

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

## Foreword

The bylaws, now hereinafter attached to the Articles of Incorporation, shall further define and support said Articles of Incorporation and shall be as binding as any part of said Articles of Incorporation and, when in conflict, shall be subordinate to said Articles of Incorporation.

## Preamble

We, the students of the National Association of College and University Residence Halls, Inc., in order to establish a voice for students residing “on campus” at colleges and universities around the world, promote student intellectual, educational, cultural, physical, and social welfare; design and facilitate programs and informational services; maintain consistent and constructive procedures in matters relating to on campus residence living; provide an avenue for assisting students to achieve fuller participation in life of the college community and extend the influence and good name of our organization everywhere; do hereby ordain and establish these bylaws.

## Article I-Name

The name of this organization shall be the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

## Article II-Membership

- Sec. 1 The membership of NACURH shall consist of the on-campus housing representative governing units from colleges and universities that remain active in this association by:
  - A. Paying National Dues.
  - B. Submitting an acceptable report to be put on file at the NACURH Information Center, hereinafter referred to as the NIC, according to policy guidelines.
  - C. Remaining financially solvent with NACURH.
- Sec. 2 Those colleges and universities who have on campus capacity of 1,000 students or less, may become full members at a reduced cost.
- Sec. 3 Associate Members are those representative governing units who purchase such memberships. Eligibility and privileges shall be determined by the National Board of Directors, hereinafter referred to as the NBD. The Associate Member fee is good for one (1) year and is non-renewable.
- Sec. 4 National Members of NACURH are entitled to reduced rates at all events held under the auspices of NACURH and on all publications issued by the body. Such special rates shall be determined by the NBD.

- Sec. 5 Each National Member of NACURH shall be entitled to one (1) vote at any special or regular meeting or election or on any question that may arise.

## Article III-Government

- Sec. 1 NACURH shall have the right to self-government pursuant to the Oklahoma State Laws of Incorporation.
- Sec. 2 The authority of NACURH shall be vested in the NBD and the Executive Officers (National Chairperson, National Associate for Administration, National Associate for Finance, National Associate for NRHH, National Advisor and the Conference Resource Consultant, hereinafter referred to as CRC.
- Sec. 3 Neither the NBD nor any other organization under its jurisdiction shall adopt any policy which abridges the freedom of speech, freedom of assembly, freedom of the press, freedom of religion, marital status, gender, sexual orientation or the basic rights of any individual.

## Article IV-Executive Officers

- Sec. 1 The officers of NACURH shall be the National Chairperson, National Associate for Administration, National Associate for Finance, National Associate for NRHH, National Advisor, and Conference Resource Consultant.
- Sec. 2 Duties of the National Chairperson
  - A. The Chairperson shall have the authority to call meetings of NACURH and the NBD.
  - B. The Chairperson shall preside at the meetings of NACURH and the NBD.
  - C. The Chairperson shall have the power to appoint members to all committees and corporate commissions, and to fill all positions unless otherwise stipulated by charter or these bylaws.
  - D. The Chairperson will represent and act on behalf of NACURH at any applicable event, meeting, etc., unless otherwise stipulated by these bylaws or NBD policy.
  - E. The National Chairperson, National Associate for Administration and National Associate for Finance shall be responsible for the implementation of any policies and measures of the NBD.
  - F. The Chairperson shall monitor the activities of the Directors of the NIC and NACURH Services and Recognition Office, hereinafter referred to as the NSRO.
  - G. The Chairperson shall have such duties

as described in Robert's Rules of Order, the edition to be specified in the National Policy Book, which includes preparing agendas in consultation with the Associate for Administration and the Associate for Finance and any other Board Members.

- H. The Chairperson shall appoint an NBD parliamentarian with the approval of the NBD.

Sec. 3 Duties of the National Associate for Administration

- A. The Associate for Administration shall perform the duties of the National Chairperson upon the Chairperson's request. In the case of a vacancy in the office of Chairperson, the Associate for Administration shall succeed for the duration of the current term of office.
- B. The Associate for Administration will be responsible for the taking of minutes and the distribution of the minutes to the NBD. The Associate for Administration shall have the power to appoint a recording secretary if he/she or the NBD feel the need.
- C. The Associate for Administration and the NIC Director shall be responsible for the keeping of corporate records. All official records will be stored with the NIC.
- D. The specific duties of the Associate for Administration will include, but not be limited to the following:
  - 1. Coordinate, in conjunction with the NIC, a National training session for new National Communications Coordinators, hereinafter referred to as NCC, at the Annual NACURH conference;
  - 2. Maintain and update the National Policy Book and handbooks.

