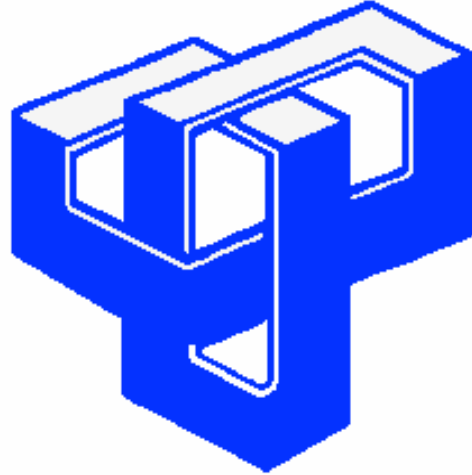
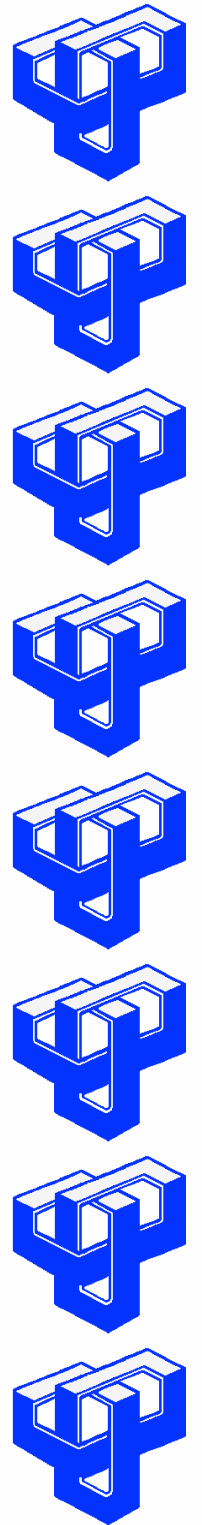


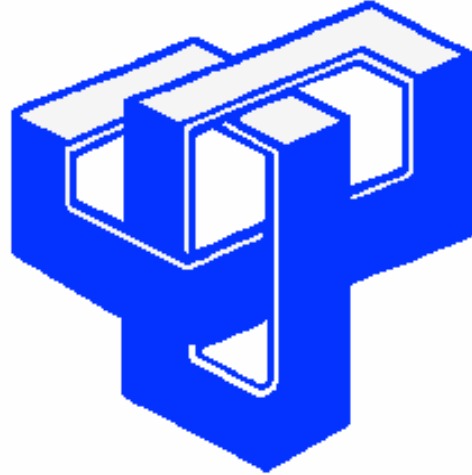
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Ruling Documents of NACURH, Inc.

January 17, 2012

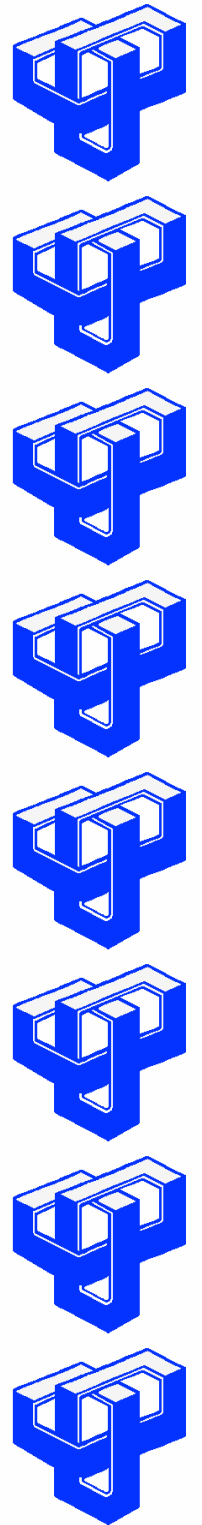




Title I

Statements of Purpose

**Last Revised
June 10, 2011**



Article I VISION STATEMENT

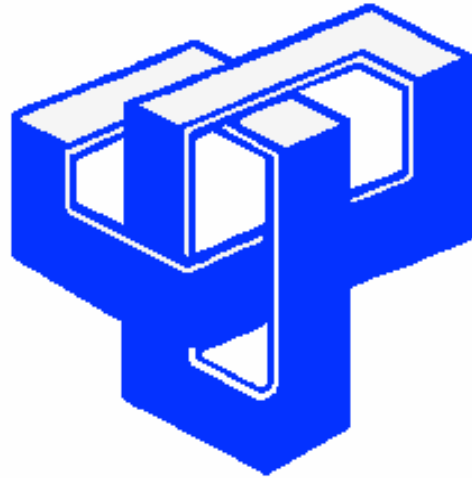
The National Association of College and University Residence Halls, Incorporated, recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders by providing comprehensive opportunities and resources for college and university students seeking to create the ultimate residence hall environment and experience.

Article II MISSION STATEMENT

NACURH is the leading international organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. It is an organization of students committed to developing leadership, honoring diversity, recognizing achievement, promoting scholarship, as well as stimulating engagement and involvement among students who reside in college and university residence halls. Through regional and international programs and services, NACURH provides leadership opportunities for students, shares residence hall programming resources and best practices, and coordinates activities with appropriate professional associations and business partners.

Article III UNIFICATION STATEMENT

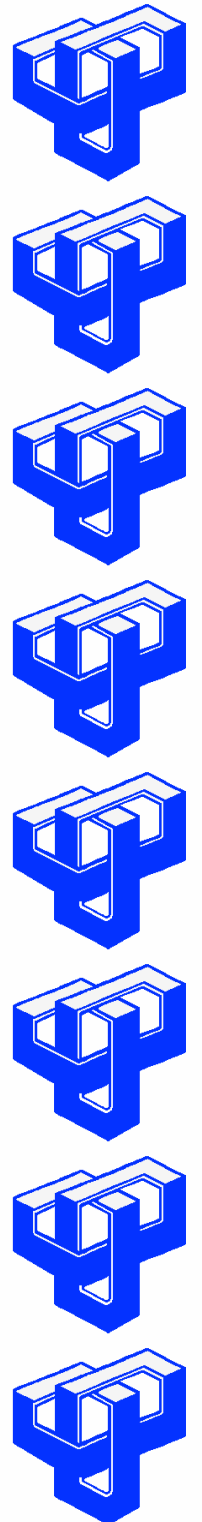
NACURH is a student-run organization whose members' purpose is to provide communication, education, and leadership development opportunities for student leaders in residence hall systems across the country and around the world. The students who comprise our organization represent different abilities, races, ethnicities, sexual orientations, religions, ages, genders and political affiliations. As such, NACURH represents a truly multicultural population in which individual differences are accepted and welcomed. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member schools to build conference delegations that are representative and inclusive of the diversity of people 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.



Title II

Officer Responsibilities

**Last Revised
January 17, 2012**



Article I OFFICER RESPONSIBILITIES

Section 1 National Chairperson

- A. Shall be responsible each year for contacting the NBD as to what they need to bring to the Semi-annual and Annual meetings.
- B. After each NBD meeting, the National Chairperson shall prepare a short summary of the policies that the NBD passed during the meeting. This shall include a brief description of the decisions of the NBD. This summary shall be included in a NCC newsletter prior to the next NBD meeting.
- C. The incoming National Chairperson is charged with reviewing and evaluating the material in the *NCC Handbook* and making any necessary revisions.
- D. Shall be responsible for seeing that ACPA and ACUHO-I reports are prepared for the Semi-annual and Annual Board of Directors meetings.

Section 2 National Associate for Administration (NAA)

- A. Shall be responsible for the transposing, typing, duplicating, and distributing copies of the minutes from the Board of Directors meetings within forty-five (45) days of the meeting.
- B. Must send out policy book revisions and additions within forty-five (45) days of the Semi-annual conference, and new policy books will be printed each year within forty-five (45) days of the Annual conference, if applicable.
- C. Shall plan and execute the RCC training program at the Annual Conference in conjunction with the incoming NAA.
- D. Shall provide information on the NBD's activities to the NSRO for inclusion in the official NACURH newsletter.

Section 3 National Associate for Finance (NAF)

- A. Will conduct Financial Officers Orientation and Training (FOOT) training at the Annual Conference in conjunction with the incoming NAF.
- B. Shall create an income line item for AAFN interest earned annually, and an expense line item for AAFN operation expenditures.
- C. Shall be responsible for executing and/or enforcing the financial policies as outlined in Section XI.

Section 4 National Associate for NRHH (NAN)

- A. 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.
- B. Shall act as the national executive officer of NRHH and chair all Associate Director for NRHH boardroom meetings.
- C. Shall coordinate, in conjunction with the NBD schedule, the Associate Director for NRHH boardroom meeting schedule at Semi's and NACURH, with input from the National Chair.
- D. Shall work to advance the quality of NRHH on a National level by working with the following areas including, but not limited to:
 - 1. Associate Director for NRHH & Chapter Transitioning
 - 2. Chapter Recruitment Initiatives
 - 3. NRHH Alumni Involvement

4. OTM Process Improvements
 5. Development and Revision of NRHH Related Documents
 6. NRHH technological resources
- E. Shall work with the NSRO to provide NRHH related information for the official NACURH newsletter.
 - F. Shall oversee and administer the National OTM selection process.

Section 5 National Advisor

- A. Shall be responsible for collecting AAFN checks, names, and paragraphs. The National Advisor shall keep the name and address list of all AAFN members. On April 15th of each year, the Advisor shall send all names, addresses, and paragraphs to the NSRO and NIC offices.
- B. After the close of the fiscal year, but before NACURH, the NACURH Services and Recognition Office shall annually prepare a complete AAFN booklet containing all AAFN members, which is distributed to new AAFN members and to the NBD. Bills associated with distributing AAFN booklets shall be paid by NACURH.
- C. See Title III, Article II, Section 5 and Section XI, Article VI, Section 1 for further responsibilities of the National Advisor.

Section 6 Conference Resource Consultant

- A. Shall be responsible for working with the annual national conference staff.
- B. Shall be responsible for the annual coordination of the Program of the Year and Student Award for Leadership Training selection processes.
- C. See Title III, Article III, Section 5 for further responsibilities of the Conference Resource Consultant.

Section 7 Regional Communications Coordinators (RCCs)

- A. Have a social with the National Board of Directors the first or second night of the national conference to show national support of the RCC position.
- B. Attend a formal meeting with the National Associate for Administration or other appointed representative at the National Conference to discuss necessary information, proposals, legislation, and general information prior to the NCC Informational Meeting.
- C. Before being installed as RCCs, the RCCs-Elect who are at the national conference shall attend an RCC training program.
- D. RCCs shall assist the NAA in planning and executing NACURH U (NCC Training) by submitting NACURH U program proposals and helping in any way that the NAA requests.
- E. Shall assist the regional and national boards and the national conference staff before and during the national conference.
- F. RCCs will look toward the NAA for further guidance in terms of national issues. With assistance from the NAA, the RCCs shall build communication with one another throughout the nation to better benefit from each other and further maintain a unified NACURH.

Section 8 Parliamentarian

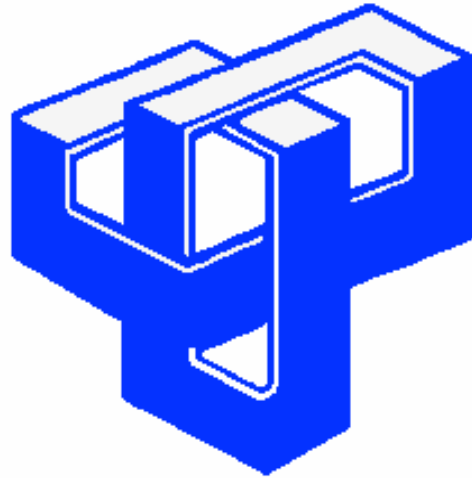
- A. Shall be present at all meetings of the NBD.
- B. Shall serve as an advisor to the National Board of Directors on Robert's Rules of Order Newly Revised.

Section 9 Academic Responsibility

- A. All National Executives and National Executives-Elect must be in academic good standing for the entirety of their terms of office, including the interim period between their election and installation in office. Proof of academic good standing will be submitted to the National Advisor by one month after the end of each of their respective academic terms.
- B. All National Executives and National Executives-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.

Section 10 Host Institution Support

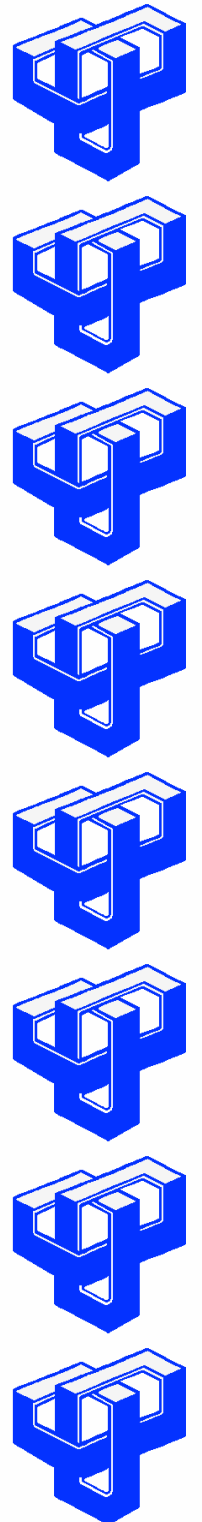
- A. All National Executives and National Executives-Elect must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and installation in office.



Title III

Elections

Last Revised
February 5, 2011



Article I ELECTIONS

Section 1 National Executive Board Elections

- A. All positions will be elected at the Annual meeting.
- B. Election terms shall last one (1) year beginning the day after the close of the Annual Conference.

Section 2 Notice of Intent

Individuals seeking to bid for any National Executive position shall be encouraged to submit a letter of intent. Should the candidate desire to bid for more than one position, that intent must be indicated on the letter. Letters of intent will be due to the National Advisor by a date set by the National Chair. The date must be no later than one week prior to the beginning of the Annual Business Meeting. The day following the due date set by the National Chair, s/he will announce which letters have been received and for which position a written bid will be presented (only one position will be announced for each candidate.)

Section 3 Election Procedures

- A. Each candidate running for an Executive position must submit a written position bid upon arrival at the Annual meeting. Each candidate shall remain enrolled and in good academic standing at an institution that is currently a member in good standing of NACURH unless otherwise stipulated. A professional housing official from the student's host school will declare the "good standing" of each candidate in either written or an oral statement to be given at the time of election or appointment.
 1. National Advisor must be present.
 2. There must be an explanation of protocol prior to nominations.
 3. Each Regional Director or his/her designee shall have one vote for each position.
 4. Each region shall vote for one candidate, no confidence or abstain. A vote other than one of these options shall count as an abstention.
 5. Each region and office is allowed only one nomination.
 6. Nominations must be seconded and stated in the minutes.
 7. The vote must be done by secret ballot.
 8. Ballots must be folded in such a way as specified by the Chair.
 9. The tellers must be an ex-officio member of the NBD, excluding the chair, and not biased toward any one candidate.
 10. In the even that no candidate or the option no confidence receives a majority after two votes, the lowest candidate will be dropped until such a time when a candidate or no confidence receives a majority vote. A discussion period shall precede each vote.
 11. Presentation time: Speech maximum of fifteen (15) minutes, Q/A minimum of five (5) minutes, and discussion, minimum of five (5) minutes.
 12. The National Chair shall announce which letters of intent have been received for each election immediately prior to its respective election.
- B. Polices affecting the no confidence majority
 1. A vote of 'no confidence' for an election shall indicate that the region does not think that the nominee(s) can fulfill the positional duties as laid out in the governing documents and generally pertaining to the national executives as a group.
 2. Shall no confidence receive a majority of the vote, the following shall occur:

- a. The floor shall be open for nominations from the regions and offices and each previous candidate must be re-nominated to be considered further. Each region and office shall receive one nomination per position and each nomination must be seconded and recorded in the minutes.
- b. The written bid requirement may be waived by a two-thirds (2/3) majority vote of the National Board of Directors.
- c. Presentations and voting shall occur as previously dictated in this policy.
- d. Shall no confidence repeat for the National Chair position, this process shall repeat until a selection is made.
- e. Shall no confidence repeat for any elected position other than the National Chair, the National Board of Directors shall have the option to vote to postpone further voting in that election until preconference or to cease voting in that election entirely. If the position has not been filled when the National Chair–Elect becomes National Chair, the position may be filled through an appointment process as outlined in the National Bylaws.

Section 4 Executive Bids

All bids submitted for NACURH Executive positions should include one electronic copy, in a format dictated by the NIC and NBD, to be sent to the NIC for the purpose of being stored in the Resource File Index (RFI).

Section 5 National Academic Policy

Any Person who desires to run for a National Executive Officer position must be present during the entire election process, and be a student in good academic standing.

