Each regional bid chosen to compete for one of the 11 national awards can receive \$100 in Bid Development Aid. These funds will come from the SAACURH budget and will only be used on expenses associated with producing the national bid. Schools may be reimbursed for up to, but no more than \$100 of the total bid cost. Schools will submit an invoice or receipt for production costs to the Associate Director for Business Administration and will be reimbursed accordingly. (NF 99)

**Policy 5  
SAACURH Budget and Finances**

**Section A:** The SAACURH fiscal year shall be aligned with the NACURH fiscal year.

**Section B:** All regional bank accounts shall be kept in the same bank and location of the NACURH account in the same city as the NACURH Advisor.

**Section C:** The SAACURH Executive Committee (SEC) must submit a budget for approval by member school NCCs each year. The budget should be prepared at the Winter Summit meeting of the SEC. NCCs must approve the budget by a two-thirds (2/3) majority and be notified of any line item that exceeds the approved amount.

**Section D:** The regional bank account should contain the signature of the Regional Director and the Associate Director for Business Administration (ADBA), and the Regional Advisor. New signature cards should be processed at the NACURH Conference each year for the SEC-Elect.

**Section E:** A "SAACURH Transaction Form" (STF) must be submitted to the ADBA in order to receive reimbursement for regional expenses. Copies of the receipts must be included with the STF for reimbursement to occur. Copies of the form can be requested at any time from the ADBA.

**Section F:** The SAACURH ADBA will pass on any fee incurred by a bounced check back to the school or the individual whom had written the check. If a school had written the check the school will be placed in 'bad standing' with the region. If an individual writes the check they will be asked to clear debts with the region or their school will lose SAACURH benefits.  
(NF 00)

**Section G:** Money allotted to SAAS Operations and SAAS Fund may only be used for NRHH. The ADBA shall update the Regional NRHH Advisor and AD-NRHH at the first of the month with an account balance.

### **Policy 6 SAACURH and No-Frills Conferences**

#### **Section A: Conference Bids**

1. Budgets contained in bids for SAACURH conferences must use the official SAACURH conference budget format. This format can be obtained from the Associate Director for Business Administration.
2. All SAACURH conference bids and closing reports must contain information on ADA compliance at the conference. This information must include costs and problems expected or encountered. Closing reports should also contain contact information of any vendors used at the conference specifically used for ADA compliance.  
(NF 05)

#### **Section B: Conference Hosts**

1. A regional conference loan for the amount of up to \$1,000.00 and a No Frills loan for the amount of \$500.00 are available through the regional budget for the host school. This loan must be repaid on the first day of the conference.
2. All SAACURH and No Frills Conference bank accounts must be closed out completely at least sixty (60) calendar days after the conclusion of the conference. This includes paying all bills and closing out the accounts by the 60th day. Also, a final conference report including the complete financial summary should be delivered to the Regional Director (NF 99) by at least the 60th day. Any revenue that has not been received by the 60th day shall be forwarded to the regional budget after the deadline. Conversely, any debts that are held or received after the accounts have been closed will be the responsibility of the host school. A copy of all checks, deposits, and statements for conference expenditures should be included in the financial report. If a conference staff turns in their conference closing report before or on the deadline specified by the Regional Director, their host school's NACURH affiliation dues will be paid by SAACURH for the next year (NF 99).
3. A complete wrap-up, including a written report outlined below, of each regional conference is required within sixty (60) days of the close of the conference. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Six (6) copies of the final conference report should contain the following information in order: (NA 08)
  - 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. This will include individual names, position(s) held, and their host school.
  - f. Awards presented at the conference;
  - g. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
  - 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 Chairperson's Job Reports with the following format:
  - k. General statement of committee responsibilities
  - l. Description of committee activities
    - i. Number of people on the committee or in positions;
    - ii. Timeline of activities, month by month, as accomplished;
    - iii. Problems with timeline;