Sec. 4 Duties of the National Associate for Finance

- A. The Associate for Finance shall perform the duties of the National Chairperson upon the Chairperson's request.
- B. The Associate for Finance shall oversee the preparation of the annual budget and shall present detailed reports of the financial conditions of NACURH to the NBD and to NACURH as a whole.
- C. The Associate for Finance shall serve as the financial administrator for NACURH. All regional and national office financial officers shall be under the control and direction of the Associate for Finance.
- D. The Associate for Finance shall

recommend financial policies and guidelines for NACURH to the NBD.

- E. The Associate for Finance shall be responsible for keeping the corporate books, disbursing corporate monies and all other financial obligations. All persons who handle corporate monies will be responsible to the Associate for Finance for those monies, and the Associate for Finance shall keep the integrity of those monies in any way he/she deems necessary.
- F. The Associate for Finance will be responsible for the signing of corporate checks.

Sec. 5 Duties of the National Associate for NRHH

- A. The Associate for NRHH shall perform the duties of the National Chairperson upon the Chairperson's request.
- B. The Associate for NRHH shall oversee the business of the National Residence Hall Honorary and report such business to the National Chair, National Associate for Administration, and National Associate for Finance.
- C. The Associate for NRHH shall fulfill all duties including but not limited to those as assigned by the National Board of Directors.

Sec. 6 Duties of the National Advisor

- A. The Advisor shall be responsible for insuring the policies of the NBD are carried out.
- B. The Advisor shall be available for consultation on National matters at NBD meetings and at other times.
- C. The Advisor shall be an additional signatory on the national checking account, along with the Associate for Finance, and shall only use such signatory power in case of extreme emergency.
- D. The NACURH checking accounts shall be placed in a bank which is close in proximity and is easily accessible by the Advisor.
- E. The Advisor shall present a semi- and annual report at each NBD meeting.
- F. The Advisor shall keep an accurate record of the members of the AAFN.

Sec. 7 Duties of the Conference Resource Consultant

- A. The CRC shall temporarily assume the advisor responsibilities, in the absence of the National Advisor.
- B. The CRC shall have the primary responsibility of aiding and advising the National Conference staff through the primary implementation of the NACURH National Conference.
- C. The CRC shall be available for consultation on regional and national

conference matters at NBD meetings and other times.

- D. The CRC shall be responsible for coordinating the Student Award for Leadership Training and the Program of the Year awards.
- E. The CRC shall present a semi- and annual report at each NBD meeting.

Sec. 8 Election of Officers

- A. The National Chair, the National Associate for Administration, the National Associate for Finance, and the National Associate for NRHH will be elected for a one (1) year term from among the Regional Directors, National Chairperson, National Associate for Administration, National Associate for Finance, National Associate for NRHH, outgoing NIC Director, outgoing NSRO Director, and Associates of these offices or regions.

1. In order for a person to take over as the Chairperson, the Associate for Administration, the Associate for Finance, or Associate for NRHH positions, he/she must be a student in good standing at his/her host school.
2. The Chairperson, Associate for Administration, the Associate for Finance, and the Associate for NRHH will be elected at the Annual NACURH conference
3. Ex-officio members may be elected only at the end of their current term of office.
4. Only one (1) person per region/office may run for the same position.
5. Candidates must also meet the following criteria for eligibility:
  - A. He/She must have attended the most recent Semi-annual Board meeting.
  - B. He/She must be present during the entire election process.
  - C. He/She must have been elected by his/her constituents.
  - D. Not more than two (2) National Executive Officers shall be elected from schools within the same region.
  - E. The National Associate for NRHH must have served a term as a Regional Associate of NRHH or as a National Board of Directors member, who is categorized as an Active Member of NRHH.