Section 6 Letters of Support

- A. Those interested in the offices of National Chairperson, NAA, and NAF must have letters of support from their individual Residence Hall Association and/or Office of Residence Life to ensure some kind of prior knowledge and acceptance of hosting these offices at the individual schools.
- B. Those interested in the office of NAN must have a letter of support from their individual NRHH Chapter and/or Office of Residence Life and/or Residence Hall Association to ensure some kind of prior knowledge and acceptance of hosting this office at the individual schools.

Section 7 Waiving of Written Bid Requirement

In the event that no written bid is submitted for an Executive position and a candidate is therefore nominated from the floor, the written bid requirement may be waived by a two-thirds (2/3) majority of the National Board of Directors.

Article II NATIONAL ADVISOR SELECTION PROCESS

Section 1 Selection Timeline

May-August	Advertise, publicize, and market National Advisor position availability to all member schools through the <i>NACURH Network</i> and ACUHO-I Conference.
September 5	Letters of intent due to National Chairperson; Advisor.

October 1	Candidate bids postmarked to Selection Committee for consideration.
November 15	Committee decides top two (2) candidates for National Advisor position. Candidates are informed of the status of their bids by the Chairperson.
Semi-annuals	Up to two (2) candidates attend Semi-annuals to present written and oral bids to the National Board of Directors. The National Advisor-Elect will be selected and begin transition.
January-May Annuals	National Advisor-Elect will undergo transition. National Advisor-Elect takes over at the close of the National Conference.

Section 2 Bid Guidelines

- A. Candidate Bids are to include:
 1. Cover letter
 2. Current resume
 3. Goals synthesis
 4. Three letters of recommendation from
 - a. The candidate's supervisor or department head
 - b. A student organization that was advised by the candidate, and
 - c. Candidate's option
- B. Candidates should include information pertaining to the financial institution from which NACURH will be operating their finances. This includes start-up costs, services, interest rates, fees and any other pertinent information needed for consideration.
- C. Candidate should include a list of time commitments that would affect his/her ability and accessibility as National Advisor.
- D. All bids submitted for National Advisor should include one electronic copy, in a format dictated by the NIC and NBD, to be sent to the NIC for the purpose of being stored in the Resource File Index (RFI).

Section 3 Candidate Criteria

- A. Candidate must be from a current NACURH member school in good standing.
- B. Candidate must be employed in a full-time student personnel position with at least 5 years of full-time professional experience in the field and be employed in a position above the hall director level.
- C. Candidate must be able to serve a minimum of four (4) years.
- D. Candidate should have experience advising a student organization and is strongly encouraged to have experience advising a NACURH-related organization (i.e. national office, regional board, RHA, or NRHH chapter).
- E. Candidates should have some experience working with ACUHO-I, ACPA, NASPA, or any of the aforementioned regional affiliates.

Section 4 Selection Committee

- A. The Selection Committee for the National Advisor shall consist of the National Chair, NAA, NAF, NAN, and an additional Regional or Office Director to be

selected by the Chair. The committee will be chaired by the National Chair and advised by the current National Advisor and CRC/ All members of the committee. Voting and ex-officio shall receive copies of the bid.

- B. The National Advisor shall be selected at the Semi-Annual conference by a quorum of the voting members of the NBD. Each region shall have one (1) vote, as well as one (1) vote each for the NAA, NAF, NAN, NIC and NSRO.

Section 5 Requirements of Service

- A. The National Advisor shall serve a term of four (4) years. If the Advisor wishes to continue serving in this position, s/he must notify the NBD at the Semi-annual meeting during the Advisors, third year in office. At the Following National Conference, the NBD shall review the Advisor, s performance during the previous three (3) years and may reappoint the Advisor for an additional four (4) year term of office. The Advisor shall submit to the NBD at the National Conference a personal evaluation that shall include, but not be limited to, the following: personal evaluation of contributions to NACURH and the NBD, summary of the first three years of service of their term, goals for the next four years, foreseen time commitments that would affect his/her abilities and accessibility, and a letter of support from his/her host school stating the types of support they will be giving (i.e. moral, financial). If the Advisor is not re-appointed, the selection timeline will begin at the close of the National Conference.
- B. The National Advisor shall be available to the entire National Board to act as a resource and an advisor on national issues and concerns.

(Please see Section XI, Article VI, Section 1 for specific financial responsibilities of the Advisor.)

Article III CRC SELECTION PROCESS

Section 1 Selection Timeline

May-August	Advertise, publicize, and market CRC position availability to all member schools through the <i>NACURH Network</i> , ACUHO-I Conference, and the ACUHO-I <i>Talking Stick</i> .
September 5	Letters of intent due to National Chairperson; copies sent to the CRC.
October 1	Candidate bids postmarked to Selection Committee for consideration.
November 15	Committee decides top two (2) candidates for CRC position. Candidates are informed of the status of their bids by the Chairperson.
Semi-annuals	Up to two (2) candidates attend Semi-annuals to present written and oral bids to the National Board of Directors. The CRC-Elect will be selected and begin transition.
January-May	CRC-Elect will undergo transition.
Annuals	CRC-Elect takes over at the close of the National Conference.

Section 2 Bid Guidelines

- A. Candidate Bids are to include:
 1. Cover letter
 2. Current resume
 3. Goals synthesis
 4. Three letters of recommendation from
 - a. The candidate's supervisor or department head
 - b. A student organization or conference that was advised by the candidate, and
 - c. Candidate's option
 5. Candidate should include information regarding all aspects of conference planning s/he has experience with, particularly NACURH related conferences (i.e. advising regional, or national conferences).
 6. Candidate should include a list of time commitments that would affect his or her ability and accessibility as CRC.
 7. All bids submitted for CRC should include one electronic copy, in a format dictated by the NIC and NBD, to be sent to the NIC for the purpose of being stored in the Resource File Index (RFI).

Section 3 Candidate Criteria

- A. Candidate must be from a current NACURH member school in good standing.
- B. Candidate must be employed in a full-time student personnel position with at least 5 years of full-time professional experience in the field and be employed in a position above the hall director level.
- C. Candidate must be able to serve a minimum of three (3) years.
- D. Candidate should have experience advising a student organization and is strongly encourages to have experience advising a NACURH-related organization.
- E. Candidate should have some experience working with NACURH-related conferences, either as and advisor or conference staff member.

Section 4 Selection Committee

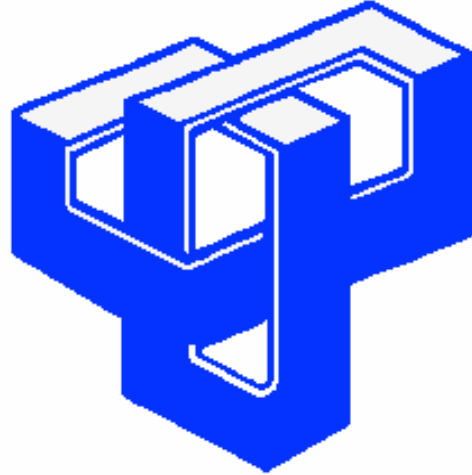
- A. The Selection Committee for the CRC shall consist of the National Chair, NAA, NAF, NAN, NACURH Past Chair, National Conference Chairperson, and one other conference staff member; with it recommended the individual be either the NBD Liaison or Financial Officer. The Committee will be Chaired by the National Chair and advised by the National Advisor and current CRC. All members of the committee, voting and ex-officio shall receive copies of the bid.
- B. The CRC shall be selected at the Semi-Annual conference by a quorum of the voting members of the NBD. Each region shall have one (1) vote, as well as one (1) vote each for the NAA, NAF, NAN, NIC, NSRO, and National Conference Chairperson.

Section 5 Requirements of Service

- A. The CRC shall serve a term of three (3) years. If the CRC wishes to continue serving in the position, s/he must notify the NBD at the Semi-Annual meeting during the CRC's second year of office. At the following National Conference, the NBD shall review the CRC's performance during the previous two (2) years and may re-appoint the CRC for a maximum of three additional years. The CRC shall submit to the NBD

at the National Conference a personal evaluation that shall include, but not be limited to, the following: personal evaluation of contributions to NACURH and the NBD, summary of the first two years of service of their term, goals for the next three years, foreseen time commitments that would affect his/her abilities and accessibility, and a letter of support from his/her host school stating the types of support they will be given (i.e. moral, financial). If the CRC is not re-appointed, the selection timeline will begin at the close of the National Conference. The CRC shall be available to the entire National Board to act as a resource and an advisor on national or regional conference issues or concerns. In the absence of the National Advisor, the CRC shall temporarily assume the Advisor responsibilities.

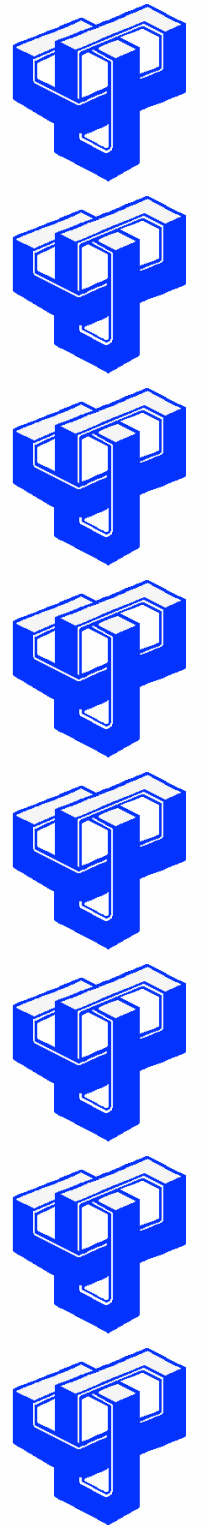
- B. The CRC shall have primary responsibility for the NACURH National Conference. At each Annual meeting, the CRC will hold training a session for all Regional Advisors regarding advising regional conferences; Regional Advisors shall have the primary responsibility for advising regional conferences, with the CRC available for consultation. Copies of all *Host Acknowledgement forms* will be kept by both the CRC and the specific Regional Advisor.
- C. The CRC shall conduct a workshop at each National Conference for schools interested in bidding for national or regional conferences and for schools that already have received a conference bid.
- D. The CRC shall be responsible for coordinating the Student Award for Leadership Training and Program of the Year awards with ACPA and ACUHO-I, respectively. This includes disseminating how-to-bid information to member schools, coordinating pre-selection committees prior to Semi-annuals and working with award winners for attending and presenting at the respective professional conference.
- E. Retain a copy of all regional and Mini conference wrap up reports.



Title IV

Overlap and Transition

**Last Revised
July 14, 2010**



Article I **OVERLAP AND TRANSITION**

Section 1 **Overlap of Offices**

- A. The National Chair, NAA, NAF, and NAN positions may overlap a regional or national office position for a period not to exceed thirty (30) days. NACURH officers may not fill more than one National Executive Officer Position at a time.

Section 2 **National Officer Transition**

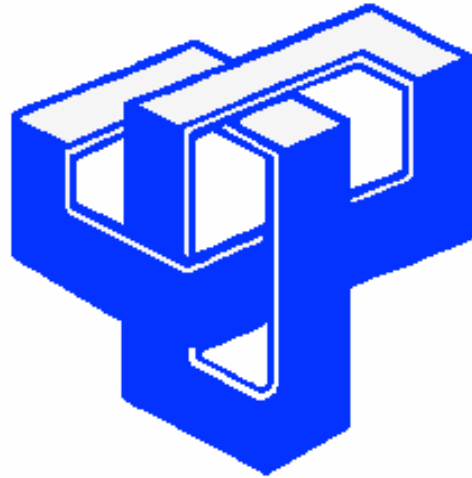
- A. Incoming and outgoing officers will, at the completion of the NACURH conference, establish a schedule in which new and old NBD members will contact each other about the office/position off and on during the three (3) months of summer.

Section 3 **Regional Officer Transitions**

- A. Each Regional Directorship shall turn over all financial records, funds, and receipts to the new Directorship at the end of their term. Outstanding bills shall be forwarded to the new Directorship to be paid.

Section 4 **National Officer Positional Vacancy**

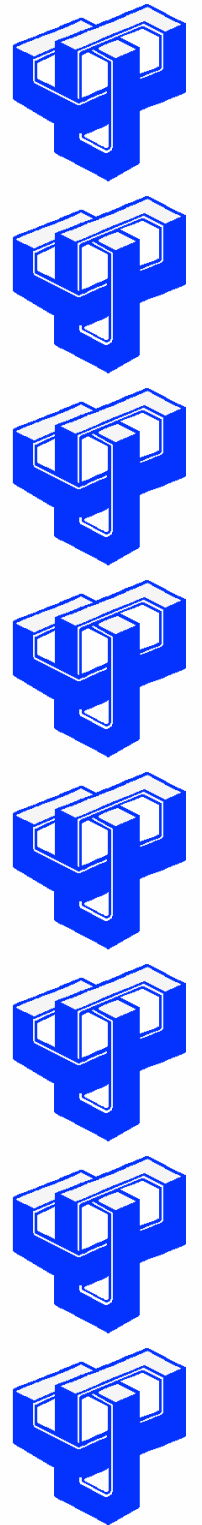
- A. In the event that a National Executive resigns their position, a plan to fulfill the responsibilities of that National Executive shall be written into an official plan of action and announced to the National Board of Directors within two weeks of the aforementioned National Executive's resignation.



Title V

Committees

**Last Revised
January 17, 2012**



Article I COMMITTEES

Section 1 National Awards Selection Committee

All bids are to be postmarked by April 15th. Members of this standing committee are the National Chair, NAA, NAF, NAN, National Advisor, CRC, NIC Director, and NSRO Director. Awards judged by the committee are the OCM NCC of the Year Award, OCM Distinguished Service Award, Student of the Year Award, Valerie Averill Advisor of the Year, and Hallenbeck Service Award.

Section 2 Executive Committee

- A. The Executive Committee shall consist of four voting members and two non-voting members.
 1. The voting members shall be the National Chairperson, National Associate for Administration, National Associate for Finance, and National Associate for NRHH.
 2. The non-voting members shall be the National Advisor and Conference Resource Consultant. These members will act in an advisory capacity to the group.
- B. The Executive Committee shall exist to make decisions, which require immediate action and which cannot wait for the next NBD meeting. It is understood that the Executive Committee exists to respond to extreme situations. All decisions made by the Executive Committee will be sent to the members of the NBD explaining the rationale for using the Executive Committee emergency power, as well as the rationale of the final decision. The Executive Committee shall also help administer the NBD's Affairs.

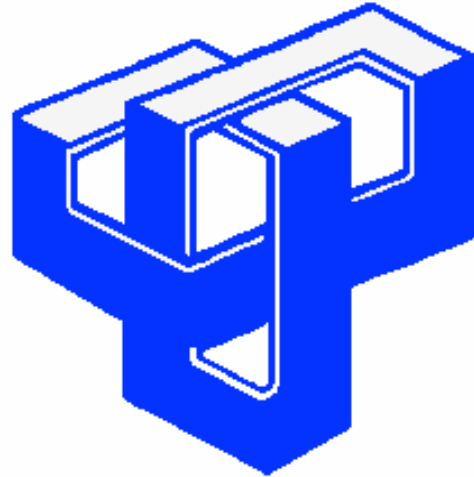
Section 3 Standing Committees

- A. The following shall be permanent national committees:
 1. Marketing and Public Relations
 - a) Integrate current initiatives to create marketing tools for NACURH
 - b) Write and solicit articles for the NACURH Network Newsletter in consultation with the NSRO
 - c) Assist other NACURH committees in publicizing their initiatives
 - d) Assist the NACURH Annual Conference in publications, etc. As needed
 - e) Additional projects that the committee finds valid, or as assigned
 2. Training and Transitioning
 - a) Utilize past committees collections of transition guides to create a unified document for all of NACURH, Inc.
 - b) Create and/or update the guides as necessary.
 - c) Assess NACURH's members to see areas of where additional training is needed
 - d) Additional projects that the committee finds valid, or as assigned
 3. Corporate Structure
 - a) Review the policies and practices of NACURH, Inc.
 - b) Evaluate various aspects of NACURH's structure to create action plans to implement change

- c) Utilize the minutes from the most recent Strategic Planning Retreat for guidance.
 - d) Additional projects the committee finds valid, or as assigned
 - 4. Advocacy
 - a) Institute awareness campaigns on various residential housing issues (alcohol prevention, diversity awareness, etc.) through publication in the NACURH Network Newsletter and case studies
 - b) Create programming ideas surrounding advocacy initiatives
 - c) Update the advocacy guide as necessary
 - d) Additional projects that the committee finds valid, or as assigned
 - 5. Corporate Assessment and Development
 - a) Evaluate services that NACURH provides through surveys, interviews, etc.
 - b) Act as a focus group to evaluate benefits/non-benefits of affiliation with NACURH, Inc. through a comprehensive report of these findings
 - c) Additional projects that the committee finds valid or as assigned
- B. Each committee will have a National Board of Director or National NRHH Board member(s) who chairs the committee and will directly oversee the operation of the committee. Each committee will prepare a report that will be collected at Semis and the Annual conference as dictated by the National Associate for Administration.
- C. The National Board of Directors can approve the dissolution of any of the above-listed standing committees.
- D. Every even-numbered year, the National Board of Directors shall conduct an evaluation of each standing committee to determine the committee's benefit to NACURH.