- iv. Communications problems that hindered the committee's purpose;
    - v. An outline of successful procedures in organizing the committee and the activity;
  - m. Description of Conference Responsibilities;
    - i. What happened to the conference;
    - ii. What activities the committee planned that occurred;
    - iii. A listing of critical reminders for the future planners;
  - n. Recommendation for the future;
    - i. Suggested solutions to timeline problems;
    - ii. Suggested solutions to conference responsibility problems;
    - iii. Evaluate your own participation level, with suggestions for better time utilization;
    - iv. An outline of ideas considered but not utilized;
  - o. Forms or form letters used.
    - i. A blank Conference Evaluation and final conference evaluation results tabulated.
  - p. The six (6) 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 Associate Director of Business Administration, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.
- 4. The conference staffs shall work with the SEC to find an adequate location to hold business meetings during the conference as well as set a schedule to conduct such meetings.
- 5. Any school hosting a SAACURH Conference must provide an area for any extra program materials. NCCs can take any extra materials back to their school for their own use as a resource.
- 6. The Conference Finance Chair shall be required to submit to the Regional Associate Director for Business Administration, Regional Director, and Regional Adviser, a fully updated conference budget each month, beginning the month after the bid, through the conference closing and upon receipt of the conference closing report. The conference staff must provide documentation providing the details of the excess or the deficit. The host institution will be responsible for expenses taken out of the conference excess that were originally unaccounted for. (NF 99)
- 7. The cost of registration for 1 (one) conference chair to register for the -ACURH conference prior to the conference which they are hosting in the fixed cost of the conference budget. This money may be obtained through the conference loan line item of the SAACURH budget if no money is available at the time registration is due, but must be repaid as stated in the SAACURH Policy Book. (SA 99)

**Section C: SAACURH Executive Committee**

1. Registration for SAACURH Executive Committee shall be included in the SAACURH and No Frills Conference budgets. The conference staff shall budget for two SEC members per room at each regional conference. (NF 99)
2. While attending conferences, the SEC members may be reimbursed for meals purchased prior to the time that meals are provided by the conference. The maximum amount to be reimbursed will be \$15.00 dollars a day, which provides for breakfast, lunch, and dinner, but is not limited to only these meals. (NF 00)
3. The ADBA shall consult the following table when determining mileage reimbursement rates for round trip travel. The ADBA shall have full authority to reimburse up to .05 more or less per mile based on individual circumstances; however, any increase must be approved by the Regional Director. All attempts should be made to maximize the number of passengers per vehicle, reducing the number of vehicles necessary. (NF 06)

Number of Persons	0 – 49 miles	50 – 99 miles	100 – 199 miles	200+	Maximum Cost
1	\$0.00	\$0.20	\$0.18	\$0.17	\$200.00
2	\$0.00	\$0.22	\$0.20	\$0.19	\$400.00
3 – 4	\$0.00	\$0.24	\$0.22	\$0.21	\$800.00
5+	\$0.00	\$0.24	\$0.24	\$0.24	\$1000.00

4. The SAACURH Executive Committee, in consultation with the Conference Chair, shall set the delegate costs for each conference at least sixty days prior to the first day of the conference. The SAACURH Executive Committee shall have full authority over the conference budget. If the delegate cost is more than 15% of the cost that was in the conference host's bid, the Regional Director shall notify the region why the cost has increased within five days of setting the final delegate costs. (NF 06)

**Section D: General Conference Policies**

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 a break-even factor of 80%. The past three SAACURH regional conferences will be used to obtain the regional conference. The three SAACURH no frills conferences will be used to obtain the no frills conference. The break-even point will change for every conference. The ADBA will assign break-even points for each individual conference. (10/10)
2. A fee of \$15.00 per delegate shall be included in the regional conference budget and a fee of \$10.00 be included in the regional No Frills Conference budget. The total sum of this amount must be paid to

the Associate Director of Business Administration by the conference staff by the close of the SAACURH Conference.