**Article V-National Board of Directors Eligibility**

- Sec. 1 To remain eligible for the National Board of Directors of NACURH a student must:
  - A. Currently be living in an "on campus" living unit. This requirement may be temporarily waived by the National Chairperson if the NBD member's academic program requires off campus living or if the NBD member graduates within three (3) months of the conclusion of his/her term of office.
  - B. Be duly elected or appointed by these bylaws and/or each regional charter.
  - C. Read, sign and have notarized a copy of the "Liabilities of the Board of Directors," which is to be turned in to the National Associate for Administration within two (2) weeks after the Semi-annual Board meeting; signature indicates that he/she is aware of the material contained therein.
  - D. Remain enrolled in an institution that is currently a member of good standing of NACURH, unless otherwise stipulated.
- Sec. 2 The National Advisor and CRC must be full-time employees of member schools in good standing with NACURH and must be employed in student personnel positions by member schools.

**Article VI-National Board of Directors (NBD)**

- Sec. 1 The voting membership of the NBD shall consist of up to ten (10) Regional Directors who are duly elected during their respective regional conferences (see Article III, Sec 1). Ex-officio, non-voting members shall include: National Chairperson (if not a Regional Director), National Associate for Administration (if not a Regional Director), National Associate for Finance (if not a Regional Director), National Conference Chairperson, NIC Director, NSRO Director, Conference Resource Consultant, National Advisor, and such other individuals as the NBD may from time to time designate. The NBD shall not consist of more than thirty (30) voting and nonvoting members combined.
- Sec. 2 The terms of office for voting members of the NBD shall be determined by these bylaws and the Charter provisions of each regional affiliate. Terms of office for ex-officio, non-voting NBD members shall be for one (1) year commencing on the day following the close of the National Conference except:
  - A. The National Advisor, who shall have a minimum four (4) year term.
  - B. The NACURH Information Center

- Director, who will serve a three (3) year term.
- C. The Conference Resource Consultant, who will serve a minimum three (3) year term.
- D. The NSRO Director, who will serve a term equal to that of the NSRO host.
- Sec. 3 The National Chairperson shall be responsible for determining the appropriate replacement for any vacancy on the NBD, with the exception of Regional Directors, caused by death, disability, resignation or other inability to serve. The National Chairperson shall utilize procedures found within these bylaws for making this determination.
- Sec. 4 The NBD shall have a standing committee called the Executive Committee composed of the National Chairperson, National Associate for Administration, National Associate for Finance, National Associate for NRHH, and National Advisor.

**Article VII-Powers of the NBD**

- Sec. 1 The NBD shall be empowered to determine general policies of NACURH.
- Sec. 2 The NBD shall have the power to initiate amendments to these bylaws upon a two-thirds (2/3) vote of those present and voting, providing that adequate official notice of the proposal has been given to the NCCs (see Article XVII, Sec. 1).
- Sec. 3 The NBD is responsible for directing the affairs of NACURH and of making such management and personnel decisions as necessary to fulfill the purpose of the organization.
- Sec. 4 The NBD shall be responsible for the selection of the National Advisor, the Conference Resource Consultant, the National Conference site, the NIC site, the NSRO site, and confirm changes in the NIC Director, NSRO Director, and the Conference Chair after initial selection of host site.
- Sec. 5 The NBD, in consultation with the National Associate for Finance, shall establish financial policies and procedures and other policies and procedures for NACURH.
- Sec. 6 The NBD shall determine the amount of the National annual dues not to exceed a limit of \$120.00 per school per fiscal year. It takes a two-thirds (2/3) vote of the NBD to change dues with a concurring vote of a majority of the NCCs at a corporate meeting.
- Sec. 7 The NBD shall approve the annual budget for each fiscal year and may authorize the National Associate for Finance to allocate funds in emergency situations.
- Sec. 8 The NBD shall set the amount of dues to be allocated to affiliates. Each affiliate shall receive an equal per school allocation of

- dues.
- Sec. 9 The NBD shall be held accountable for all funds that it allocates.
- Sec. 10 The NBD shall be responsible for all activities under NACURH which includes, but is not limited to, the NIC, NSRO, NRHH, corporate contracts, CRC, National Conference, Association of Alumni and Friends of NACURH, etc., pursuant with operating procedures. This includes the power to control, regulate, or dismantle all programs under NACURH's auspices.
- Sec. 11 The NBD or the National Chairperson shall have the power to appoint Committees or Corporate Commissions.