Section 4 Ad Hoc Committees

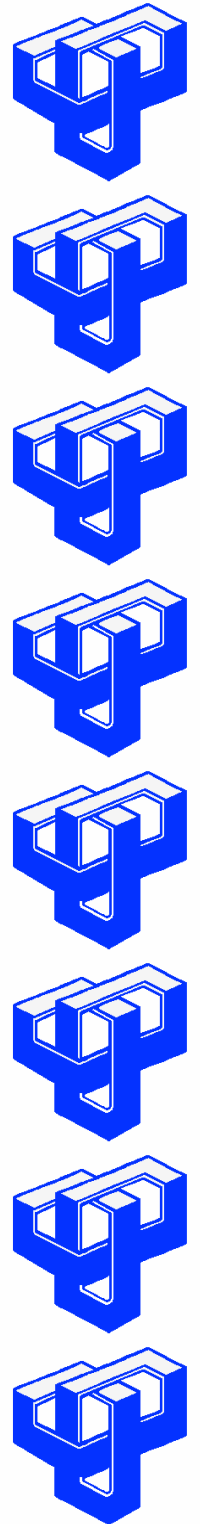
- A. Ad hoc committees are committees appointed, as the need arises, to carry out a specified task or pursue a specific initiative.
- B. Ad hoc committees can be suggested by any member school of NACURH through their respective Regional Director by submitting a committee proposal to the National Board of Directors. The ad hoc committee will be created at the Discretion of the National Chair
- C. Upon creation by the National Chair, or NBD and/or NNB, the National Associate for Administration will coordinate the development and serve as a liaison to the committee.
- D. Ad hoc committees will be subject to a review by the incoming National Board of Directors after the national conference transitional meeting to decide whether or not the ad hoc committee, and its objectives, will carry over into the following year.
- E. Ad hoc committees may not be appointed if their primary purpose is to perform a task that falls within the assigned function of an existing standing committee, except in cases deemed appropriate by the NBD or National Chair and/or NNB.
- F. Ad hoc committees must provide a report to the National Board of Directors for dissemination at the semi-annual and annual business meetings



Title VI

General Policies

**Last Revised
January 17, 2012**



Article I GENERAL POLICIES

Section 1 Parliamentary Procedure

- A. All meetings will be run according to the most current edition available of Robert's Rules of Order, Newly Revised.
- B. Voting Procedure
 - 1. At all National Board of Director's meetings where the Regional Directors are the voting members and at all meetings where the NCC's are the voting members including the Corporate Business Meeting, a majority shall be calculated as a simple majority of the total voting membership. A simple majority of the total voting membership is defined as more than half of the total voting membership minus the non-votes and abstentions. This is the procedure for all voting proportions including two-thirds votes unless specified within the policies.

Section 2 E-Mail Voting Procedures

- A. The Chair shall prepare and distribute e-mail legislation to the voting members of the NBD for their consideration and disposition in according with the policies set forth by the NBD.
- B. The Chair has the power to decide which proposals will be discussed over e-mail and reserves the right to table legislation received until the next conference.
- C. All voting members must have access to e-mail at some point during the voting time period.
- D. Legislation will be distributed seven (7) days prior to a National Board of Directors chat. The discussion period must be at least three (3) days long followed by the voting period. The voting time period must be at least four (4) days with the option to extend at the discretion of the chairperson, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the Chair.
- E. Amendments may be proposed over e-mail and must be voted upon separately. When an amendment is proposed, the Chair will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline for the overall proposal will then be reassigned by the chair not to exceed seven (7) days.
- F. All regional votes will be due to the National Chairperson's specified e-mail account by the required deadline.

Section 3 Regional Voting Privileges and Debts

- A. Regions with outstanding debts of \$50 or more to NACURH, Inc. shall lost all voting privileges until said debts are resolved. This is to include orders from the national offices and registration and travel for any conferences, but is not to include any NACURH loans, grants, or NBD approved debts.
- B. Failure to submit financial (reconciliation and end of the year report) regional business reports (annual, semi-annual, and corporate report) or Corporate Liability Forms without extension from the National Associate for Administration or National Associate for Finance, will result in temporary loss of regional voting rights until these documents are received.

Section 4 Bid Presentations

The National Board of Directors shall hear Conference Site, NIC, and NSRO bids at the National Conference.

Section 5 National Residence Hall Month

April shall be designated as National Residence Hall Month.

Section 6 Publishing of NIC and NSRO Addresses

The addresses of the NIC and NSRO will be published in every NACURH affiliated newsletter.

Section 7 NACURH, Inc. Technology Package

A. Any use of the NACURH technology fund shall be used for the advancement of the NACURH organization and at least three different quotes must be received for all technology-related purchases over \$300 per item.

B. NACURH and its' affiliates shall only purchase new hardware and software; all computers must be capable of running Microsoft Windows and have the following software:

MS Office	General Office Productivity
Quicken	Financial Reports

NACURH Inc. does not restrict the use of other applications for internal use of offices or regions, but requires all intra-organization shared electronic documents to follow the standard package. It is also strongly recommended that each region utilize Adobe Acrobat to publish all documents in a format that is accessible to everyone.

C. The NACURH Information Center (NIC) is in charge of maintaining the NACURH server(s) and is responsible for maintaining the following domain names: www.nacurh.org, www.nacurh.com and www.nacurh.net. Any other domain names are left up to the discretion of the NBD and must be approved both by the NIC and the NBD to be maintained on the NACURH web server.

D. Affiliated organizations (regions, conferences, National Residence Hall Honorary etc.) are responsible for maintaining any web sites they publish and list serves they maintain. Hosting on the NACURH server is left to the discretion of the affiliated organizations, however it is highly encouraged. If a web site is not hosted on the NACURH server, the affiliated organizations are responsible for notifying the NIC of any changes.

Section 8 Technology Recycling

A. Any and all damaged and/or outdated laptops and technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.

B. Before any laptop is recycled, all NACURH related data must be backed up and transferred to another national storage device.

C. Before any laptop is recycled, the hard drive of the laptop must be securely erased beyond recovery.

D. Before any mass storage device is recycled, all data must be securely erased beyond recovery.

- E. If reimbursement is rendered for recycled technology, it shall be allocated to future purchases. The appropriate Finance Officer shall move the monies to the correct account and line. If received in a gift certificate form, it will be saved by the appropriate Finance Officer for future technology purchases.
- F. A minimum of one laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by any individual whose position requires them to hold a laptop. The appropriate Advisor will be responsible for retaining this asset until it is disposed.
- G. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
- H. Laptops to be recycled may not be utilized for personal gain or use.

Section 9 National and Regional Bid Submissions

All bids (position, conference, award, etc.) submitted to NACURH or its regional affiliates should include one electronic copy, in a format dictated by the NIC and NBD, to be sent to the NIC for the purpose of being stores in the Resource File Index (RFI).

Section 10 NACURH Philanthropy Pin

- A. A NACURH Philanthropy Pin shall be created annually to be sold at the NACURH Annual Conference.
- B. Pin designs shall be solicited by the NSRO Director from all NACURH member schools.
 - 1. The design must correspond to the theme of the National Conference at which the pin is to be sold.
- C. The pin design will be selected by the NSRO using an internal process.
- D. The pin shall be produced by the NSRO.
- E. The NSRO shall create at least 300 pins.
- F. The price of the pin shall be \$2 over the cost of producing the pin, rounded up to the nearest dollar.
 - 1. \$2 from the sale of each pin sold prior to the end of the National Conference shall be given to the National Conference philanthropy or service project.
 - a. If the National Conference does not select a philanthropy or service project, the NBD shall choose philanthropy prior to the start of the National Conference.
 - 2. The remaining amount from the sale of each pin shall go into a fund to cover the costs of producing the following year's pins.
 - b. This fund is to be maintained by the NSRO, and may only be used to produce the NACURH Philanthropy Pin.
 - 3. Should not all pins be sold during the National Conference, the NSRO shall do their best to sell the remaining pins.
- G. Pins will be sold during registration during the NRHH check-in and all remaining pins will be distributed to the regions to sell during the conference.
- H. The following timeline shall be followed:
 - 1. The NSRO Director shall begin soliciting pin designs no later than December 1st, having them made due on February 1st.
 - 2. The pin design shall be selected no later than February 15th.
 - 3. The pin shall not be sold prior to the start of pre-conference business at the National Conference.

Section 10 Powers

Powers not specifically stated herein have been delegated to the National Associate for NRHH, Associate Directors for NRHH, or NRHH Representatives, and shall be found in the NRHH By-Laws and/or NRHH Policy Book.

Section 11 Governing Documents

The National Associate for NRHH shall provide an updated version of the NRHH Governing Documents to the National Associate for Administration at each Pre-Conference NBD meeting.

Section 12 Conflict of Interest

- A. The voting members of the National Board of Directors cannot be related biologically or legally.
- B. At each Semi-Annual and Annual National Board of Directors meeting, the voting member from each region shall sign a waiver stating the following:
“I, _____, representing the _____ Affiliate, do hereby certify that I do not stand to gain financially from my position within NACURH via the decisions I make as a member of the National Board of Directors. Further, I certify that I am not related to any other members of the National Board of Directors, either biologically or legally.
Sign:
Date:

Section 13 Whistleblower Policy

- A. In the event that NACURH shall have employees, this policy will go into effect.
- B. If an employee of NACURH exposes the wrongdoing of a National Board of Directors member, their rights shall be protected and they will face no negative consequences as a result of their action.

Section 14 Nature of NACURH

NACURH’s unique nature is founded in the basis of its officers. The leaders- from the campus level, to the regional level, to the national level- are volunteers who do not receive compensation for their services to the organization.

Section 15 Substance Accountability Policy

No individual attending a NACURH, Inc. related event in a regional or national elected or appointed capacity may possess, purchase or consume alcohol or illicit drugs during dates and times determined by that National or Regional executive to be times of NACURH or Regional business. Regional/National officer violators will be held accountable in accordance with regional policy with the exception of the National Executives, National Conference Staff, and office staffs which will be determined by the National Board of Directors, Conference Host School, and Office Directorships respectively.

Section 16 Corporate Liability Form

- A. All National Board of Directors members, National NRHH Board members, Regional Advisors and Executive Team members are required to submit a signed and notarized

Corporate Liability Form to the National Associate of Administration thirty (30) days after the close of the NACURH Annual Conference.

- B. In the event of an appointment or substitution of an above member, a new form will be required in order for the individual to hold speaking and voting rights during National Board and National NRHH Board meetings.

Section 17 Semis Report

- A. A Semi-Annual report shall be submitted by regions, offices, national executives and the annual conference by a date set by the National Associate for Administration. This date is to be at least two weeks prior to the Semi-Annual Business Meeting.
- B. The regional Semis Report shall include the following information: states & territories, colors, mascots, logo, Regional Board of Directors, regional conference information, and a description of new regional initiatives, goals and action plans.
- C. The office Semis Report shall include the following information: contact information, office staff, services offered, description of office goals and action plans, and the top five long-term goals.
- D. The national executive Semis Report shall include the following information: contact information, description of initiatives, action plans and accomplished goals, and conferences attended.
- E. The annual conference Semis Report shall include the following information: contact information, staff members and updates.

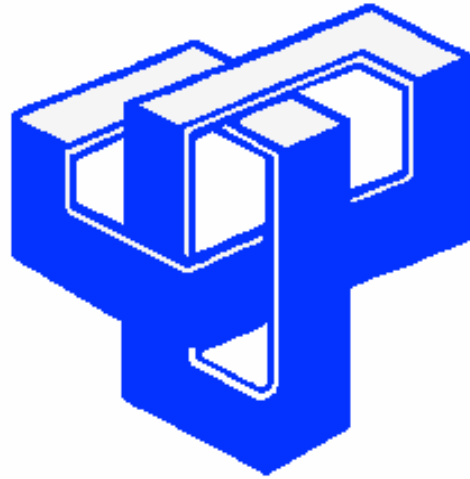
Section 18 Corporate Report

- A. A Corporate Report shall be submitted by regions, officers, national executives and the annual conference by a date set by the National Associate for Administration. This date is to be at least two weeks prior to the start of pre-conference.
- B. The regional Corporate Report shall include the following information: states & territories, colors, mascots, logo, Regional Board of Directors, Regional No Frills/Minis conference information, and description of new regional initiatives and accomplished goals.
- C. The office Corporate Report shall include the following information: contact information, office staff, services offered, and description of office initiatives and accomplished goals.
- D. The national executive Corporate Report shall include the following information: contact information, description of initiatives and accomplished goals, conferences attended, and statements of gratitude.
- E. The annual conference Corporate Report shall include the following information: logo, staff members and statements of gratitude.

Section 19 Annual Report

- A. An Annual report shall be submitted by regions, offices, and the national executives by a date set by the National Associate for Administration. This date shall be at least two weeks prior to the start of pre-conference.
- B. The regional Annual Report shall include the following information: cover page, history of region, mascots, colors, Regional Board of Directors positional reports, extensive summary of previous annual conference, regional conference, and No Frills/Minis conference, description of regional initiatives, 3/4/5 year pin recipients, Silver pin recipients, NRHH of the Month Winners, current regional debates and discussions, copies of regional publications, copies of legislation with outcome notes, regional budgets, and the End of the Year Report.

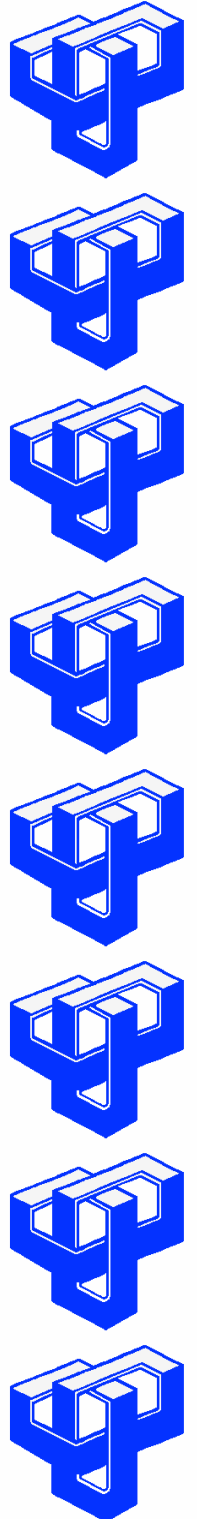
- C. The office Annual Report shall include the following information: cover page, host institution, mascots, logo, staff, office history, conferences attended, services offered, office goals, copies of office publications, office budgets and the End of the Year Report.
- D. The national executive Annual Report shall include the following information: cover page, host institution, conferences attended, review of bid goals and actual goal accomplishments.



Title VII

National Offices

**Last Revised
January 17, 2012**



Article I OFFICES

There shall be two national offices that shall conduct administrative tasks for NACURH. These offices shall be:

Section 1 NACURH Information Center (NIC)

Section 2 NACURH Services and Recognition Office (NSRO)

Article II NACURH INFORMATION CENTER

Section 1 Duties

- A. Serve as the national address for NACURH.
- B. Assist potential schools with the affiliation process.
- C. Compile a membership report, in conjunction with the NAF, to be included in each office report as defined in the governing documents.
- D. Attend national and, when financially feasible, regional conferences.
- E. Maintain active liaison relationships with professional organizations.
- F. Manage the affiliation process for NACURH and NRHH membership including:
 1. Assisting current and potential schools with the affiliation process.
 2. Dues collection.
 3. Affiliation materials collection.
 4. Affiliation materials approval.
- G. Manage all technology dependent NACURH services, including:
 1. Provide hosting for regional websites.
 2. Maintaining the official NACURH website.
 3. Provide hosting the National Residence Hall Honorary website.
 4. Electronic mail services.
 5. Databases.
- H. Store pertinent NACURH documentation including:
 1. Annual and semi-annual regional, office, and executive reports.
 2. National and regional financial information
 3. Corporate Business Meeting minutes.
 4. All Regional and Mini conference wrap up reports
- I. Manage the Resource File Index.
- J. Produce a semi-annual and annual report in a manner specified by the National Chairperson.
- K. Produce monthly financial reports in a manner specified by the NAF.
- L. Remain open year round.
- M. Other duties as determined by the NACURH National Chairperson.
- N. Other duties as determined by the NBD through legislation.
- O. Other duties as determined by the Associate Director for NRHH boardroom through legislation.

Section 2 Term of Office

- A. The term of office for the NIC shall be defined as three (3) years.

- B. No institution may host the office for more than two consecutive terms or six (6) consecutive years.