3. In the event that the total amount of the SAACURH Contingency account is less than ten percent (10%) of the previous Regional Conference budget, any and all conference excess shall be deposited into the Contingency account, until 10% is reached. Once the total amount of the SAACURH Contingency Account is greater than or equal to 10% of the previous Regional Conference Budget, the remaining conference excess shall be divided.
  - a. 1/2 shall be deposited in the SAACURH Vanguard Account;
  - b. 1/2 shall be turned over to the next corresponding regional conference to help lower delegate cost up to \$5,000. Any amount over \$5,000 will be invested in the appropriate account as determined by the ADDBA.
  - c. This transaction will be done at the Summit immediately preceding the Conference.
4. Any financial excess generated by the conference is the property of SAACURH and must be paid to the ADDBA no later than sixty (60) days after the end of the Regional Conference. (NA 08)
5. As part of the NACURH package of benefits, all SAACURH members in good standing shall receive a \$5.00 per delegate discount on the delegate fees for all regional conferences. This should be reflected by adding an additional five dollars to all delegates from non-member schools.
6. Delegations who arrive at the conference without full payment for the conference received by the conference staff will not be allowed to stay for the conference. All conference fees must be paid before a delegation will be allowed to register for a conference.
7. One selected state association representative shall have voice representation only during business meetings at the annual SAACURH Regional and No Frills conferences, and regional business meeting at the NACURH Conference.
8. At the SAACURH Regional Conference, all members, including one (1) advisor, from each of the nine states' board of directors will be allowed to register for the conference and not count against their host institution's delegation cap. One member will represent their state association in the boardroom, while the other members may attend and present programs. At the No Frills Conference, one (1) member, as well as one (1) advisor, from each of the nine states' board of directors will be allowed to register for the conference and not count against their host institutions' delegation cap. This member will represent their state association in the boardroom.
9. Each individual attending a regional conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the conference. The host schools should make every reasonable effort to ensure that the conference staff, host school, and the regional affiliates have taken effective precautions to provide for the safety and security of conference delegates.
10. Roll call will take place on the first night of the regional conference. Schools participating in roll call are required to combine with at least one other school for their roll call skit. The conference host will work with schools who do not have partners to assist them in finding a partner school. Groups of more than two schools will be allowed extra time for their roll call skit.
11. Alcohol and illicit drugs are nationally recognized as substances which may have a substantially 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 related to regional conference shall be designated "alcohol and drug free". Additionally, the use, consumption, or influence of drugs or alcohol by any conference delegate is strictly prohibited. Any delegate or advisor found in violation of this policy will be subject to removal from the conference as well as any other sanctions developed by the conference staff and the SEC.
12. During each year's SAACURH Conference, the conference staff is responsible for judging and selecting winners for the Best Roll Call, Best School Display (Large and Small school), and Most Spirited Delegations (Large and Small). The winners of these awards should receive a plaque covered in the host school's conference budget. Criteria for these awards should be developed by the Conference Staff and publicized to the membership prior to the conference.
13. The SAACURH Regional Conference staff must work with the Regional Communications Coordinator of Development and Education to provide Programming on the Go resources for each school that attends the regional conference. The conference staff is responsible for coordinating the means of distribution of materials.

#### **Section E: ADA Compliance Conference Add-on Fee**

1. The ADA Compliance Conference Add-on Fee is put into the ADA Compliance Fund. This fund may be used to assure that all SAACURH conferences are compliant with the Americans with Disabilities Act (ADA). Though it is primarily the conference host's responsibility to maintain ADA compliance, the fund may be used on a contingency basis to make SAACURH conferences ADA compliant. This fund is maintained by the SEC in conjunction with conference staff, though the SEC shall have full discretion over the account.
2. The ADA Compliance Conference Add-on Fee shall be set by the SEC but may be no smaller than three (3) dollars and no larger than ten (10) dollars. The ADA Compliance Conference Add-on Fee may be increased above ten (10) dollars for any individual conference with a 2/3rds approval of the NCCs

- at the previous conference.
3. Two (2) values shall be set to designate how funds are accumulated.
    - a. The first is the value where the dedicated Add-on Fee must be used:
      - i. Should the ADA Compliance Fund reach \$12,000, the SEC may choose to no longer charge the Add-on Fee.
      - ii. If the ADA Compliance Fund drops below \$10,000, the SEC must reinstate the Add-on Fee.
    - b. The second is the amount where the region, in addition to the Add-on Fee, must contribute 25% of any conference excess to the ADA Compliance Fund. 25% of any conference excess must be contributed to the ADA Compliance Fund until the ADA Compliance Fund exceeds \$3,000.
  4. Additional funds may be added to the ADA Compliance Fund as long as they continue to comply with the above policy.
  5. The ADA Compliance Conference Add-on Fee is due to the SEC at the close of each conference that it is in use and will be added to the Region's ADA Compliance Fund. (SAA 05)

### **Policy 7 SAACURH Executive Committee and NCC Meetings**

**Section A:** The Regional Director, Associate Director for Business Administration, RCC of Administration, and RCC of Development & Education shall be selected by the NCCs. In the NRHH Boardroom, the Associate Director for NRHH and the RCC of NRHH & Special Projects will be selected by the NRHH Representative or a duly appointed representative from a school with an NRHH chapter in good standing (SAA 04). The elections of all these officers shall take place through secret ballot at the No Frills Conference. All of the above must be from a member school in good standing with SAACURH. A formal presentation of no longer than ten (10) minutes is to accompany the written bids for these offices.

**Section B:** The Regional Director and the Associate Director for Business Administration shall be the two representatives who represent SAACURH on the NBD. Both officers should be able to attend the Semi-Annual and Annual business conferences.

**Section C:** The Regional Advisor will be elected at the SAACURH Regional Conference in odd numbering years to serve for two (2) years plus transition starting at the following NACURH Conference.

