

National Association of College and University Residence Halls, Inc.



South Atlantic Affiliate National Association of College and University Residence Halls, Inc Regional Charter

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

As a recognized regional affiliate, the South Atlantic Affiliate of College and University Residence Halls shall have as members within its region all those members of the National Association of College and University Residence Halls, Inc., as are located in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Virginia. The SAACURH Region will also welcome schools from other states or countries that wish to affiliate.

The South Atlantic Affiliate of College and University Residence Halls shall abide by the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., and its bylaws, and as such shall hold at least one annual regional conference where member schools within the region can meet together to share ideas about residence hall programming and policy. At the annual No Frills Conference, the SAACURH National Communications Coordinators (NCCs) or their designee shall democratically elect by a majority vote a Regional Director, Regional Associate Director(s), Regional Communications Coordinators, hereinafter known as the Regional Board of Directors. A quorum of at least forty percent (40%) of the registered membership must be present in order to elect the Regional Board of Directors. All members of the SAACURH Regional Board of Directors with the exception of the SAACURH Advisor and SAACURH NRHH Advisor and Advisor-elect shall reside in an on-campus housing unit during their terms in office, with the exception of summer and winter breaks. The terms of office shall run from the annual NACURH to NACURH conferences.

The SAACURH Advisor or other unbiased person shall supervise the election procedures and tally the votes according to the SAACURH Regional Constitution and Bylaws. Two advisors will also be selected to serve as non-voting, ex-officio members of the Regional Board of Directors and these advisors being the SAACURH Regional Advisor and the SAACURH Regional NRHH Advisor. These advisors will be elected at the annual SAACURH Regional Conference in differing years with the SAACURH Advisor being elected every two years with the election being held on an odd year, and the SAACURH NRHH Advisor being elected every two years on an even numbered year. If for some reason a member of the Regional Board of Directors cannot be elected at the aforementioned conferences, the SAACURH Regional Board of Directors will announce what actions are taken according to the SAACURH Constitution and Bylaws.

Any Regional Director or Regional Associate Director(s) may be recalled by a two-thirds (2/3) vote of the voting membership of the region. Recall procedures may be initiated by any member of the Regional Board of Directors, as defined in the SAACURH Regional Constitution and Bylaws. The initiating member shall contact the officer being recalled and all member school NCCs. The Regional Advisor shall arrange conference calls with at least three-fourths (3/4) of the NCCs and shall serve as recall coordinator. The person(s) recalled shall be replaced using the process stipulated in the SAACURH Constitution and Bylaws.

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

In witness thereof, the Chairperson of the National Board of Directors, the National Advisor, the Regional Director and the Regional Advisor have set their hands on this 29th day of May 2011.

Allie S. Goldstein
NACURH National Chair

Stephen R. McCay
SAACURH Regional Director

Dan O'Campo
NACURH National Advisor

Alicia Vest
SAACURH Regional Advisor

**South Atlantic Affiliate of College and University Residence Halls
Constitution
Revised November 2011**

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 the next regional conference.
2. Regional Conference Advisor – appointed by the host site for the next regional conference.
3. No Frills Conference Chairperson – appointed by the host site for the next No Frills conference.
4. No Frills Conference Advisor – appointed by the host site for the next No Frills conference.
5. Regional Parliamentarian – appointed by the Regional Director in consultation with the SEC (SAA 06).
6. NRHH Parliamentarian – appointed by the Associate Director of NRHH in consultation with the SEC (SAA 11).
7. 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, NRHH voting representative, or State Association voting member) *(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.
7. All student elected members of the SAACURH Executive Committee and student elected member of the SAACURH Executive Committee-Elect must maintain 'full-time' student status for the entirety of their terms of office, including the interim period between their election and installation in office. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements. Exceptions may be granted by the Regional Advisor.
8. All members of the SEC and SEC-Elect members must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and installation in 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 in NACURH.

3. To maintain regular and consistent contact with other members of the SEC.
4. 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 (SAA 11).
5. Interpret the NRHH Policy Book, when necessary and to notify the NRHH Representatives over proper media and at the next SAACURH NRHH business meeting of all interpretive rulings (SAA 11).
6. To assist any school in the region throughout the affiliation process as well as approving all NRHH constitutions submitted (SAA 11).
7. To attend the Associate Director for NRHH's Regional Associate Director Conference
8. To represent regional NRHH interests
9. To oversee the implementation of the SAACURH Regional OTM voting committee which evaluates and determines all "Of the Month" (OTMs) on the regional level.
10. To attend all SAACURH regional and the NACURH Conferences during their term of office
11. To notify all regional OTM winners within fifteen (15) days of selection
12. To fulfill any other responsibilities as assigned by the Regional Director and/or by legislative action of the NRHH representatives
13. 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.
14. To attend all Regional SEC chats.
15. To be in charge of coordinating motivation and recognition at regional meetings and conferences. (NF 99)
16. 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 chair the State Director Boardroom.
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.
17. To coordinate the programming grant and affiliation membership grant for SAACURH at the No Frills conference. (NA 11)

Section J:

The duties of the RCC of NRHH and Special Projects:

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. Organize the SEC roll call at conferences.
3. To type the NRHH minutes at regional meetings.

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. To assist the Associate Director for NRHH and RCC of Development and Education with NRHH affiliation duties.
6. To execute special projects that may arise and do not fall under any specific category.
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. To oversee the selection and workings of the SAACURH Bid Instruction and Development (BID) Committee.
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. To attend all SAACURH regional and the NACURH conferences during their term of office.
11. To attend all Regional SEC chats.
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 duties of the NRHH Parliamentarian shall be (SAA 11):

1. To work with the AD of NRHH in training the NRHH Representatives at all SAACURH conferences of parliamentary procedures.
2. Serve as parliamentarian at all NRHH business meetings.

Section W: 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 X: 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 Y: 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 Z: 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 AA: 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 \$500.00 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 three distinct boardrooms in which to conduct business. The boardrooms shall be the:

- NCC boardroom
- NRHH boardroom
- State Director 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: The RCC of Development and Education shall chair the State Director Boardroom

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

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

Section G: Each of the nine state associations that do not have outstanding debts to the region shall have a state director with one vote in the State Director Boardroom. In the absence of a state director, an appropriate designee may be appointed with the approval of the RCC-DE. The designee must be from the same state as the absent state director.

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

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

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

Section K: The State Director Boardroom shall facilitate discussions relating to state associations, as well as vote on any awards or other business as determined by the SAACURH governing documents.

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

Section L: The NCC and the NRHH boardrooms may combine at the discretion of the SAACURH Directorship. 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, the NRHH representative shall vote on business that would regularly be in the NRHH boardroom, and the State Directors shall vote on business that would regularly be in the State Director 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.