Section 3 Officers

The NIC shall have, at a minimum, the following officers. In addition, the officers must have, at a minimum, the duties list below the office. The office may establish additional officers, as they deem necessary. No NIC officer shall concurrently serve as a National Communications Coordinator, regional board member, or national executive.

- A. Director
 - 1. Serve as the Chief Executive Officer of the NIC.
 - 2. Attend the NACURH NBD Semi-Annual and Pre-conference meetings.
 - 3. Attend the NACURH Conference.
- B. Associate Director for Finance
 - 1. Serve as the Chief Financial Officer of the NIC.
 - 2. Assume the duties of the Director if the Director is unable to complete his full term of office.
- C. Associate Director for Computer Services
- D. Advisor
 - 1. Monitor functions and personnel of the NIC.
 - 2. Consult and advise the NIC staff.
 - 3. Report to and consult with the National Advisor on a monthly basis.
 - 4. Monitor NIC financial records once a month concerning transactions.
 - 5. Attend National Conferences.
 - 6. Attend NIC meetings.
 - 7. Responsible for understanding all National Policy.
 - 8. Correspond five (5) times a year with all Regional Advisors.
 - 9. Alert National Chairperson and National Advisor of any immediate issues that affect NACURH.

Section 4 Transition

- A. Incoming and outgoing office hosts will, at the completion of the NACURH conference, establish a schedule in which new and old NIC members will contact each other about the office/position off and on during the three (3) months of summer.
- B. Upon recommendations from the outgoing NIC Director, the NBD shall allocate funds to cover the cost of the transition orientation. This will occur at the Annual NBD Meeting.
- C. All finances must be concluded within two (2) months of the end of the term of office. All bills received after the end of this two (2) month period will be paid by the host institution.
- D. A representative of the former NIC staff, preferably the Director, should travel to the campus of the new host school to help orient the new NIC staff.
- E. The NBD will cover expenses of this transfer orientation. Bidding schools should be prepared to accommodate the previous NIC representative, should they receive the office. Moreover, bidding schools should be aware of the same commitment for the proposed Director at the end of his/her term of office.

Section 5 Correspondence Requirements

- A. Answer general telephone inquiries within 48 hours or receipt and written correspondence within five (5) days.
- B. Correspond with the National Conference Chairperson on a monthly basis.

- C. Complete RFI requests within seven (7) days of receipt.
- D. Create a guide to using the NIC for member schools in January, including the five easy steps guide to writing an NIC Report.
- E. Prepare and distribute electronic recruitment packets to interested schools.
- F. Contact new member schools to welcome them to NACURH and explain the functions of NACURH.

Section 6 Resource File Index

- A. The NIC shall maintain and seek input for the Resource File Index.
- B. Requests for information from the Resource File Index should be channeled through the NCC of each respective member school.

Section 7 AAFN Duties

- A. The NIC shall add the AAFN list to the NACURH web page.
- B. After the close of the fiscal year, but before NACURH, the NIC annually adds the new AAFN names and paragraphs to the RFI file on the AAFN and to a web page listing all AAFN members and their paragraphs.

Section 8 Membership Reporting

The NIC, with the NAF, shall compile a membership report as part of each Board Report. Included in this report should be:

- 1. Prior years and current year's active members, broken down by Large, Small, and Associate member schools.
- 2. Prior years and current year's inactive members, "inactive" meaning those schools that did not renew membership.
- 3. Names of schools recruited in each region.
- 4. Number of new schools affiliated in each region.
- 5. Prior years and current year's active NRHH chapters.
- 6. Prior years and current year's inactive NRHH chapters, inactive meaning those chapters that did not renew membership.
- 7. Names of NRHH chapters recruited in each region.

Section 9 Bidding Process

- A. The Institution and individuals bidding for the NIC must contact the NIC, in writing, prior to April 1 to officially state intent. Additionally, the proposed Office Director and Advisor should contact the current NIC Director and Advisor. This will ensure that all persons involved are aware of the expectations and responsibilities that exist in the NIC prior to April 1.
- B. An electronic copy of the bid must be e-mailed to the National Chair and NIC, to be distributed to the NBD for consideration and for storage in the Resource File Index (RFI), by April 15th.
- C. The formal oral bid will be presented to National Board of Directors and National Residence Hall Honorary Board during the National Conference. The bidding Director should present the bid, along with the Advisor and any other appropriate NIC staff members. The oral presentation should not exceed fifteen (15) minutes, after which a question and answer session, not exceeding thirty (30) minutes, will be held.
- D. The NIC will be awarded to the institution receiving a majority of the votes cast by the NBD. The National Residence Hall Honorary Board must be present for discussion.
- E. These votes will be cast secretly and in the manner described by the Chair. In the case of a tie, the Chair will inform the current NIC Director, who will cast the tie-breaking vote.

- F. The winning bid will be announced during the banquet at the National Conference. Afterward, a follow-up discussion will occur between the outgoing and incoming NIC staffs to answer additional questions and to finalize transition plans.
- G. If the current NIC host intends to bid for an additional term, the follow procedure will take place:
 - 1. At the Semi-Annual Business Meeting, during the 3rd year of the term of the office, the NIC shall undergo a full corporate assessment by the NBD.
 - a. The assessment shall evaluate the progress of the office during their term. Areas of focus shall be, but not limited to, how the office has:
 - i. Met and/or exceeded goals for the term
 - ii. Maintained communication with NBD Executives and the NSRO
 - iii. Built upon internal procedures and processes
 - iv. Met the needs of member schools/RBDs/Associate Director for NRHH boardroom/NBD
 - v. Addressed issues arising from membership assessment surveys
 - vi. Improved NACURH as a whole.
 - 2. Upon completion of the review, the NBD shall vote to recommend or not recommend the school to rebid to host a consecutive term.
 - a. In addition to each region being eligible to cast one (1) vote, the NAA, NAF, NAN, NSRO Director and National Conference Chairperson shall have one (1) vote to cast.
 - b. In the case of a tie, the National Chair shall cast the deciding vote.
- H. During the bidding process, the current NIC Director shall:
 - 1. Provide bidding schools with all policy information relating to the bid.
 - 2. Answers any and all questions relating to the functions of the office and to the processes used in the office.
 - 3. Notify schools of receipt of letter of intent.
 - 4. Keep all letters of intent confidential from other schools.
 - 5. Help the bidding school(s) in any way possible without bias and with the intent of creating a fair bidding environment.
- I. Bidding will take place on the first day of the National Conference. In order to ensure the most efficient use of time, bidding schools should plan to arrive the first day of the National Conference, or the evening before. Bids should include the estimated arrival time to the National Conference. Schools will be notified by May 1 of their time for oral presentation.

Section 10 Bid Format

Bids for the NACURH Information Center must contain the following:

- A. Composition of the NIC Staff and Responsibilities
- B. Biography of the Director, Associate Directors, and Advisor including classification, background experience, dedication, why you want the bid, goals, available time, current activities, and conferences attended, etc.
- C. Description of the facilities available for the NIC's use. This includes:
 - 1. Room Size (including computer security, and extra area for storage)
 - 2. Telephone Services
 - 3. Network Services (Ethernet lines, networking capabilities, computer services support)
 - 4. Room features and furniture
- D. Description of the institution's Residence Hall Association and National Residence Hall Honorary Chapter, how active it is in NACURH, has it utilized and been in contact with NACURH services in the past, etc.

- E. Institution information such as its geographic location, available office supplies, semester or quarter sessions, letters of support, etc.
- F. Per copy cost for duplicating.
- G. Miscellaneous items of special interest, such as intended expansion of the NIC, recruitment plans and ideas, overall objectives, etc.

Section 11 Office Performance Assessment

The Corporate Assessment Committee, in conjunction with the NBD Executives and National Office Directors, shall be responsible for developing a yearly combined survey for both corporate offices to distribute to NCCs and NRHH Representatives during NACURH University (NACURH U) to gain direct member school feedback as to the performance of the office.

Article III NACURH SERVICES AND RECOGNITION OFFICE

Section 1 Duties

- A. Manage the non-technical services of NACURH, Inc including:
 - 1. Coordinating the “Of the Month” process.
 - 2. Publishing NACURH newsletters as defined by the NACURH governing documents.
- B. Attend national and, when financially feasible, regional conferences.
- C. Coordinate the creation and sale of NACURH and NRHH apparel.
- D. Coordinate the creation and sale of all pins, except for those pins that are region- or member school-specific.
- E. Produce a semi-annual and annual report in a manner specified by the National Chairperson.
- F. Produce monthly financial reports in a manner specified by the NAF.
- G. Remain open year round.
- H. Other duties as determined by the NACURH National Chairperson.
- I. Other duties as determined by the NBD through legislation.
- J. Other duties as determined by the Associate Director for NRHH boardroom through legislation.

Section 2 Term of Office

- A. The term of office for the NSRO shall be defined as three (3) years.
- B. If the NSRO host wishes to host a third year, the NSRO must notify the National Chairperson by December 31 of their second year of office and the National Board of Directors must approve the request. This clause will be deleted at the close of the 2008 NACURH National Conference.
- C. In the event that the NSRO is up for bid at the 2008 National NACURH Conference, the term of office will be two years for the host school receiving the bid. This clause will be deleted at the close of the 2010 NACURH National Conference.
- D. No institution may host the office for more than two consecutive terms or six (6) consecutive years.
- E. The term of office for the NSRO shall be defined as three (3) years after the close of the 2009 NACURH National Conference.

Section 3 Officers

The NSRO shall have, at a minimum, the following officers. In addition, the officers must have, at a minimum, the duties list below the office. The office may establish additional officers, as they deem necessary. No NSRO officer shall concurrently serve as a National Communications Coordinator, regional board member, or national executive.

- A. Director
 - 1. Serve as the Chief Executive Officer of the NSRO.
 - 2. Attend the NACURH NBD Semi-Annual and Pre-conference meetings.
 - 3. Attend the NACURH Conference.
- B. Associate Director for Finance
 - 1. Serve as the Chief Financial Officer of the NSRO.
 - 2. Assume the duties of the Director if the Director is unable to complete his full term of office.
- C. Advisor
 - 1. Monitor functions and personnel of the NSRO.
 - 2. Consult and advise the NSRO staff.
 - 3. Report to and consult with the National Advisor on a monthly basis.
 - 4. Monitor NSRO financial records once a month concerning transactions.
 - 5. Attend National Conferences.
 - 6. Attend NSRO meetings.
 - 7. Responsible for understanding all National Policy.
 - 8. Correspond five (5) times a year with all Regional Advisors.
 - 9. Alert National Chairperson and National Advisor of any immediate issues that affect NACURH.

Section 4 Transition

- A. Incoming and outgoing office hosts will, at the completion of the NACURH conference, establish a schedule in which new and old NSRO members will contact each other about the office/position off and on during the three (3) months of summer.
- B. Upon recommendations from the outgoing NSRO Director, the NBD shall allocate funds to cover the cost of the transition orientation. This will occur at the Annual NBD Meeting.
- C. All finances must be concluded within two (2) months of the end of the term of office. All bills received after the end of this two (2) month period will be paid by the host institution.
- D. A representative of the former NSRO staff, preferably the Director, should travel to the campus of the new host school to help orient the new NSRO staff.
- E. The NBD will cover expenses of this transfer orientation. Bidding schools should be prepared to accommodate the previous NSRO representative, should they receive the office. Moreover, bidding schools should be aware of the same commitment for the proposed Director at the end of his/her term of office.

Section 5 Correspondence Requirements

- A. Answer general telephone inquiries within 48 hours of receipt and written correspondence within five (5) days.
- B. Correspond with the National Conference Chairperson on a monthly basis.
- C. Complete NRHH requests within seven (7) days of receipt.

Section 6 Publications

- A. Write, solicit material for, and publish the NACURH newsletter.
- B. Actively solicit material for all NACURH newsletters.
- C. All newsletters shall be posted on the NACURH website in addition to normal delivery.

Section 7 AAFN Duties

The NSRO shall send thank you letters, newly revised AAFN booklet, and paperweights to the new AAFN members. Bills associated with purchasing and distributing AAFN paperweights and the AAFN booklet shall be paid by NACURH.

Section 8 Bidding Process

- A. The Institution and individuals bidding for the NSRO must contact the NSRO, in writing, prior to April 1 to officially state intent. Additionally, the proposed Office Director and Advisor should contact the current NSRO Director and Advisor. This will ensure that all persons involved are aware of the expectations and responsibilities that exist in the NSRO prior to April 1.
- B. An electronic copy of the bid must be e-mailed to the National Chair and NIC, to be distributed to the NBD for consideration and for storage in the Resource File Index (RFI), by April 15th. (2009)
- C. The winning bid will be announced during the banquet at the National Conference. Afterward, a follow-up discussion will occur between the outgoing and incoming NSRO staffs to answer additional questions and to finalize transition plans.
- D. If the current NSRO host intends to bid for an additional term, the follow procedure will take place:
 1. At the Semi-Annual Business Meeting, during the 3rd year of the term of the office, the NSRO shall undergo a full corporate assessment by the NBD.
 - a. The assessment shall evaluate the progress of the office during their term. Areas of focus shall be, but not limited to, how the office has:
 - i. Met and/or exceeded goals for the term
 - ii. Maintained communication with NBD Executives and the NIC
 - iii. Built upon internal procedures and processes
 - iv. Met the needs of member schools/RBDs/Associate Director for NRHH boardroom/NBD
 - v. Addressed issues arising from membership assessment surveys
 - vi. Improved NACURH as a whole.
 2. Upon completion of the review, the NBD shall vote to recommend or not recommend the school to rebid to host a consecutive term.
 - a. In addition to each region being eligible to cast one (1) vote, the NAA, NAF, NAN, NIC Director and National Conference Chairperson shall have one (1) vote to cast.
 - b. In the case of a tie, the National Chair shall cast the deciding vote.
 - E. During the bidding process, the current NSRO Director shall:
 1. Provide bidding schools with all policy information relating to the bid.
 2. Answers any and all questions relating to the functions of the office and to the processes used in the office.
 3. Notify schools of receipt of letter of intent.
 4. Keep all letters of intent confidential from other schools.
 5. Help the bidding school(s) in any way possible without bias and with the intent of creating a fair bidding environment.
 - F. Bidding will take place on the first day of the National Conference. In order to ensure the most efficient use of time, bidding schools should plan to arrive the first day of the National Conference, or the evening before. Bids should include the estimated arrival time to the National Conference. Schools will be notified by May 1 of their time for oral presentation.
 - G. The formal oral bid will be presented to the National Board of Directors and National Residence Hall Honorary Board during the National Conference. The bidding Director should present the bid, along with the Advisor and any other appropriate NSRO staff

- members. The oral presentation should not exceed fifteen (15) minutes, after which a question and answer session, not exceeding thirty (30) minutes, will be held.
- H. The NSRO will be awarded to the institution receiving a majority of the votes cast by National Board of Directors. The National Residence Hall Honorary Board shall be present during discussion of the bids.
 - I. These votes will be cast secretly and in the manner described by the Chair. In the case of a tie, the Chair will inform the current NSRO Director, who will cast the tie-breaking vote.

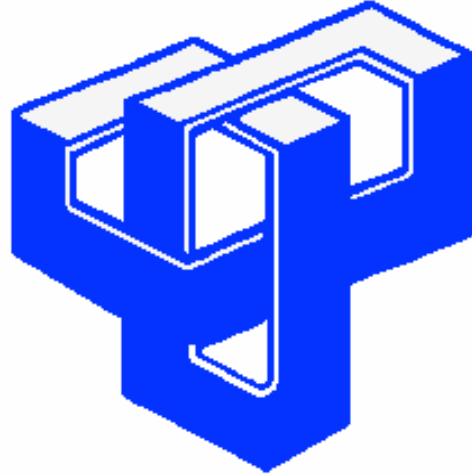
Section 9 Bid Format

Bids for the NACURH Services and Recognition Office must contain the following:

- A. Composition of the NSRO Staff and Responsibilities
- B. Biography of the Director, Associate Directors, and Advisor including classification, background experience, dedication, why you want the bid, goals, available time, current activities, and conferences attended, etc.
- C. Description of the facilities available for the NSRO's use. This includes:
 - 1. Room Size (including computer security, and extra area for storage)
 - 2. Telephone lines (a minimum of two are required one fax, one voice)
 - 3. Network Services (Ethernet lines, networking capabilities, computer services support)
 - 4. Room features and furniture
- D. Description of the institution's Residence Hall Association and NRHH chapter, how active it is in NACURH, has it utilized and been in contact with NACURH services in the past, etc.
- E. Institution information such as its geographic location, available office supplies, semester or quarter sessions, letters of support, etc.
- F. Per copy cost for duplicating.
- G. Miscellaneous items of special interest, such as intended expansion of the NSRO, recruitment plans and ideas, overall objectives, etc.