**Section D:** The Advisor-Elect will be elected at the SAACURH Regional Conference and remain in this capacity through the following NACURH Conference. This person must have institutional support for all expenses. While it may be possible for the region to cover some expenses, it should not be expected. The Advisor-Elect must also plan on being employed in the region until the Advisor term is completed.

**Section E:** The NRHH Regional Advisor will be elected at the SAACURH Regional Conference in even numbering years to serve for two (2) years plus transition starting at the following NACURH Conference. (NF 00)

**Section F:** The NRHH Regional Advisor-Elect will be elected at the SAACURH Regional Conference and remain in this capacity through the following NACURH Conference. This person must have institutional support for all expenses. While it may be possible for the region to cover some expenses, it should not be expected. The NRHH Regional Advisor-Elect must also plan on being employed in the region until the Advisor term is completed. (NF 00)

**Section G: Guidelines for SEC Bids**

1. The written bids should include the candidate's access to office facilities and communication devices, a list of desired goals, an outline of current involvement, a resume with related experience, and letters of support from their RHA and Housing Department. The bid for Regional Director may be up to 12 pages in length (not including the cover page), and the bids for all other elected positions may be up to 8 pages in length (not including the cover page). A page is defined as one side of print. Time constraints on bid presentations shall be set by the Regional Director and announced to the bidding candidate.
2. All bids must be in proper electronic format or on white, double-sided, three hole punched paper that is either stapled or otherwise connected in such a way that makes recycling easy. Letters of support that have been scanned as an image must still occupy the same page size as if it were placed in the bid as text. No plastic binders, book bindings, etc. are allowed. The Regional Education Coordinator, in conjunction with the Regional Director, shall define the manner in which SEC bids shall be submitted for consideration. (NF 05,07)

**Section H:** Elections of SEC members shall take place as the first item on the agenda under new business, unless legislation affecting elections is pending, in which case elections will be postponed until the legislation affecting elections is resolved. (NA 99) The Regional Officers will be elected at the No Frills Conference.

**Section I:** All SEC and SEC-elects must be able to remain at the No Frills Conference site until noon following the conference closing to provide for transition purposes.

**Section J:** Candidates for the SEC-Elect positions must be planning on attending the next NACURH conference to complete transition and be sworn into office. SAACURH will pay half of the registration costs to the NACURH Conference for the SEC-Elects. (SA 99)

**Section K:** All officers and Advisors on the SAACURH Executive Committee are required to submit an officer or advisor report prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference that details and updates the SAACURH members of what each officer and advisor has done in their position since the time of the last officer report. (NF 06)

**Section L:** The SAACURH Executive Committee must either email or mail a pre-business packet to all member schools prior to each regional and national conference including all bids and proposals that will be discussed during the meetings postmarked at least ten (10) business days prior to the conference. The Regional Director has the authority to set a submission deadline for bids and proposals in order to meet the deadline. (NF 05)

**Section M:** There shall be no proxy voting by any member school at a SAACURH business meeting.

**Section N:** After each regional meeting, the Regional Communications Coordinator for Administration shall distribute copies of the meeting's minutes to all member schools within four (4) weeks of the conference.

**Section O:** Email legislation shall take place under the discretion of the Director.

1. The chair shall prepare and distribute email ballots to the SAACURH-L regional list serve for voting members to consider and dispose in accordance with the policies set forth by the SEC.
2. The chair has the power to decide which proposals will be passed over email and reserve the right to table legislation received until the next conference.
3. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chair, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the chair.
4. Amendments may be proposed over email and must be voted upon separately. When the announcement is proposed, the chair will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline will then be reassigned by the chair, not to exceed seven (7) days.
5. Roberts Rules of Order will pertain at all times. (SAA 00)

### **Policy 8 SAACURH Committees**

**Section A:** The Constitution and Policy Book Review Committee shall review the governing documents each year to ensure alignment. The Committee shall establish additional yearly objectives under the direction of the Associate Director of Business Administration.

**Section B.** The Marketing and Public Relations Committee shall be charged with the creation and maintenance of SAACURH resource documents. The committee shall establish additional yearly objectives under the direction of the Regional Communications Coordinator for Development and Education.

**Section C.** The Spirit Committee shall be charged with the coordination of SAACURH spirit for NACURH Annual Conference. The committee shall establish additional yearly objectives under the direction of the Regional Communications Coordinator for Administration.

**Section D.** The OTM Selection Committee shall be conducted in the manner as outlined in the SAACURH NRHH Policy Book.

**Section E.** The Strategic Planning Committee shall be charged with the assessment of SAACURH related initiatives. The committee shall establish additional yearly objectives under the direction of the Regional Director.