**Article VIII-Recall, Initiative, Referendum**

- Sec. 1 Directors of Regional Affiliates may be recalled and removed according to the appropriate Regional charter provisions.
- Sec. 2 Ex-officio, non-voting NBD members, or the National Chairperson, National Associate for Administration, National Associate for Finance, and National Associate for NRHH may be removed by a two-thirds (2/3) vote of all voting Regional Directors.
- Sec. 3 A removal petition or recall motions by the NBD may be considered through a phone or mail ballot vote (see Article X).
- Sec. 4 Any ex-officio, non-voting member of the NBD or the National Chairperson, National Associate for Administration, National Associate for Finance, or National Associate for NRHH may be removed by the following procedure:
  - A. A petition consisting of the signatures of 25 percent of total NACURH members' NCCs must be presented to the National Chairperson (or if he/she is being recalled, the National Advisor);
  - B. Within ten (10) days of receiving valid petitions the National Chairperson or National Advisor will then mail out to each NCC a ballot describing the action and asking for a vote;
  - C. Within fifteen (15) days, all ballots will be counted and a two-thirds (2/3) vote of all those who voted will be needed to recall; or
  - D. At the Annual corporate meeting, a signed petition with 25 percent of the NCCs' signatures shall constitute a recall vote and a two-thirds (2/3) vote of those present and voting shall be needed for a recall.
- Sec. 5 An initiative and referendum shall follow the same procedures as in Sec. 5, and shall be binding until the next corporate meeting.
- Sec. 6 A referendum that passes is binding by the bylaws.

**Article IX-Meetings**

- Sec. 1 Meetings of the Board of Directors
  - A. The NBD shall have a regular meeting for the purpose of conducting corporate business two (2) times a year. Once during the National Conference, and at least six (6) months but not more than eight (8) months after the National Conference. Quorum shall be defined as a simple majority (50% + 1) of the Regional Directors and/or their designee.
  - B. Special meetings of the NBD may be called at the request of the National Chairperson or by a signed and valid petition of 25 percent of the NCCs (member schools in good standing) or any four (4) voting members of the NBD (both voting and ex-officio must be notified by the National Chairperson of such a meeting by registered mail).
  - C. All meetings of the NBD are open to members of NACURH and the public. However, the NBD reserves the right to move into executive session at such time as the majority of those registered quorum in attendance deem it appropriate.
- Sec. 2 Corporate Business Meeting
  - A. The annual meeting of NACURH shall be held during the National Conference. The annual meeting of NACURH shall be defined as a formal, open public meeting, at which time the NBD will report on the status of NACURH, receive any petitions for recall or referendum, discuss National business, present the annual budget and do other work deemed by the NBD and member schools. A quorum for this meeting shall be 40 percent of the member schools.
  - B. The Chairperson of the Annual meeting shall be the National Chairperson, or in his/her absence the National Associate for Finance.

**Article X-Mail Legislation**

- Sec. 1 From time to time issues may be brought to the attention of the NBD which may need a resolution of approval before any action can be initiated in the name of NACURH. The following is the procedure to be taken in this instance.
  - A. The National Chairperson shall prepare and distribute mail ballots to the voting members of the NBD for their consideration and disposition in accordance with policies set forth by the NBD.
  - B. NBD members, within seven (7) days,

shall return their respective ballots to the National Chairperson, who shall then distribute by mail the results of the balloting.

- C. All mail ballots returned shall be certified at the next NBD meeting by a majority vote of the voting membership present and voting where there is a registered quorum of the NBD in attendance.
- D. If errors have been made relative to the result of the mail balloting, that action shall be corrected immediately.

**Article XI-Status of Corporate Signatory Agent**

The National Chairperson and/or the National Associate for Finance shall act as NACURH's signatory representative in all those legally binding agreements and contracts that have been approved by the NBD.