Section 10 Office Performance Assessment by Member Schools

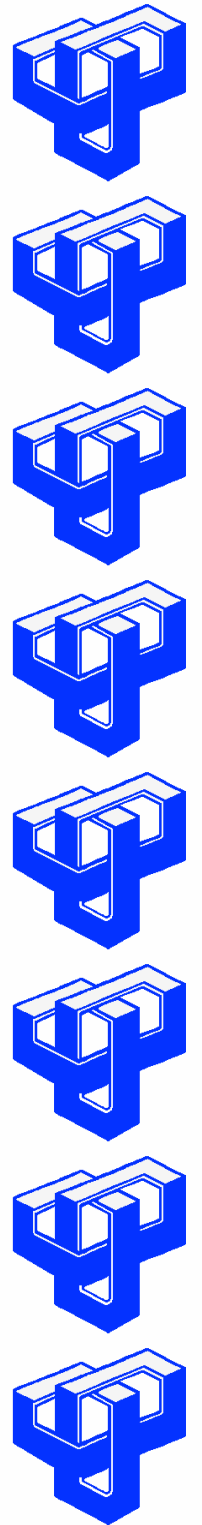
The Corporate Assessment Committee, in conjunction with the NBD Executives and National Office Directors, shall be responsible for developing a yearly combined survey for both corporate offices to distribute to NCCs and NRHH Representatives during NACURH University (NACURH U) to gain direct member school feedback as to the performance of the office.



Title VIII

Affiliation

**Last Revised
January 17, 2012**



Article I AFFILIATION TYPES

There shall be two different affiliation types with NACURH:

Section 1 Active Membership

Section 2 Associate Membership

Article II ACTIVE MEMBERSHIP

Section 1 Definition

Active membership allows members access to all NACURH services. Active membership shall be subdivided into two different categories:

- A. Large School
 - 1. Large schools shall be defined as schools with 1,001 or more on campus residents.
- B. National reduced membership, which shall hereafter be referred to as Small School.
 - 1. Small schools shall be defined as schools with on campus populations not exceeding 1,000 residents.

Section 2 Requirements

To be declared an active member of NACURH, schools must:

- A. Pay national dues at the active member rate as determined by the NBD;
- B. Submit an acceptable NIC report in electronic form as determined by the NIC;
- C. Remain financially solvent with NACURH, Inc. and;
- D. Submit a NACURH registration form.

Section 3 Benefits

- A. Voting rights
- B. Reduced conference fees.
- C. Unlimited access to the RFI.
- D. Access to all NACURH newsletters.
- E. Benefits from all corporate contracts.
- F. Access to all NACURH member services.

Article III ASSOCIATE MEMBERSHIP

Section 1 Definition

Associate Membership is designed to provide schools interested in joining NACURH with a one-year, non-renewable, trial membership with NACURH.

Section 2 Requirements

To be declared an associate member of NACURH, schools must:

- A. Pay national dues at the associate member rate as determined by the NBD;
- B. Submit an acceptable NIC report in electronic form as determined by the NIC;
- C. Remain financially solvent with NACURH, Inc. and;
- D. Submit a NACURH registration form.

Section 3 Benefits

Associate member shall receive all the benefits of an active member except voting rights.

Article IV AFFILIATION PROCESS

- A. The NACURH Affiliation year will begin at the close of the National Conference.
- B. The NAF will deposit the appropriate money into the regions' accounts.
- C. All regional and national services shall be started at the beginning of the affiliation year.

- D. Any school not meeting the active membership requirements shall not be affiliated and will not receive regional or national services.
- E. All schools not affiliated will regain services upon meeting all of the active membership requirements.
- F. Affiliation for all member schools must be completed by the NCC Informational Meeting at the National Conference in order for a school to have voting rights.
- G. The NIC staff shall encourage schools to affiliate for the following year at the National conference.
- H. The NIC will be responsible for notifying Regional Directors of new schools as they affiliate and for processing the registration forms.

Article V AFFILIATION TIMELINE

- A. August/September: 1st NACURH newsletter out with affiliation notice.
- B. January: NIC will send out Memo about NIC Report guidelines.
- C. NCC Check-In: Last chance for schools to affiliate for voting rights at National Conference.

Article VI NIC REPORTS

- A. The NBD, in conjunction with the NIC, shall set requirements for NIC reports.
- B. The NIC shall correspond with NCCs during January of each year explaining how to write a satisfactory NIC report. A list of categories should be included in these correspondences.
- C. The NIC Director or his appointee shall determine if NIC reports meet the requirements set by the NBD.
- D. The NIC Reports should be submitted electronically in a format determined by the NIC
- E. In the event a school cannot provide an electronic copy, one (1) unbound paper copy will be accepted.
- F. All conference host schools for the current affiliation year (regional, No Frills, and/or national) may submit their conference wrap-up report in place of the NIC report for the following year's affiliation.
- G. All colleges and universities that have submitted a regional or national award bid in the current affiliation year may substitute that in place of the NIC report for the following year's affiliation.
- H. All schools that choose to submit a regional/national bid or a conference wrap up report as their NIC Report must format the document so that the cover page includes the following information: Name of School; Name of Program, Award or Conference; Year.

Article VII FIRST TIME MEMBERSHIP

Schools seeking Active or Associate Membership for the first time within a period of three years will not be required to submit an NIC report.

Article VIII NRHH AFFILIATION

- A. The NIC shall affiliate NRHH chapters based on the requirements and procedures set forth in the NRHH governing documents. No additional dues may be charged for the affiliation of NRHH chapters at schools already affiliated with NACURH, Inc. A school must be affiliated with NACURH, Inc. before affiliating with NRHH.
- B. All NRHH chapters must submit an updated version of their constitution for the upcoming affiliation year at the annual conference.
- C. All NRHH chapters must submit an updated membership roster to be archived in the NRHH Membership Database. This chapter list may not exceed the 1% cap or 20-member cap (whichever is greater) of their school's on campus population.

Article IX NIC DIRECTOR AFFILIATION POWERS

- A. The Director shall have full authority when determining membership status and standing for NACURH and NRHH affiliation. The Director may only be overruled by the National Chairperson.
- B. The Director may grant an extension on or waive the requirement for NIC reports in extraordinary situations.

Article X REGIONAL DIRECTOR NOTIFICATION

Before the fall Regional Conference, the NIC will send a list to the Regional Directors of schools in their regions who are not affiliated. The NIC and the Regional Directors will send letters to the schools who are not affiliated informing them that they are not affiliated and will not be allowed to vote at the regional meeting unless they affiliate.

Article XI FINANCES

Section 1 Centralized Dues Collection

All statements will be sent out by the NIC. All fees shall be collected by the NACURH Business Office and forwarded to the National Associate for Finance. Schools shall have the option of paying with multiple checks; however, all checks for affiliation must be given to the NIC.

Section 2 Billing Statement Mailing Dates

- A. The NIC will email out early billing statements, one per school, by January 15, to notify affiliated members that their affiliation will end at the close of the National Conference and to promote re-affiliation.
- B. The NIC will write a cover letter for the billing statements emphasizing new and existing services, upcoming conferences and regional highlights.”
- C. The NIC will send a dues reminder email to NCCs and Advisors of unpaid schools by March 1. Each bill should include a note that the bill was sent to both parties.
- D. The NIC will send a final email notice to NCCs and Advisors of unpaid schools by September 15. Each bill should include a note that the bill was sent to both parties.

Section 3 Minimum Transaction Fee

To prevent debts of less than \$1, the NIC will establish a minimum transaction fee of one dollar. Transactions will be on a 30-day billing period so orders made in one month will not affect a school’s standing until the next month (i.e. orders in April will not affect May dues).

Section 4 Late Payment Carry Over

Any new member school dues received after April 1 shall receive National Conference member school fees at the conference but shall receive no other benefits. The school will be considered a member for the following fiscal year.

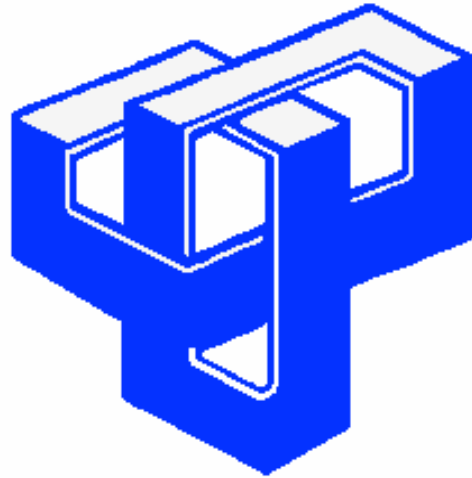
Section 5 Outstanding Debts

On April 15, schools having outstanding debts to NACURH, regional affiliate, or national office shall be notified by that office that they are on probation and that the debt must be paid prior to the NCC informational meeting to vote at the corporate meeting.

Section 6 Voting Privileges and Outstanding Debts

Any school with an outstanding debt of \$10 or more to NACURH, regional affiliate, or national office over 30 days old will be considered "not an active member" with

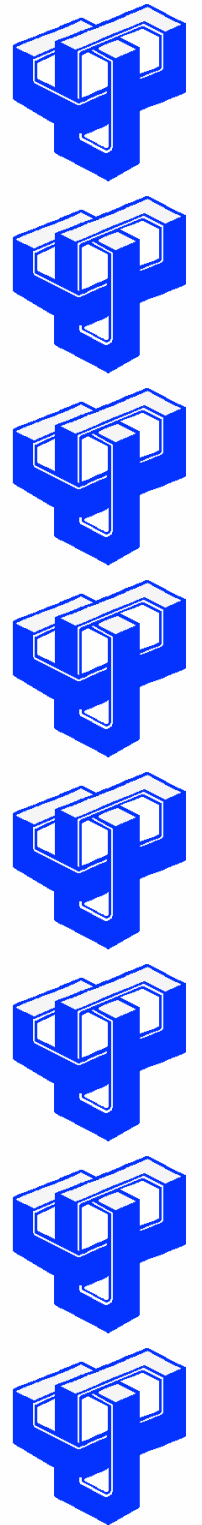
NACURH and subsequently unable to vote, reaffiliate, or enjoy any other NACURH member privileges.



Title IX

Conferences

**Last Revised
January 17, 2012**



Article I POLICIES GOVERNING NACURH NATIONAL CONFERENCES

Section 1 Conference Bid Requirements and Procedures

- A. Schools interested in bidding for a National Conference should contact the Conference Resource Consultant (CRC).
- B. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
- C. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
- D. Member schools shall have the opportunity to send an electronic copy of the NACURH Conference bid to the CRC, to be distributed to the NBD for review/critique at the Semi-Annual Business Meeting, by December 1st. By January 31st, the CRC will provide written feedback to those schools that submitted a copy of their bid by the December 1st deadline.
- E. Letters of intent should be received by the CRC by April 15th. On April 15th, the CRC will notify all members of the NBD of those schools who will be bidding for the National Conference.
- F. The following statement should be published throughout the year advertising the National Conference bid process:
 1. Conference bids for the next NACURH National Conference will be presented to the National Board of Directors at this year's National Conference. For example, any school wishing to submit a bid for the _____ Conference must contact the Conference Resource Consultant prior to April 15, _____. Information on bidding for the conference will be sent to those schools. It is extremely important that your school does contact the CRC by April 15 in order for the National Board of Directors to consider your school's bid.
- G. The following publications should be used in publicizing this process: Regional Newsletter, NIC Newsletter, Conference Newsletter, NRHH Newsletters, Regional Conference, National Publications, other communications with member schools. An electronic copy of the conference bid must be submitted to the NACURH Conference site office no later than ten (10) days prior to the first day of the NACURH Conference. The NBD will review the conference bids during the annual NBD meeting prior to the conference. An electronic copy should also be submitted to the NIC for the purpose of being stored in the Resource File Index (RFI).
- H. In addition to the written bid, the Conference Bid Teams shall present a bid presentation to the NBD on the first day of the National Conference. The entire bid presentation will be thirty (30) minutes in length, followed by fifteen (15) minutes of question and answer. The thirty (30) minute presentation should include a video tour of campus, highlighting the facilities that would be used for the conference.
- I. The NBD will hear all bids and make decisions regarding the conference site. In doing so, the NBD will utilize two formats, in addition to general discussion in determining the site. These shall be the Conference Bid Evaluation Worksheet and a bid section discussion, with specific NBD members held accountable for leading discussion and/or comparison of specific sections of the bids (i.e. food, housing,

programming, etc.). The winner will be announced at the awards banquet during the conference.

Section 2 Waiver of Conference Bid Requirements

In order for the NBD to select a National Conference site, requirements for written bids may be waived by a two-thirds vote of the NBD.

Article II CONFERENCE STAFF

Section 1 Responsibility of the National Conference Chairperson in Reporting the Status of the National Conference

- A. The National Conference Chairperson will primarily communicate on a regular basis with the CRC to discuss problems, concerns, questions and progress of the National Conference planning.
- B. The National Conference Chairperson, with the assistance of the conference staff, will present a report to the NBD at the Semi-annual meeting and Pre-conference meeting regarding progress towards the planning of the National Conference.
- C. The National Conference Chairperson will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the National Conference. In addition, all financial records and other statistical information regarding the National Conference will be included in this log. A final report of the National Conference will be written and published by the National Conference Staff within one hundred and twenty (120) days after completion of the National Conference. All of these materials will be submitted to the CRC when completed for use in assisting future National Conference Staffs in planning of their conference. If the National Conference Staff fails to submit these materials within the allotted time, their school will be removed from good standing with NACURH and lose all voting rights and privileges.

Section 2 Responsibility of the NBD Liaison

Each National Conference staff will include the position NBD Liaison whose sole responsibility is to communicate with the NBD throughout the year and during the conference. This individual is required to attend all Board meetings during the conference, to allow the Conference Chairperson the freedom to handle conference matters, while maintaining Conference Staff representation at the Board Meeting.

Section 3 National Conference Advisor Requirement

At least one of the lead conference advisors must be a professional staff member from the time the bid is developed and until the submission of the wrap-up report.

Section 4 Conference Chairperson and NBD Liaison Regarding the NCC Position

The NACURH Conference Chair and the NBD Liaison may not hold any other NACURH Position (RBD or NCC) while serving in their conference position.

Section 5 Conference Delegation Limits

- A. A maximum conference size will be determined by the NBD and the Host school at the Semi-annual business meeting.

- B. The Conference staff will determine the number of delegates that a school can bring.
- C. If the host school has spaces left after all schools have received their initial delegates, the conference staff will determine a fair way to allow those schools requesting additional delegates to bring more of them to the conference.

Section 6 Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the CRC and Conference Chair to determine appropriate action, including possible expulsion from the conference.

Section 7 Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and NACURH conference delegates shall be given permission to attend official functions of the National Conference. The National Conference host school shall be required to enforce this policy at all National Conference functions by providing adequate safety and security.

Section 8 Liability of NACURH and Disclaimer Statement

Each individual attending a National and Regional Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the National and Regional Conferences.

Section 9 Delegate Disclaimer Statement

- A. I, _____(Name) in consideration of the National Association of College and University Residence Halls, Inc. (NACURH) and the _____(National Conference Host School) allowing me to participate in the NACURH _____(Year) Conference hereby agree to the following: I release NACURH, Inc. and _____(National Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the NACURH Conference. I agree to protect, hold harmless, and indemnify _____(National Conference Host School) and their officers, agents, and employees against all claims, suits, liabilities, of demands for injuries to any person and/or property growing out of my participation in the NACURH _____(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by _____(National Conference Host School) or NACURH, Inc., their officers and agents, including acts of omission constituting negligence.
- B. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the Disclaimer statement by a National Conference host school must be approved by the CRC prior to sending out registration packets.
- C. This statement must be signed by each person attending the National Conference to be recognized as an officially registered delegate of the conference.

Section 10 Conference Drug and Alcohol Policy

- A. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that 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. All NACURH conferences, retreats, and meetings will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the CRC, National Advisor, the National Chair, the Regional Advisor, and Regional Director from the region the student represents.
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the National Conference Notebook.

Section 11 Conference Fair Housing Policy

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

Section 12 Corporate Partners

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

Section 13 Advertisements

Paid or unpaid advertising by a company, not holding a corporate contract with NACURH, Inc. found in any Regional or National publications should contain the following caption: “This advertisement does not necessarily carry the endorsement of NACURH, Inc.”

Section 14 National Conference Banner

The NACURH, Inc. National Conference Banner will be displayed at each NACURH Conference. It is the responsibility of the host school to transition the banner to the new conference host school.

Article III CONFERENCE FINANCES

Section 1 Host School Acknowledgment Form

This form will be completed and signed by appropriate individuals from any school bidding for the National Conference. The completed form must be submitted to the Conference Resource Consultant with the written bid for the Conference.