**Section F.** The Bid Instruction and Development (BID) Committee will develop "How to Write Bid" resources, publicize bid processes and timelines, and serve as a resource for schools going through the bidding process. This committee will review bids prior to final submission deadline to ensure policy alignment. The committee shall establish additional yearly objectives under the direction of the Regional Communications Coordinator of NRHH and Special Projects. (SA 10)

### **Policy 9 Miscellaneous**

**Section A:** All bids and proposals must be on white, double-sided, three hole punched paper that is either stapled or otherwise connected in such a way that makes recycling easy. No plastic binders, book bindings, etc. are allowed.

**Section B: Improper Award and Officer Bids Procedure (SAA 04)**

1. Any award or officer bid that is missing required information or is over the mandated page limit, as set forth by

the SAACURH policy book or Director, shall be marked as "Against Policy" prior to being distributing to the region. A description of why the bid is against policy shall also be included.

2. Any award or officer bid that is over the mandated page limit as set forth by the SAACURH policy book or Director shall have the excess pages removed prior to being distributed to the region. Excess pages shall be defined as any additional pages after the mandated page limit. No required letters of support may be removed. If required letters of support are included in the excess pages to be removed; the required letters of support shall be moved to the front of the bid and the bid renumbered temporarily to determine which excess pages to remove.

**Section C:** The Regional Roll Call, Display, Banner, and T-shirt will be assigned by the Regional Director at the SAACURH Conference every year to allow ample time for planning.

**Section D:** The Constitution and Policy Book shall be updated and distributed no more than (4) four weeks after the conclusion of a conference.

**Section E: SAACURH Technology**

1. SAACURH currently owns several computers that are issued out to members of the SAACURH Executive Committee to help them complete their job over the course of the year. When the SEC member is issued a SAACURH laptop for the year, they are responsible for signing the SAACURH Executive Committee Technology Contract. Once signing this contract, they will be responsible for the provisions set forth in the contract for taking the appropriate steps in ensuring that the SAACURH laptops are kept in quality shape when they are returned.

**Section F: SAACURH Laptop Accidental Protection**

1. Every new laptop purchased must have a minimum warranty of 3 years to INCLUDE accidental protection. This will make sure that each laptop will last 3 years, before it has to be replaced. It also protects the system and the user, allowing for any accidental spills or drops to be replaced at no cost to SAACURH up until that warranty has expired.

**Section G:** The official logo of the South Atlantic Affiliate of College and University Residence Halls will be an image of "Louie the Lion" as seen in Figure 1. The official colors of the South Atlantic Affiliate of College and University Residence Halls will be "Blue #333399 and Gold #EAB200." Informally, these colors will be known as "blue and gold." (NF 06)

**SOUTH ATLANTIC AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS  
NATIONAL RESIDENCE HALL HONORARY  
POLICY BOOK  
REVISED NOVEMBER 2010**

---

**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 SAACURH Regional Communications Coordinator of NRHH and Special Projects, as defined in the SAACURH Constitution, shall serve as the secondary regional NRHH officer. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

**Section D:** 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 RCC of NRHH & Special Projects shall be the Chair until the AD-NRHH returns. (SA 10)
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.

#### **Policy 8 Elections**

**Section A:** The election of the AD-NRHH, RCC of NRHH & Special Projects, 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, the Regional Communications Coordinator of NRHH & Special Projects, 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 and RCC of NRHH & Special Projects 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. Every bid must include at least one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative as well as one (1) letter of support from a professional staff member that oversees an aspect of residential life. Letters of support are included in the page count unless otherwise noted. 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. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type). Pages must be numbered
5. **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.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **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.).
8. **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
9. **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. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **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
5. **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.
6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
7. **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.
8. **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. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 8 pages (10-12 point type). Pages must be numbered
5. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives.
6. **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.
7. **Required Criteria:**
  - a. The bid shall include a letter of support from the current NRHH President or NRHH Advisor for the Year of nomination.
8. **Suggested Criteria:**
  - f. Term of office for award purposes shall be from NACURH to NACURH.
  - g. State, regional, and national correspondence.
  - h. Recognition through awards: campus, state, regional, and national.
  - i. Participation in campus, state, regional and national services.
  - j. 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).
8. **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)
9. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member.
10. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type). Pages must be numbered
11. **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)
12. **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.
13. **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. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
  5. **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.
  6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
- 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
- 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. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH Executive Board Member or Representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
- 4. **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.
- 5. **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.
- 6. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
- 7. **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
      - 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 be 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 and 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
4. Community Service
4. Diversity
4. Educational
4. Social
  - h. Residential Assistant
  - i. Spotlight
  - j. Student