**Article XII-Regional Affiliates**

- Sec. 1 Regional affiliates shall be created according to guidelines established by the NBD relative to geographical distribution of member schools of NACURH. Charters approved by the NBD shall be issued to each regional affiliate at the first conference of the regional affiliate. This charter shall identify the geographical boundaries of the region and shall establish a procedure for election and recall of a Regional Director by National Communication Coordinators in attendance at the Regional Conference. Regional Affiliates may petition the NBD for changes of their charter.
- Sec. 2 Officer(s) of the Regional Affiliates
  - A. Regional Affiliate officer(s) must include the Regional Director and the Regional Associate Director positions.
  - B. The Regional Director shall sit as a voting member of the NBD. In his/her absence, a person designated by that Region's procedure shall assume the privilege and responsibilities of the absent Regional Director on the NBD, unless stated otherwise in the bylaws.
  - C. Regional officer(s) shall function in a coordinating role for NACURH and its local member schools and shall represent the interests of the particular Region at the NBD meetings and at the National conference.
  - D. Regional officer(s) shall be elected by those paid member schools that are associated with their respective Region at a regional meeting.
  - E. Terms of office for Regional Directors shall be determined in the Regional Affiliate's charter.

- F. Regional Directors shall be responsible for carrying out National policy.
- G. Regional Directors are responsible to NACURH, as well as to their Region, and shall serve to benefit both.

**Article XIII-National Conference**

- Sec. 1 NACURH shall hold an annual National Conference for all member schools of NACURH and observers from non-member schools.
- Sec. 2 The National Conference site shall be selected after review of written bids showing facilities, programs and agreement from the administration for the proposal. This requirement may be waived by a two-thirds (2/3) vote of the NBD.
- Sec. 3 The fees for the National Conference shall be established by the host school upon consultation and approval by the NBD. The National Associate for Finance, with the Conference Chairperson, shall be responsible for maintaining and monitoring the annual conference budget.

**Article XIV-Parliamentary Authority**

Robert's Rules of Order, the edition to be specified in the National Policy Book, unless superseded by the Articles of Incorporation, these bylaws, or NBD policy, shall be NACURH's parliamentary authority. All meetings shall be run with parliamentary policy.

**Article XV- National Communication Coordinators**

- Sec. 1 Upon becoming an member of NACURH, each participating representative student governing unit shall select a National Communication Coordinator who shall serve as the liaison between the National organization, its Regional affiliates and the local school.
- Sec. 2 The NCC, or his/her designee, shall be required to organize and submit a Resource File Index report. This report must be filed with the NIC in order for his/her respective school to receive membership benefits.
- Sec. 3 The NCC, or his/her designee, shall serve as delegation chairperson of his/her school during Regional and National conferences.
- Sec. 4 The NCC, or his/her designee, shall have the right to vote during a corporate meeting.
- Sec. 5 The NCCs national function shall in no way be construed as diminishing his/her present and/or future regional functions.

**Article XVI-Awards**

- Sec. 1 NACURH shall give National awards (see awards section of the National Policy Book).
- Sec. 2 The Executive committee may institute awards for extracurricular activities within the jurisdiction of NACURH.

**Article XVII-Amendments and Ratification**

- Sec. 1 No changes in the bylaws may occur by phone or mail ballots.
- Sec. 2 Proposed bylaw changes must be published in a NCC newsletter or otherwise presented in writing to the NCCs by the National Associate for Administration at least 24 hours before the National Corporate business meeting.
- Sec. 3 Bylaws may be amended by the NBD upon a two-thirds (2/3) approving vote of those present and voting; such changes taking effect upon the same concurrence by the NCC at the Corporate meeting. All bylaw changes approved by the NBD must be brought to the floor, discussed and voted on by the NCCs at the Corporate meeting.
- Sec. 4 These bylaws may also be amended by an approving vote of two-thirds (2/3) of a quorum of members of NACURH at a regular or special meeting.
- Sec. 5 Amendments to these bylaws will become effective immediately upon adoption.
- Sec. 6 Ratification of these bylaws will become effective immediately after a three-fourths (3/4) vote by the NBD, and majority vote by NCCs, whose power is invested to them by the Articles of Incorporation and the State Laws of Oklahoma.

Signed May 29, 2011

Allie Goldstein  
National Chairperson

Dan Ocampo  
National Advisor

Witnessed

Thomas Brigman  
National Associate for Administration

Matt Winkeler  
National Associate for NRHH

Kenrick Ali  
Conference Resource Consultant