Section 2 National Conference Budget Framework

The budgets for the National Conference must be based on estimated attendance projections as established by the NBD. Each conference bid shall have budgets based on 1900, 2200, and 2500 delegates. The break-even point for a National Conference should be set at 1900 delegates. Budgets contained in bids for the National Conference must use the NACURH conference budget format. This format can be obtained from the from the National Associate for Finance.

Section 3 Conference Add-on Fee

The National Conference will have a minimum \$8/delegate fee to be included as a line item in the National Conference Budget. This shall be paid to the national organization prior to the last day of the National Conference.

Section 4 Monitoring of the National Conference Budget

The NAF of NACURH will be responsible for monitoring the National Conference Budget and working with National Conference Staff in budget management and planning. The conference staff will be required to submit a conference budget on a monthly basis to the NAF and CRC for review.

Section 5 National Conference Loan

Each National Conference Host School can request a loan of up to a total of five thousand dollars (\$5,000) from the NBD to cover start-up expenses for the conference. The National Associate for Finance has the authority to make this loan without NBD approval if they determine that funds are available for such. This loan amount must not be included in the financial statement as conference profit. The total amount loaned is due on the first day of the National Conference. A host school has up to 90 days after receiving the bid to request the conference loan.

Section 6 Delegate Fees for National Conference

- A. Fees will be established by the host school after consulting with the National Board of Directors with final approval by the NBD at the Semi-Annual Meeting.
- B. The host school shall publish the delegate and advisor fees in American Dollars, Canadian Dollars, Mexican Pesos, and all other currencies used by current member schools at the current exchange rate at the time the fees are passed.

Section 7 Non-Member School Delegate Fee Surcharge

Non-affiliated schools and NACURH schools not in good standing shall pay a \$10.00 per delegate surcharge on delegate fees at the National Conference.

Section 8 Distribution of Conference Registration

NACURH Conference Registration materials are to be distributed by e-mail and/or made available on the NACURH Conference website. This includes registration packets, confirmation packets, and programming confirmations.

Section 9 Conference Registration Late Fee Charge

Conference late registration fees will be established by the National Conference Staff, to be approved by the NBD at the Semi-Annual business meeting.

Section 10 Walk-in Conference Fees

The National Conference shall charge all delegates who register as “walk-ins” an additional fee of ten (\$10) dollars.

Section 11 No Pay-No Key Policy

NACURH Annual Conferences will provide housing (keys) only to those delegations whose conference fees are paid, in addition to the established late registration fees.

Section 12 Conference Fee Refunds

Variable Costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.

Section 13 Responsibility of the National Budget for Semi-Annual Meeting of the NBD

- A. The Following people shall have their Semi-annual registration costs paid for by the National Associate for Finance out of the NACURH Budget:
 - 1. National Chair
 - 2. National Associate for Administration
 - 3. National Associate for Finance
 - 4. National Associate for NRHH
 - 5. National Advisor
 - 6. Conference Resource Consultant
 - 7. The Eight Regional Directors
 - 8. The Eight Associate Directors for NRHH
 - 9. One Associate Director from each of the Eight Regions
 - 10. The NSRO Director and one Associate Director from that office
 - 11. The NIC Director and one Associate Director from that office
- B. Additional expenses such as meeting room rental, equipment, etc. shall be paid for by the NAF.
- C. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the NAF of any fee waivers for these individuals, including contractual obligations.

Section 14 Responsibility of the National Conference Host School for Annual Meetings of the NBD

- A. The Following people shall have their Pre-Conference fees and Conference fees paid for by the National Conference Budget:
 - 1. National Chair
 - 2. National Associate for Administration
 - 3. National Associate for Finance
 - 4. National Associate for NRHH
 - 5. National Advisor
 - 6. Conference Resource Consultant

- 7. The Eight Regional Directors
 - 8. The Eight Associate Directors for NRHH
 - 9. One Associate Director from each of the Eight Regions
 - 10. The NSRO Director and one Associate Director from that office
 - 11. The NIC Director and one Associate Director from that office
- B. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the conference staff of any fee waivers for these individuals, including contractual obligations.

Section 15 Waiver of Regional Conference Fees for NBD Members

The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for granting fee waivers.

Section 16 National Conference Staff Expenditures

- A. The National Conference may budget up to, but not exceed one dollar (\$1) per delegate up to the break even point (1900 delegates) for conference staff development and recognition. This money may be budgeted by the conference staff to allow for staff retreats, workshops and awards.
- B. No moneys may be spent for the purpose of travel by the national conference staff unless approved in advance by the National Board of Director.

Section 17 Conference Staff Costs

- A. Actual costs for staff members during the Semi-annual business meeting, Pre-conference, actual conference, and post conference wrap up can be built into the conference delegates fees as a line item. Listed below are the breakdowns of the actual costs allotted that a conference staff can utilize.

Semi-annuals

- 100 Beds
- 100 Breakfasts
- 100 Lunches
- 120 Dinners

- B. If these are not used they cannot be carried into other areas of the conference without the approval of the Conference Resource Consultant and NAF. (2001, 2005)

<u>Pre/Post Conference</u>	<u>Conference</u>	<u>TOTAL</u>
440 Breakfasts +	300 Breakfasts =	740 Breakfasts
340 Lunches +	300 Lunches =	640 Lunches
340 Dinners +	300 Dinners =	640 Dinners
440 Beds +	300 Beds =	740 Beds
	100 Banquets =	100 Banquets

NOTE: These costs can be utilized however need. Staff has the total number of costs to work with at Pre-conference, Conference, and any Post-conference time necessary.

Section 18 Payment For Awards

The cost of plaques for all awards named within Section X, Article II (Individual

Awards), Article V (National Conference Awards), Article VI (POY), Article VII (SALT), and Article IX (School Awards) shall be incorporated into the National Conference Budget.

Section 19 Financial Transaction Wrap-up

The National Conference Host School must assume responsibility for concluding all financial transactions associated with the conference no later than 120 days following the end of the conference using funds generated by the conference. After this time, the host school will assume responsibility for any additional expenses incurred by the conference.

Section 20 National Conference Deficit

The host school shall pay the first \$500 of the conference deficit. The remainder of the deficit shall be paid 50% by the host school and 50% by the National Contingency Fund. The host school shall be thorough and responsible in preparing a sound budget. They must work closely with Housing and or Residential Services, Food Services and any other services to ensure they have accurate and realistic figures.

Section 21 National Conference Excess

Any conference excess is property of NACURH, Inc. and shall be forwarded to the NAF no later than 120 days following the end of the conference. In the event that there is a National Conference excess of more than \$5,000 or more, NACURH, Inc. will award a gift of \$5,000 to the National Conference Host School's RHA contingent upon the host school fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by the CRC and the NACURH Executive Committee. This \$5,000 gift is intended to be used as a principle amount in either starting or adding to an RHA leadership scholarship fund.

Section 22 Conference Wrap-Up

A complete wrap-up of each National Conference is required within 120 days of the close of the conference. All bills should be paid, accounts closed out and the conference excess turned over to the NAF. Any bills that are discovered after this period must be paid by the host school. A written wrap-up report, as specified in the NACURH Policy Book, should be communicated to the CRC and the next host school. NACURH, Inc. conference host schools who do not comply with the 120 day policy shall be declared "not in good standing" with NACURH, Inc. and the relevant regional affiliate until the wrap-up is complete.

Section 23 Wrap-Up Report

- A. A final report of the NACURH Conference will be written and published by the NACURH Conference staff no later than 120 days following the end of the conference. The final wrap up report should contain the following information in order:
1. Introductory letter of the report by the Chairperson(s);
 2. Table of Contents, with page numbers;
 3. Conference Schedule;
 4. School attendance list, with delegate totals by school, with a conference total;

5. List of all members of the NBD, RBD, and National Offices. This will include individual names, position(s) held, and their host school;
6. Awards given out at the conference;
7. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
8. Finalized version of closed out conference budget;
9. Conference Chairperson's report, including an overview of each committee, a Semi-annual overview, the channel of authority, staff policies, etc.;
10. Conference Staff schedule, day-to-day by committee and responsibilities given. Specifically, this should address the Pre-conference areas of work with a timeline of what staff members were doing.
11. Conference Staff information, including Semi-Annual arrival and departure expectations, work by details, office procedures, and a Pre-conference Points to Remember by Committee.
12. Committee Chairperson's Job Reports with the following format:
 - a. General statement of committee responsibilities
 - b. 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;
 - c. 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;
 - d. Recommendation for the future;
 - iv. Suggested solutions to timeline problems;
 - v. Suggested solutions to conference responsibility problems;
 - vi. Evaluate your own participation level, with suggestions for better time utilization;
 - vii. An outline of ideas considered but not utilized;
 - e. Forms or form letters used.
13. A blank Conference Evaluation and final conference evaluation results tabulated.
14. The wrap-up report should be distributed by the conference staff via email in the following manner; 1 copy to the NIC, 1 copy to the CRC, 1 copy to the National Chairperson, 1 copy to the National Associate for Administration and a final copy to the NAF.

Section 24 Host School Benefit

Upon receipt of an acceptable wrap-up report, the NIC shall waive the host school's dues and their NIC report requirement for the upcoming academic year.

Section 25 Forwarding Unpaid Bills

With the conference wrap up report, the National Conference staff shall submit to the NAF a copy of all outstanding invoices and supporting documentation organized by school.

Article IV MEETINGS AT CONFERENCES

Section 1 NBD Semi-Annual meeting (Semi's)

- A. The NBD Semi-annual meeting, held usually in January, will be at the upcoming National Conference site.
- B. Arrangements should be made with the Chair of the NBD regarding accommodations, food, use of equipment, etc.

Section 2 NBD Annual Meeting (Pre-conference)

- A. The NBD will begin meeting several days prior to and during the National Conference.
- B. Arrangements should be made with the Chair of the NBD regarding accommodations, food, use of equipment, etc.

Section 3 NCC Informational Meeting

- A. This is held at least 24 hours before the Corporate Business Meeting. It will be an informational meeting held for all NCCs to discuss what business the NBD has conducted since the last corporate meeting.
- B. This meeting will be chaired by the National Chair and will include all significant decisions of the NBD. During this meeting, all agenda items for the Corporate Business Meeting will be reviewed and a parliamentary procedure session will be conducted.
- C. The purpose of this meeting shall be for purposes of discussion and determining voting rights at the Corporate Business Meeting. During discussion, the channels for initiating change in NBD decisions should be stressed. This channel is through their Regional Director to be brought up at the next NBD meeting.
- D. At this meeting, a portion of the discussion time should be set aside for the discussion of the proposed legislation, which should include a time for regional caucuses led by the Regional Directors. Additionally, NCCs will be given a chance to express any concerns they have. These concerns must be discussed at the next NBD meeting, with the NCC expressing the concern being given the opportunity to prepare a proposal correcting the compliant. After this meeting is complete, Regional Directors are encouraged to host regional breakouts to discuss proposed legislation.
- E. The NIC will distribute placards prior to the Corporate Business Meeting.
- F. The importance of this Informational Meeting, and its requirement for schools to be eligible for voting rights, shall be clearly advertised to schools through:
 - 1. Materials provided to delegates at the national conference.
 - 2. A clear and visible disclaimer on the registration venue.
 - 3. The RBD shall make every effort to educate their voting population about corporate business prior to the corporate business meeting.
- G. Failure to follow the explicit rules described in Section 3 Clause F will result in the waiving of the requirement for schools to be in attendance at the Informational

Meeting. In this scenario, voting rights will be delegated based upon a school's attendance and affiliation status at the beginning of the Business Meeting.

- H. Arrangements should be made with the Chair of the NBD regarding use of equipment, set up, etc.
- I. The NIC will post a copy of the current Corporate Report and the previous year's Corporate Meeting Minutes on the NACURH website, prior to the NCC Informational Meeting, unless otherwise specified by the chair.

Section 4 Corporate Business Meeting

- A. An annual Corporate Business Meeting will be held during the National Conference each year.
- B. The Following items must be placed on the agenda for the Corporate Business Meeting:
 - 1. Presentation of last year's financial statements
 - 2. Presentation of next year's budget
 - 3. Any changes in the Bylaws
 - 4. Any other items the NBD feels necessary
- C. The Chair shall develop the agenda for the Corporate Business Meeting. The Chair has the right to limit debate on any discussion item.
- D. Arrangements should be made with the Chair of the NBD regarding this meeting.
- E. During the Corporate Business Meeting each Regional Director will be allowed a discretionary one minute to address each issue on the agenda to provide any relevant Regional concerns.

Section 5 NRHH Business Meeting

- A. The NRHH will conduct its annual business meeting sometime during the NACURH Corporate Business Meeting.
- B. Arrangements shall be made with the NAN for this meeting.

Section 6 Presidents' Informational Session/Roundtable

An informational session will be offered at the National Conference specifically designed to address the needs of RHA Presidents. The purpose will be to expand RHA Presidents' knowledge of NACURH as well as to provide some training for their pending positions.

Section 7 Reserved Program Time Slots

- A. Two program time slots will be reserved during the National Conference for presentation by NACURH/ACUHO-I Program of the Year Finalists.
- B. One program time slot will be reserved for the SALT winner.
- C. One time slot will be reserved for the ACUHO-I Careers in Housing Luncheon or Dinner. The National Advisor shall work with the conference staff to plan speakers and be the primary NBD contact.
- D. The CRC will work with the Conference Chairperson to arrange the number of time slots he or she shall need to conduct training sessions, bid presentations, and roundtables.
- E. One programming time slot will be reserved for the NRHH Business meeting.

- F. One programming time slot will be reserved for each corporate sponsor scheduled in separate programming sessions. The conference staff should work with each corporate sponsor to schedule their session.
- G. One programming time slot will be reserved for the RCC Training program, to be facilitated by the National Associate for Administration in consultation with the national conference staff.
- H. Programming time slots for NCC training shall be reserved for immediately following that NCC informational meeting. These reservations will be made by the NAA in consultation with the conference staff.

Article V CONFERENCE PUBLIC RELATIONS AND PUBLICATIONS

Section 1 Conference Public Relations and Promotional Plan

The National Conference Chairperson assisted by their staff is responsible for developing and implementing a promotional plan to market a National Conference to member and non-member schools. This would include designing ads for Regional and National newsletters.

Section 2 National Conference Notebook

A Conference Notebook will be published, to be handed out to delegates at the beginning of the conference. It must contain the following information in this recommended order:

- A. Front cover – year, theme, school, dates, etc.;
- B. Inside front cover – easy access conference schedule by day, time, location, etc.
- C. Introductory letters by the Conference Chairperson, and the National Chair including a welcome, key programming and entertainment ideas overview, and some sort of positive experimental statement;
- D. A table of contents;
- E. A listing of conference information, titled as information, potpourri, things to know, etc. to include a paragraph of information on:
 - 1. Parking;
 - 2. Information desk capabilities, hours;
 - 3. Telephone service information;
 - 4. Name tag information;
 - 5. Emergency numbers;
 - 6. T-shirt and photograph information (if applicable);
 - 7. Alcohol, quiet floor, and visitation information;
 - 8. Check-out responsibilities and procedures;
 - 9. Hospitality Information;
 - 10. Any other pertinent categories, such as snack bar, location of ATM, first aid services, etc.;
- F. An entertainment and food description page by event time, location, date, etc.;
- G. The Conference Staff listing of Chairpersons, with titles;
- H. The NBD listing, with titles and NACURH alphabet soup section (including corporate partner and conference sponsor);

- I. An NCC information page with location of Regional meetings (or Blanks to write in) and a special meeting agenda of the Corporate Business Meeting and the NRHH Business Meeting with locations, times, dates, and brief statement of purpose;
- J. A NACURH history page with a map of NACURH;
- K. The programs listing by session time. This should include programs by whatever defined category, with size limits, session presenter, location title, etc.;
- L. Any other pertinent programming information such as how small groups work, delegate responsibilities, etc.;
- M. Any acknowledgement to companies or people responsible for funding;
- N. Back cover – A university map. This should be on the very back, so delegates may very easily turn the notebook over to see the map.

Section 3 International Relations

The conference staff is responsible for displaying the national flags of all current member schools at any time a national flag is displayed by the conference staff. The conference staff is responsible for ensuring that all national anthems of member schools in attendance at the conference shall be played at any time the national anthem of any country is played as a part of the conference.

Article VI RISK MANAGEMENT

Section 1 National Conferences

- A. All conference events, including meetings, hospitality rooms and socials will end no later than 1am.
- B. No conference event, excluding breakfast, will begin prior to 8am.
- C. Conference teams are required to end the distribution of caffeinated beverages prior to 11pm.
- D. Conference teams are required to create a schedule to ensure they get ample rest.
- E. Host schools are responsible for knowing and following their institution policies regarding vehicle use.