**Section C: "Of The Month" (OTM) Cup (SA 10)**

1. **Purpose:** This award is designed to encourage friendly competition between the regionally affiliated SAACURH NRHH Chapters through the encouragement of increased quality and quantity of campus, regionally and nationally submitted OTM's.
2. **Eligibility:** Any current SAACURH affiliated NRHH Chapter
3. **Selection:**
  - a. Selection shall be overseen by the AD-NRHH. based off of the set point requirements for each of the categories (set by the AD-NRHH) including and limited to: submitted campus OTM, campus winner, campus honorable mention, regional winner, regional honorable mention, national winner, and national honorable mention.
  - b. The NRHH Chapter with the most points accumulated from No Frills Conference to No Frills Conference shall be declared the winner at the award ceremony at the close of the No Frills Conference of that year by the AD-NRHH.
4. **Award:** A plaque & a traveling trophy to be awarded to the selected Chapter in recognition of their dedication to one of the four pillars of NRHH, Recognition, through the use of OTM's.

**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.

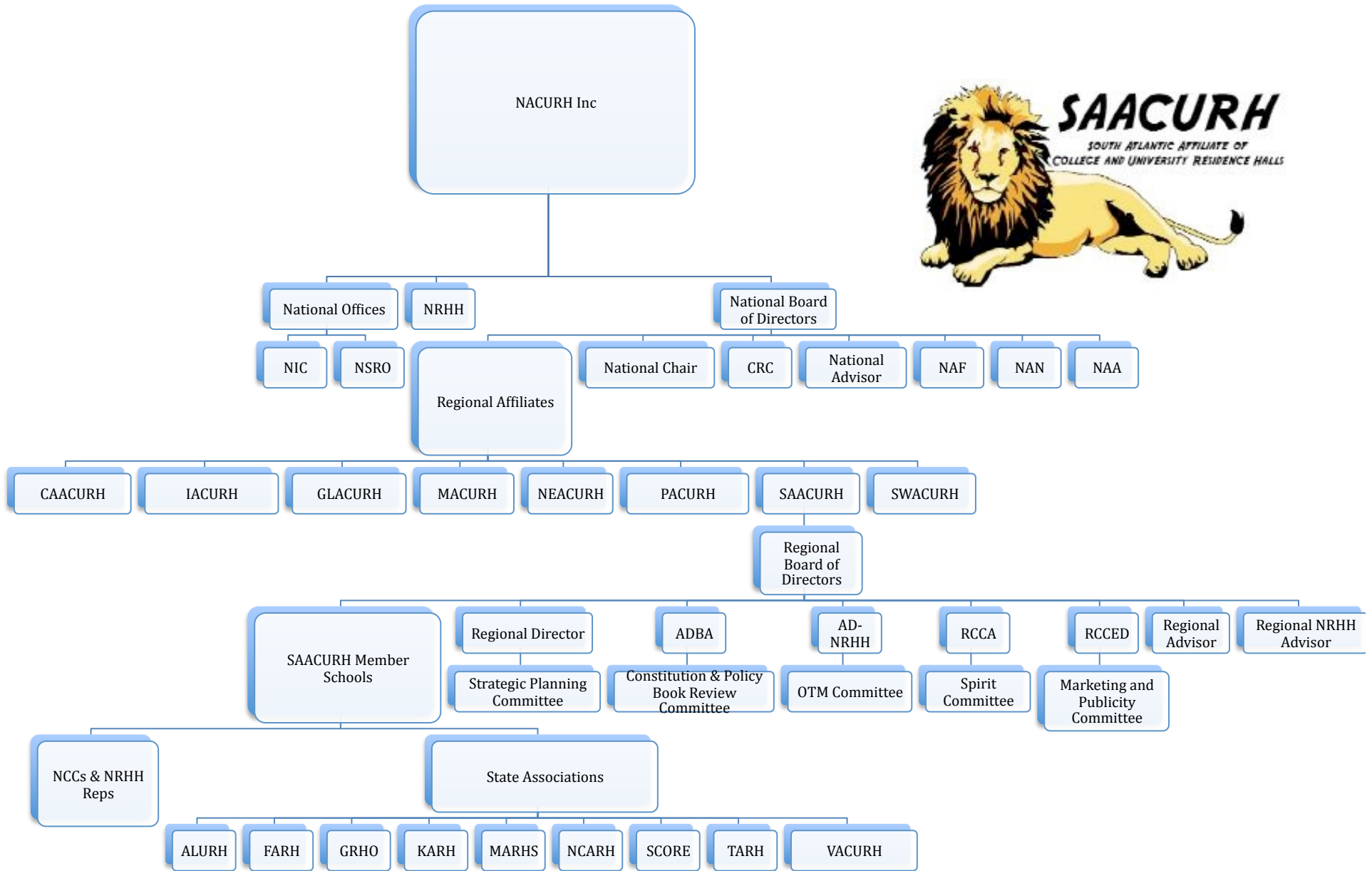
**Section D:** Amendments may be voted on at any time provided no less than twenty-four (24) hours has elapsed since their proposal.