Article VII NATIONAL POLICIES GOVERNING REGIONAL CONFERENCES

Section 1 Conference Bid Requirements and Procedures

- A. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC).
- B. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
- C. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
- D. Letters of Intent should be sent to the Regional Director prior to the conference at which the bid will be presented according to the timeline established by the region.
- E. At least 90 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Finance the

CRC, and the Regional Advisor. A Delegation Bracket budget will minimally include the break-even point. At the discretion of the Regional Finance Officer and Regional Director additional delegate attendance increments may be added.

- F. All bids submitted for regional conferences should include one electronic copy, in a format dictated by the NIC and the respective RBD, for the purpose of being stored in the Resource File Index (RFI).

Section 2 Content of Bid shall include, but not be limited to the following:

- A. A Signed Regional Host Acknowledgement shall be included in the bid. (This can be obtained from the Regional Director or the NACURH CRC.)
- B. A letter of support from a housing official, at the Assistant Director level or above, which acknowledges the school's commitment and responsibility for hosting a conference.
- C. A brief introduction and overview of the school. This would include such things as RHA, NRHH, regional and national activities, awards and involvement.
- D. Profile of the conference staff, including advisor(s).
- E. Conference timeline, including but not limited to, communications, registration deadline, late registration, and conference information.
- F. Conference schedule.
- G. Description of special events and keynote speakers.
- H. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If you have a conference cap, this must be included.
- I. Description of conference accommodations:
 - 1. Sleeping rooms
 - 2. Program rooms/facilities
 - 3. NCC, NRHH, Sub-regional meeting rooms
 - 4. Social gathering rooms
- J. Dining and Banquet options
- K. Safety and security plans and/or staffing pattern
- L. Budget should include, but no be limited to, the following:
 - 1. Conference add-on fee
 - 2. Housing costs
 - 3. Dining/food
 - 4. Banquet – food, awards, decorations
 - 5. Regional Board compensation
 - 6. Corporate Partner compensation
 - 7. VIP/NBD Compensation (optional)
 - 8. Transportation (airport, train, bus, and necessary shuttle info.)
 - 9. Programming – meeting rooms, A/V rental, supplies, etc.
 - 10. Entertainment
 - 11. Hospitality
 - 12. Speakers
 - 13. Awards
 - 14. T-shirt/Souvenirs
 - 15. Insurance

- 16. Administrative costs – phone, copies, postage, office supplies, reports (including wrap-up report)
- 17. Communication/publicity costs.
- M. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
- N. Appendix – could include registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used.

Section 3 Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, and Conference Chair to determine appropriate action, including possible expulsion from the conference.

Section 4 Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.

Section 5 Liability of NACURH and Disclaimer Statement

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 Regional Conferences.

Section 6 Delegate Disclaimer Statement

- A. I, _____(Name) in consideration of the _____ Affiliate of College and University Residence Halls, Inc. and the _____(Conference Host School) allowing me to participate in the ___ACURH ____ (Year) Conference hereby agree to the following: I release ___ACURH and _____(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the ___ACURH Conference. I agree to protect, hold harmless, and indemnify _____(Conference Host School) and their officers, agents, and employees against all claims, suits, liabilities, of demands for injuries to any person and/or property growing out of my participation in the ___ACURH ____ (year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by _____ (Conference Host School) or ___ACURH, their officers and agents, including acts of omission constituting negligence.
- B. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the Disclaimer statement by a National Conference host school must be approved by the CRC prior to sending out registration packets.

- C. This statement must be signed by each person attending the National Conference to be recognized as an officially registered delegate of the conference.

Section 7 Conference Drug and Alcohol Policy

- A. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that 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. All NACURH conferences, retreats, and meetings will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the Regional Advisor, Regional Director, and the Advisor from the school the student represents.
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the Regional Conference Notebook.

Section 8 Conference Fair Housing Policy

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

Section 9 Corporate Partners

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

Section 10 Reserved Program Time Slots

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

Section 11 Risk Management

- A. All conference events, including meetings, hospitality rooms and socials, will end no later than 1am.
- B. No conference event, excluding breakfast, will begin prior to 8am.
- C. Conference teams are encouraged to end the distribution of caffeinated beverages prior to 11pm.
- D. Conference teams are encouraged to have a schedule created for them regarding on and off periods to ensure that they get ample rest.

Section 12 Regional Conference American with Disabilities Act (ADA) Fee

- A. The ADA Compliance Conference Add-on Fee is due to the Regional Board at the close of each conference that it is in use and will be added to the Region's ADA Compliance Fund.
- B. The ADA Compliance Conference Add-on Fee for each Region shall be set by each Regional Board but may be no smaller than three (3) dollars and no larger than ten (10) dollars. A Region may increase their ADA Compliance Conference Add-on Fee above ten (10) dollars for any individual conference with a 2/3rds approval of their NCCs.
- C. Two (2) values shall be set to designate how funds are accumulated.
 - a. The first is the value where a Region must use the dedicated Add-on Fee:
 - i. Should the ADA Compliance Fund reach \$12,000, the Regional Board may choose to no longer charge the Add-on Fee.
 - ii. If the ADA Compliance Fund drops below \$10,000, the Regional Board 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.
 - i. The Region must contribute 25% of any conference excess to the ADA Compliance Fund until the ADA Compliance Fund exceeds \$3,000.
- D. Regions may contribute additional funds to the ADA Compliance Fund as long as they continue to comply with the above policy.

Article VIII FINANCES

Section 1 Monitoring of the Regional Conference Budget

- A. Conference Advisor and Regional Advisor will work in conjunction with Regional Associate Director for Finance and the Conference Financial Chair, and together will be responsible for monitoring the Conference Budget.
- B. Any increase or decrease in the conference budget of \$250 or more must be reported to the Regional Associate Director for Finance for approval.
- C. The Conference Chair shall be required to submit to the Regional Associate Director for Finance, Regional Director, and Regional Advisor, a fully updated conference budget each month through the conference closing.

Section 2 No Pay- No Key Policy

Regional Conferences will provide housing (keys) only to those delegations whose conference fees are paid in full.

Section 3 Conference Fee Refunds

Variable Costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.

Section 4 Waiver of Regional Conference Fees for NBD Members

The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for granting fee waivers.

Section 5 Regional Conference Deficit

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the Regional Affiliate. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in Section VII, sub section VII, the host school will be responsible for 100% of any debt incurred by the conference.

Section 6 Conference Excess

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

Section 7 Regional Conference Break-even Point

- A. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than a break-even factor of 80%. The conference attendance level used to develop the break-even point will only include the total number of delegates and advisors. This figure will exclude non-paying guest, members of the Regional Board of Directors, and national guest whose fees are absorbed by the conference budget.
- B. The break-even point shall be used to set the registration costs for the conference.
- C. A regional board may submit a request to the National Executive Committee to increase the break-even factor for an individual regional conference up to 85%.
- D. The requesting region must have at least 10% of the average cost of their last three regional conferences unencumbered in their savings and Vanguard accounts.
- E. The request must be submitted at least 120 days prior to the conference to the National Chair and must include the following information:
 - 1. Conference excess for the last three conferences.
 - 2. Conference attendance for the last three conferences
 - 3. Updated Regional Budget and Account Totals
 - 4. A tentative conference budget
- F. The National Chair shall discuss the request with the National Executive Committee and respond to the regional director within 25 days.
- G. In the case of an emergency, the Regional Board may reduce the break-even factor for an individual conference anytime prior to the finalization of a conference budget.

Section 8 Conference Add-on Fee

The Regional Conference will have a minimum fee (established by the region) that is charged per delegate to be included as a line item of the Regional Conference budget. This must be paid to the Regional Affiliate prior to the last day of the Regional Conference.

Section 9 Conference Wrap-up

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. All bills should be paid, accounts closed out, and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school.

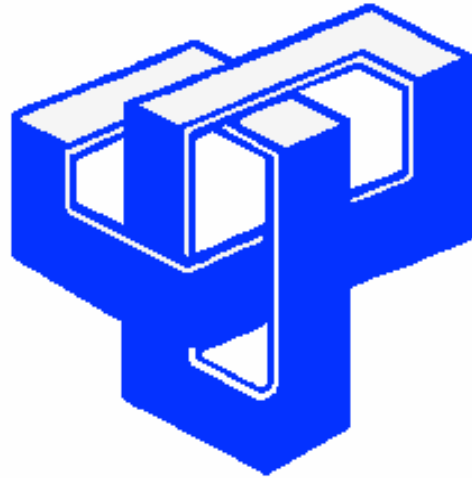
Conference host schools who do not comply with the 60 day policy shall be declared “not in good standing” with NACURH, Inc. and the relevant regional affiliate or until the wrap-up is complete.

Section 10 Wrap-up Report

- A. 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. The final wrap up report should contain the following information in order:
 - A. Introductory letter of the report by the Chairperson(s);
 - B. Table of Contents, with page numbers;
 - C. Conference Schedule;
 - D. Total number of delegates in attendance, further broken down by number of delegates per school;
 - E. List of all elected and/or appointed regional officers. 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. Finalized version of closed out conference budget;
 - I. Conference Chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
 - J. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities;
 - K. Committee Chairperson’s Job Reports with the following format:
 - a. General statement of committee responsibilities
 - b. 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;
 - c. Description of Conference Responsibilities;
 - vi. What happened to the conference;
 - vii. What activities the committee planned that occurred;
 - viii. A listing of critical reminders for the future planners;
 - d. Recommendation for the future;
 - ix. Suggested solutions to timeline problems;
 - x. Suggested solutions to conference responsibility problems;
 - xi. Evaluate your own participation level, with suggestions for better time utilization;
 - xii. An outline of ideas considered but not utilized;
 - e. Forms or form letters used.

- xiii. A blank Conference Evaluation and final conference evaluation results tabulated.
- L. The final copy 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 Regional Finance Officer, 1 copy to the Regional Director, 1 copy to the next conference host staff, 1 copy to the Regional Advisor, and 1 copy to the National Associate for Administration.

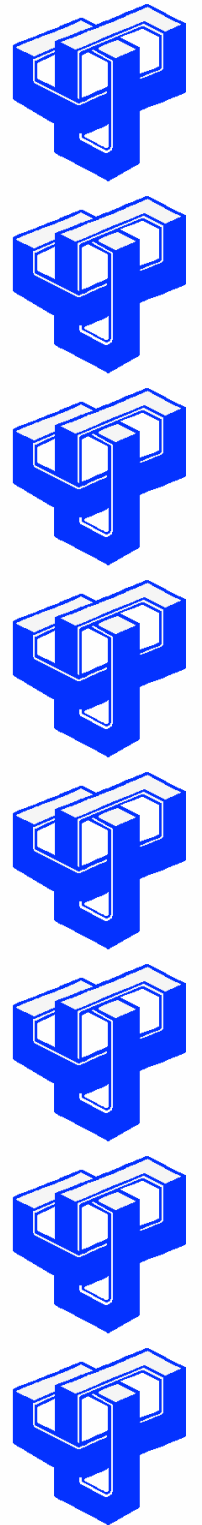
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Title X

Award Policies

**Last Revised
January 17, 2012**



Article I BID AWARDS

Section 1 Distribution and Eligibility

All awards (except for School of the Year) are optional and shall be given at the National Chair/NBD's discretion. All awards may be presented by the National Chair or his/her designee. Regional and No-Frills/Minis Conference Chairpersons are eligible to bid at the regional and national levels for NACURH awards, while all current Regional and National elected officers, the NACURH Conference Chairperson(s), NACURH NBD Liaison(s), National Office Directors and Associate Directors are ineligible to bid for NACURH Awards with the two exceptions being the Hallenbeck Service Award (which is open to Regional Advisors) and the NACURH Award (which is designed to recognize elected officers). In the case where a vacancy of a normally elected position is appointed, and the appointment term overlaps with the award timeline, that person shall also be ineligible. 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 nominations.

Section 2 Bid Submission

All bids submitted for NACURH awards must be submitted by the means decided by the National Chairperson by April 15th. These means will be communicated by March 15th.

Section 3 Individual Awards

A. Eligibility

One nominee per region is allowed and nominated must be submitted to the NBD in writing. Title pages are not included in the page count, but must include the award name, nominee name, institution, and region. Dividers are included in the page count. All bids must contain page numbers. All nominees (with the exception of the Hallenbeck Service Award and Advisor of the Year) must be a student at a member school in good standing and live in an on-campus housing unit. Nominees for Student of the Year may not have been an NCC in the past year. Nominees for NCC of the Year must have completed or are currently completing an entire term of office as NAA as prescribed by their host schools governing body. Nominees for the Advisor of the Year award must be a RHA Advisor, or other residence life advising position on their campus. Persons may only be nominated for one NACURH award.

Note: Bids are to be judged based on content of information. Page numbers and double-sided duplications are to be employed as required criteria for ease in review of bids.

B. Distinguished Service Award

Purpose: This award was designed to recognize distinguished student leadership while serving NACURH, its Affiliates, and member schools over a several year period.

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

Selection: Recipients will be selected by the National Awards Selection Committee.

Award: This award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one award may be given each year.

Award Criteria:

- A. Campus, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
- B. Recognition received through awards: campus, regional, and national.
- C. Participation in campus, regional, and national services.
- D. Participation in conferences: attendance, presenting programs, etc.
- E. The bid must include a letter of good standing from a university official of the nominees host institution

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

C. First Year Experience Award

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

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

Selection: Recipients will be selected by a committee consisting of one RCC from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.

Award: The winner shall receive a plaque at the closing ceremonies of the National Conference.

Bid Requirements:

- A. Recipient of the FYE award must be of freshman status or in their first year living in the residence halls, either at current or previous institution (may have just completed their first year within 60 days of the National 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 s/he should be honored with the First Year Experience Award.
- D. The bid must include a letter of good standing from a university official from the recipient's host institution.
- E. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
- F. The bid shall include a list of collegiate accomplishments and involvement.

Recommended criteria, but not required:

- A. Involvement at the regional or national level (i.e. community service, NRHH, program presentations, at conferences, campus organizations, case study, etc.).
- B. Academic Honors (i.e. Deans List, scholarships, etc.).
- C. Community involvement.

Recommended:

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

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

D. Hallenbeck Service Award

Purpose: 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.

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

Selection: Recipients will be selected by the National Awards Selection Committee.

Award: The award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds from the National Budget. A maximum of one (1) award per year may be given out.

Award Criteria:

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

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

E. On Campus Marketing (OCM) Student of the Year Award

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

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

Selection: Recipients will be selected by the National Awards Selection Committee.

Award: The winner shall receive a plaque and a \$100 dollar check to be applied towards induction into the NACURH Alumni Association or a scholarship. A maximum of one national award per year may be given.

Award Criteria:

- A. Award shall be judged based on the time period from NACURH to NACURH.
- B. Service to campus housing organizations.
- C. Recognition through awards: campus, regional, and national services.
- D. Participation in campus, regional, and national services.
- E. Participation in conferences: spirit and attendance, and participation in meetings and programs.
- F. The bid must include a letter of good standing from a university official from the nominee's host institution.

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

F. On Campus Marketing (OCM) NCC of the Year Award

Purpose: Recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.

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

Selection: Recipients will be selected by the National Awards Selection Committee.

Award: The award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one award may be given each year.

Award Criteria:

- A. Term of office for award purposes shall be from NACURH to NACURH.
- B. Regional and national correspondence.
- C. Recognition through awards: campus, regional, and national services.
- D. Participation in campus, regional, and national services.
- E. Participation in conferences: delegation building, spirit and attendance and participation in meetings and programs.
- F. The bid must include a letter of good standing from a university official of the nominees host institution

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

G. Valerie Averill Advisor of the Year Award

Purpose: Recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising capacity to a residence hall leadership group

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

Selection: Recipients will be selected by the National Awards Selection Committee.

Award: The award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds

from the National Budget. A maximum of one (1) award per year may be given out.

Award Criteria:

- A. Award shall be judged on the period from NACURH to NACURH
- B. Campus, regional, and national involvement (i.e. Regional Board, conference staff, etc.)
- C. Award shall include the nominee's job and/or position description as an advisor
- D. Recognition through awards: campus, regional, and national
- E. Participation in campus, regional, and national services
- F. Participation in conference: attendance, presenting programs, etc.
- G. Success in advising their student group.

Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

H. President of the Year Award

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

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

Selection: Recipients will be selected by a committee consisting of one RCC from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.

Award: The winner shall receive a plaque at the closing ceremonies of the National Conference.

Award 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 services.
- D. Participation in campus, regional and national services.
- E. Participation in conferences: spirit and 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:
 - a. A letter of good standing from a professional university official of the recipient's host institution
 - b. A letter of support from the nominee's residential housing

organization
Submission: Bids will be uploaded onto the NACURH website in a timeline as dictated by the National Chair.

I. NRHH Member of the Year Award

Purpose: This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations.
Selection: Recipients will be selected by the Associate Directors for NRHH.
Criteria: Refer to the NRHH National Policy Book for more information.