**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.



## **Alphabet Soup**

*SAACURH has many acronyms associated with it. Here's a quick guide to help understand what all these crazy letters mean!*

### **THE NATIONAL LEVEL**

**NACURH**      *National Association of College and University Residence Halls*  
NACURH is the national organization, comprised of eight regional affiliates. NACURH has an annual conference held every summer.

**NIC**              *NACURH Information Center*  
The NIC is an office hosted by a NACURH-affiliated school (which rotates every three years). The NIC is primarily responsible for affiliations, maintaining the RFI, and the NACURH website. The NIC is currently hosted by New York University.

**NSRO**            *NACURH Services and Recognition Office*  
The NSRO is an office hosted by a NACURH-affiliated school (which rotates every three years). The NSRO is primarily responsible for facilitating the OTM Program, as well as any NRHH or NACURH merchandise. The NSRO is currently hosted by the University of Wisconsin-Stout.

**NRHH**            *National Residence Hall Honorary*  
The top 1% of student leaders on campus! NRHH is the recognition branch of NACURH. They select OTM winners at the campus, regional, and national level.

**RFI**              *Resource File Index*  
A collection of thousands of documents written by students from member schools over the history of NACURH, the RFI is a great resource to affiliated schools who use the files to find new programs, implement leadership training, or improving recognition (and that's just the tip of the iceberg!).

**OTMs**            *Of The Months*  
OTMs are a monthly recognition system sponsored by NACURH. NRHH Chapters on the campus level choose OTM winners for their school, which are then eligible to be selected for a regional OTM. The regional OTM winners are then eligible to be recognized as a national OTM winner. This is a great way to recognizing outstanding leaders, organizations, and programs.

**NRHM**            *National Residence Hall Month*  
April is set aside as National Residence Hall Month. This is a great way for students, faculty, staff, and administration to show recognition and appreciation for residence halls.

**AAFN**            *Association of Alumni and Friends of NACURH*  
This alumni group symbolizes support for past leaders of NACURH.

**OCM**            *On Campus Marketing*

OCM is NACURH's official corporate sponsor. They offer great services such as care packages and residence hall linens!

**ACUHO-I**        *Association of College and University Housing Officials-International*

ACUHO-I is the professional organization for housing officials. They work closely with NACURH as the organizations strive for excellence in residence life.

**NAA**            *National Associate for Administration*

The NAA is the policy book guru of NACURH. The NAA also handles administrative tasks such as taking minutes at national meetings and RCC training.

**NAF**            *National Associate for Finance*

The NAF is the money handler of NACURH. The NAF also trains the financial officer for each region.

**NAN**            *National Associate for NRHH*

The NAN takes care of NRHH at the national level. The NAN also chairs all national NRHH boardroom meetings.

**CRC**            *Conference Resource Consultant*

The CRC is an advisor who works with school hosting national and regional conferences.

**NBD**            *National Board of Directors*

The NBD is made up of eight regional directors, the NIC director, the NSRO director, the National Chair, the NAA, the NAF, the NAN, the National Advisor, and the CRC.

**NNB**            *National NRHH Board*

The NNB is made up of the Associate Director of NRHH from each region, and chaired by the NAN.

**RBD**            *Regional Board of Directors*

Each region has a board of directors elected by their region's NCCs.

**NCC**            *National Communications Coordinator*

Every campus has an NCC that is responsible for communication between the school and the national association/regional affiliate. The NCC also holds the voting rights for each institution at regional and national boardrooms.

**CAACURH**      *Central Atlantic Affiliate of College and University Residence Halls*

**GLACURH**      *Great Lakes Affiliate of College and University Residence Halls*

**IACURH**        *Intermountain Affiliate of College and University Residence Halls*

- MACURH**     *Midwest Affiliate of College and University Residence Halls*
- NEACURH**   *North East Affiliate of College and University Residence Halls*
- PACURH**     *Pacific Affiliate of College and University Residence Halls*
- SAACURH**    *South Atlantic Affiliate of College and University Residence Halls*
- SWACURH**    *South West Affiliate of College and University Residence Halls*

***THE REGIONAL LEVEL-SAACURH***

**SEC**            *SAACURH Executive Committee*

The SEC is comprised of SAACURH’s Regional Board of Directors. The body is made up of the Regional Director, ADBA, AD-NRHH, RCC-A, RCC-DE, the Regional Advisor, and the Regional NRHH Advisor.

**ADBA**           *Associate Director for Business Administration*

The ADBA sets SAACURH’s budget and is responsible for financial activity within the region. The ADBA also serves on the NBD, along with the regional director.

**AD-NRHH**      *Associate Director for NRHH*

The AD-NRHH is responsible for NRHH within the region, as well as running the NRHH boardroom at regional meetings. The AD-NRHH serves on the NNB.

**RCC-A**           *Regional Communications Coordinator for Administration*

The RCC-A is responsible for minutes at regional meetings, as well as the publication of The Pride, SAACURH’s regional newsletter.

**RCC-DE**        *Regional Communications Coordinator for Development and Education*

The RCC-DE works closely with affiliations within the region, as well as with the state associations.

**LOUIE**          *Leading Other Universities In Excellence*

LOUIE is SAACURH’s fierce regional mascot, represented by the lion!

**SAAS**            *SAACURH Alumni and Affiliates Society*

**SEAHO**         *Southeastern Association of Housing Officers*

SEAHO is an organization for housing officials, who work closely with SAACURH in achieving excellence in residence life.

***The State Level***

**ALURH**         *Alabama United Residence Halls*

State Mascot: ALy the Goldfish

**FARH**        *Florida Association of Residence Halls*  
State Mascot: Felipe the Frog

**GRHO**        *Georgia Residence Hall Organization*  
State Mascot: Gigi the Giraffe

**KARH**        *Kentucky Association of Residence Halls*  
State Mascot: Kye the Clydesdale

**MARHS**      *Mississippi Association of Residence Hall Students*  
State Mascot: Mack the Mudfish

**NCARH**      *North Carolina Association of Residence Halls*  
State Mascot: Seymour the Starfish

**SCORE**      *South Carolina Organization for Residence Education*  
State Mascot: Timmy the Turtle

**TARH**        *Tennessee Association of Residence Halls*  
State Mascot: Cracker Jack the Sock Monkey

**VACURH**     *Virginia Association of College and University Residence Halls*  
State Mascot: Freddy the Fox

### **Awards**

**CTD**        *Commitment to Diversity*

**DSA**        *Distinguished Service Award*

**FYE**        *First Year Experience*

**POY**        *Program of the Year*

**SALT**      *Student Award for Leadership Training*

**SOY**        *School of the Year*

**STOY**      *Student of the Year*

South Atlantic Affiliate  
National Association of College and University Residence Halls, Inc.  
Proposal Form

**Main Motion** \_\_\_\_\_

The Title of Your Legislation Goes Here

**Whereas,** you should use whereas statements to explain why your legislation is necessary, and

**Whereas,** these clauses can also be used to explain potential benefits as well as research done for the legislation, and

**Whereas,** you can have as many of these statements as you like.

**Therefore be it enacted that**

You should use this section to spell out exactly what you would like to enact

**Furthermore be it enacted that**

You can use additional statements if necessary. Include specific references to the constitution or policy book when necessary.

Submitted by:

Your Name, Your Title

Main Motion # _____	Yes: _____	Date: _____
Amendment # _____	No: _____	Time: _____
	Abs: _____	

## SAACURH Contact Info

SAACURH Website: <http://saacurh.nacurh.org/>

SAACURH Facebook: <http://www.facebook.com/group.php?gid=2204321212>

SAACURH Twitter: @SAACURH

SEC Twitter: @SAACURHSEC

SAACURH YouTube: <http://www.youtube.com/SAACURH>

SAACURH Director: [sa\\_director@nacurh.org](mailto:sa_director@nacurh.org)

SAACURH ADBA: [sa\\_adba@nacurh.org](mailto:sa_adba@nacurh.org)

SAACURH ADNRRH: [sa\\_nrhh@nacurh.org](mailto:sa_nrhh@nacurh.org)

SAACURH RCCA: [sa\\_rcca@nacurh.org](mailto:sa_rcca@nacurh.org)

SAACURH RCCDE: [sa\\_rccde@nacurh.org](mailto:sa_rccde@nacurh.org)

SAACURH Advisor: [sa\\_advisor@nacurh.org](mailto:sa_advisor@nacurh.org)

SAACURH NRHH Advisor: [sa\\_nrhhadvisor@nacurh.org](mailto:sa_nrhhadvisor@nacurh.org)