Section 2 School Awards

A. Eligibility

Any NACURH member school in good standing may submit a bid for a school award. The awards shall have an eligibility period for NACURH Conference to NACURH Conference. The bid must be typed and double sided; with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.). Covers are not included in the page count, dividers are included. All bids must contain page numbers.

Note: Bids are to be judged based on content of information. Page numbers and double-sided duplication are to be employed as required criteria for ease in review of bid.

B. Commitment to Diversity

Purpose: The Commitment to Diversity Award is given to a school that involved as student-directed yearlong campus wide commitment to awareness and education of residential students concerning diversity issues.
Pages: Bids will be no longer than thirty (30) pages (10-12 point type). All bids submitted for NACURH awards must be submitted by the means decided by the National Chairperson by April 15th. These means will be communicated by March 15th.
Selection: Recipients will be selected by a committee consisting of one regional board member from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.
Award: The award will be presented at the closing banquet of the National Conference, with the winning school receiving a permanent plaque. A maximum of one (1) award per year may be given.

Award Criteria:

A. Introduction

- a) Diversity Mission Statement for Residence Life and the campus
- b) Your campus' approach to diversity and to diversity issues
- c) How/Why the approach was developed?
- d) How students were involved in the development
- e) How the university officials were involved in the development
- f) Statistics of diversity at your campus
- g) Need for diverse programming (campus needs assessment on diversity)

- h) How else are these needs addressed (by additional departments/programmers)?
- B. Goals in regard to your campus' approach to diversity
 - a) Who was involved in establishing goals?
 - b) Were the goals achieved?
 - c) Were the goals realistic with respect to diversity and the student(s) needs?
 - d) Were these goals established this year, or are these goals the same from year to year?
- C. Programs
 - a) List and provide a brief (couple of sentences) description on various diversity programming at your campus (Residence Life and campus)
 - b) Choose a maximum of five programs to discuss in length (maximum of three pages per program)
 - c) For each program discuss the following:
 - i. Relatedness
 - a) Who was the target population?
 - b) How did it relate to the needs of your campus?
 - ii. Prove effectiveness
 - a) How successful was the implemented program?
 - b) How was the evaluation of the program or concept carried out?
 - c) Number of participants
 - iii. Effects of the program
 - a) Who did the program effect?
 - b) What was the effect?
 - c) Any feedback you can provide from students (i.e. quotes of the support)
 - iv. Description
 - a) Number of people needed to organize
 - b) Time spent planning the program
 - c) Planning process
 - d) Goal of the program

C. NACURH National School of the Year

Purpose: The NACURH National School of the Year Award is the highest honor member schools can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and affiliated groups, as well as contributions on regional and national levels.

Pages: Bids will be no longer than thirty (30) pages (10-12 point type). All bids submitted for NACURH awards must be submitted by the means decided by the National Chairperson by April 15th. These means will be communicated by March 15th.

Selection: The Regional Directors vote on one national recipient at the annual NACURH conference.

Award: The winner shall receive a plaque at the closing ceremonies of the NACURH Conference.

Criteria for Selection:

- A. Campus Level (45%)
 - a) Structure and organization of residence hall government.
 - b) Goals and programs accomplished (emphasis on new programs and organizational growth).
 - c) Perceived student benefits from residence hall government.
 - d) Community service
 - e) Addressing challenging issues
 - f) Other residence hall groups
 - g) Communication of residence hall government, residence hall staff, and administration
 - h) Budget
- B. Regional Level (25%)
 - a) Representation at regional conferences
 - b) Communication with regional member schools
 - c) Involvement in regional projects
 - d) Bids for regional awards
 - e) Number of regional OTM winners
 - f) Communication with regional officers
 - g) Representation at regional business meetings
 - h) State involvement (if applicable)
 - i) Hosting a regional Officer or conference
- C. National Level (25%)
 - a) NIC requests
 - b) NRHH Chapter
 - c) Representation at National Conference
 - d) Representation at national business meetings
 - e) Number of national OTM winners
 - f) NIC report
 - g) Bids for national awards (POY, SALT, etc.)
 - h) Communication with member schools
 - i) Communication with national officers
 - j) Payment of dues
 - k) Intangibles; spirit and involvement of students
 - l) Hosting a national office, national officer, and/or national conference
- D. Miscellaneous (5%)
 - a) Letters of support
 - b) Adherence to format
 - c) Appearance/neatness
 - d) Conciseness

School of the Year Judging Guidelines:

- A. Structure and organization of the RHA
 - a) What kinds of liaisons are there from the central level to each hall?
 - b) What kinds of liaisons are there to other campus groups?
 - c) What kinds of communication lines go to each hall (e.g. newsletters, etc.)?
 - d) Does the bid describe the purpose of the RHA?
 - e) Does the RHA structure contribute to the goals of the organization?
- B. Goals and programs accomplished

- a) Did the school establish goals at the beginning of the year?
 - b) Did the school follow through and achieve the goals they had set?
 - c) Did the goals and accomplishments enable the school to rise above what had been done in previous years?
 - d) What kinds of new programs were established?
 - e) Were the programs just new to the school, or were they entirely new programs never done before?
 - f) Did the RHA provide campus-wide programming?
 - g) Did the RHA provide programming that enabled their group to build group cohesiveness (e.g. activities for the RHA members)?
 - h) Did any programs provide leadership training to the members?
 - i) Were there any programs specifically addressing the hall council concerns?
 - j) Just as a point of reference, how many programs did RHA provide? How many were educational (diversity awareness, alcohol and substance abuse education, NACURH related theme weeks/months, AIDS/sexual awareness, responsive programs, etc.), social (movie nights, recreational activities, etc.), arts and cultural (theater, music, etc.), or community service (philanthropic, community related topics)?
- C. Perceived student benefits from RHA
- a) Are the accomplishments of this candidate impacting students in the halls? To what extent?
 - b) Are the students participating in RHA gaining new insights based on their participation? To what extent?
 - c) Is RHA actually “improving the way of life on campus”? How so?
- D. Community Service
- a) Is the RHA giving something back to the university community? To what degree?
 - b) What is the number of activities for philanthropies?
 - c) Is the RHA giving something back to the community surrounding the university? To what degree?
 - d) Are there any philanthropic events that not only raise funds or ask for time, but also raise awareness?
- E. Addressing Challenging Issues
- a) Are the students proactive in addressing programming around challenging issues?
 - b) Are the students sensitive to significant world/community/university events that they response to with programming or education?
 - c) Is the school sensitive in program planning to related issues?
 - d) Are issues unique in nature?
 - e) Is the RHA utilizing on-campus resources (if any) to address the issues?
- F. Other residence hall groups
- a) What other groups besides RHA are active in the halls? How have they contributed?
 - b) Are other groups on campus being utilized in program planning? (i.e. staff support, monetary contributions, etc.)
- G. Communication of Regional and National information to RHA, Residence Life, and Administration

- a) Are students communicating information effectively to staff?
 - b) Does the school's RHA get support for NACURH-related activities from their administrators because students are proactive and involved?
 - c) Is there an ambivalent or positive relationship with hall staff members? Do they work together toward the common goal of improvement of way of life on campus?
- H. Budget/financial resources
- a) Are they doing a lot of stuff with a limited budget?
 - b) Are they doing enough with a large budget?
 - c) How much money allocated will receive direct student benefit (i.e. programming, conference attendance, money for hall improvements, etc.)?
 - d) Is the majority of the money spent remunerating participation in RHA, or on student need?
- I. Representation at conferences
- a) How many conferences were attended? How many delegates attended? Were they "good" delegates?
 - b) Did the school complete a display? Compete in the case study? Compete for spirit awards?
 - c) How many programs were attended/presented by delegates? How did the delegates apply what they learned on their campus?
 - d) Did the school bid for or win any awards?
 - e) Was the delegation a unified group?
- J. Communication with the region
- a) How much correspondence occurred throughout the year?
 - b) Are they willing to share their experience, so as to enable other member schools to benefit?
 - c) Have they enlisted other member schools to provide them with information?
 - d) Have they worked with other member schools on projects, or traveled with them to conferences?
 - e) Has the school assisted in recruiting new member schools?
- K. Regional/NACURH involvement
- a) Are the student leaders willing to take on other projects that will impact the whole region? To what extent?
 - b) Does the school actively communicate with regional officers? With NACURH officers?
 - c) Was the school represented at all conferences? At all business meetings? By whom?
 - d) Do any students hold regional/NACURH positions?
 - e) Did the school bid for/host a conference?
 - f) Did the school bid for/host a NACURH office?
- L. Use of NACURH services
- a) Does the school have an NRHH chapter? How effective was it?
 - b) Has the school effectively used the NIC?
 - c) Did the school submit registration, dues, and an NIC report on time?
- M. OTMs
- a) Is the school participating in the OTM program?

- b) How many OTMs have been submitted this year? How many have won?

N. Bid Format

- a) Are they concise and to the point, or is there a lot of fluff?
- b) Is the bid neat and easy to read? Easy to understand?
- c) Is the bid year specific?
- d) Does it exceed the page limit? Are the pages numbered?
- e) Is the bid in 10-12 point type? Did they use ultra-small font to cram in additional information?
- f) Is the bid sensitive to environmental issues? Is it recyclable?
- g) Are the letters of support from people who are qualified to speak on RHA's behalf? Do they speak well of RHA?

O. Intangibles

- a) Is this a school you can't help but love?
- b) Are the students spirited about their RHA? About their school? About NACURH?
- c) How much did the organization grow? Is there a significant change in relation to school size? Is the school setting a new standard or meeting the norm?

D. NACURH National Building RHA of the Year

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

Pages: Bids will be no longer than twenty (20) pages (10-12 point type). All bids submitted for NACURH awards must be submitted by the means decided by the National Chairperson by April 15th. These means will be communicated by March 15th.

Selection: The Regional Directors vote on one national recipient at the annual NACURH Conference.

Award: The winner shall receive a plaque at the closing ceremonies of the National Conference.

Criteria for Selection:

A. Campus Level

- a) How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
- b) Goals and objectives
 - i. What were your goals and objectives?
 - ii. How were these goals achieved, and what else was accomplished?
 - iii. How did these differ from the previous year?
- c) Structure of RHA
 - i. How has your structure grown from previous years?
 - ii. What are the benefits of your current RHA structure?
- d) Miscellaneous
 - i. How have you addressed challenging issues?

- ii. How has your level of regional/national involvement benefited you RHA?
- iii. Growth from previous years (programs, membership organization development, and positive trends.)

B. Regional Involvement

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

C. National Involvement

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

D. Letters of support

E. Outstanding Advocacy Initiative Award

- Purpose:** This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. Advocacy is defined as, but not limited to, any change occurring as a result of student influence that lead to an increased safety, awareness, acceptance, or contribution on a campus or community-wide level.
- Pages:** Bids will be no longer than fifteen (15) pages with an additional five (5) letters of recommendation and a ten (ten) page appendix, double-sided, with a page defined as a side with print, covers are not included in the page count, dividers are included. Thus, the bid in total must not exceed thirty (30) pages. Any bid that goes over the 30-page limit will be disqualified. All bids submitted for the NACURH awards must be submitted by the means decided by the National Chairperson by April 15th. These means will be communicated by March 15th.
- Selection:** Recipients will be selected by a committee consisting of one regional board member from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.
- Award:** The award will be presented at the closing banquet of the national conference, with the winning school receiving a

permanent plaque. A maximum of one (1) award per year may be given.

Award Criteria:

A. Introduction

- a) What are the needs and characteristics of your campus?
- b) What are the needs and characteristics of your RHA?
- c) Explain why this initiative qualifies as advocacy and the necessity of the initiative.
- d) Explain your organization's approach to and support of this advocacy effort
- e) How involved were students in this initiative?
 - i. Who proposed this initiative?
 - ii. What were the underlying concerns?

B. Goals

- a) How did you establish the need to advocate for this initiative?
- b) How goals were established with the residential and campus community?
- c) Who was involved in establishing these goals?
- d) When were these goals established?
- e) Explain how the goals were achieved, as well as any goals that were not achieved.

C. Implementation

- a) Explain the step-by-step process for the execution of this initiative
 - i. Provide a timeline
 - ii. Provide a budget
- b) Who was involved in the implementation? (Professional staff, student groups, etc.)
- c) How did the overall advocacy efforts of your organization meet the needs of the student population
- d) How many students partook in this initiative
- e) Explain the effect these efforts changed the campus population

E. Effect on campus

- a) Who did the advocacy efforts impact?
 - i. How many students participated?
 - ii. How did it change the target population and culture on campus?
 - iii. What professional staff did it impact?
- b) How effective was the implementation?
- c) How did the advocacy efforts affect the residents on campus?
- d) How many students partook in this initiative? More specifically, how many residents?
- e) What is the long-term impact of this initiative on campus?
 - i. How did you measure this (Both quantitatively and qualitatively)
- f) How did you evaluate the impact? (student quotes, statements, policy changes, etc.)

F. Conclusion

- a) What is the effect of those efforts on your campus as well as your organization?
- b) How did you evaluate the effect on campus? Please provide examples.

- c) What did you and your organization learn from this experience?
- d) How can the execution of this initiative be improved?
- e) If you could change anything about the initiative, what would it be? Please explain.
- f) How is this initiatives adaptable to other campuses?
- G. Letters of support (maximum of five (5) pages)
 - a) RHA/NRHH Chapter
 - b) Professional staff member
- H. Appendix (maximum of ten (10) pages)
 - a) Mission statement from RHA constitution, etc.
 - b) Publicity items
 - c) Article clippings
 - d) Correspondence
 - e) Of the Month submissions
 - f) Other applicable items

F. NRHH Outstanding Chapter of the Year

- Purpose:** The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH Chapter can attain. The award recognized outstanding achievements of an NRHH chapter on the campus, regional and national levels.
- Selection:** Recipients will be selected by the Associate Directors for NRHH
- Criteria:** Refer to the NRHH National Policy Book for more information.

G. NRHH Building Block of the Year

- Purpose:** The NRHH Building Block Chapter of the Year award is given to the chapter that shows outstanding growth and development during the year of nomination.
- Selection:** Recipients will be selected by the Associate Directors of NRHH.
- Criteria:** Refer to the NRHH National Policy Book for more information

Section 3 NACURH/ACUHO-I Daniel Siler Program of the Year Award

A. Purpose

1. Named after Daniel Siler, a beneficial contributor to NACURH and an excellent programmer who's programs were consistently winners of Top Program Awards; NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program Of the Year (POY) Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists in student programming.
2. The excellence of this recipient is also recognized and co-sponsored by the Associate of College and University Housing Officers – International (ACUHO-I), along with NACURH, will provide a means by which the POY recipient will present their program at the ACUHO-I annual conference.

B. Selection Process

1. The NACURH CRC is responsible for publishing the process and application for POY by October 1 of each academic year. The forms will be distributed through email, list serves, the NACURH website and any other electronic method that is available.

2. The application will consist of the following information and must be fully completed (as per instructions on form) in partnership with the school's bid for consideration:
 - i. Award purpose and description
 - ii. Information on the selection process
 - iii. Timeline
3. Application form – a form including all necessary information about the program and the presenters must be completed by the school.
4. Presenter's Commitment Verification Form – a form verifying the presenter's commitment to attend the NACURH and ACUHO-O National Conference and present the program must be completed by the student presenter and the school's advisor.
5. Newsletter article – schools must submit a 500-1000 word article describing the who, what, where, why, when, and how of the program that they are submitting. This article must be separate from the bid and is submitted to be part of a national newsletter. There are no specific requirements for the actual format of the article; however a quality article will provide adequate information for another campus to use in developing a similar program.
6. Any member school in good standing with the NACURH and their regional affiliate may submit one program per year in the form of a bid to be considered for this award. Members must be in good standing at the time of due date for the bid.
7. The program must have occurred from December 2-December 1 of the year that the bid is due (for example, bids due for the 2020 POY award must have occurred from December 2, 2018-December 1-2019).
8. The nominated POY may be of a community service, diversity, educational, or social nature. Regardless of the nature, the bid must include some indication of how the program was also educational regarding student leaders or students in general. The educational impact has historically been an important consideration by member of the NBD.
9. All bids and accompanying paperwork (designated above) are due by 11:59:59pm on December 1. Time zone will be based on that of the location of the CRC. Any item missing will render the nomination disqualified.
10. All bids must be submitted online to the NACURH website.
11. All bids must be submitted in PDF format based on the technical stipulation given by the NIC.
12. The NIC is responsible for managing the upload of all bid submissions.
13. Based on the timeline, the CRC is responsible for confirming receipt of all paperwork and bids to each school.
14. The CRC will also be responsible to coordinate and communicate with the NBD and schools regarding bids that do not meet policy requirements.
15. Once all bids have met qualifications for consideration, the CRC will provide information to the NBD on accessing the bids.
16. The National Chair will decide on the overall process for screening the bids. He/she may choose to consult with member of the NBD, but will make the final decision on the screen process.

17. At the Semi-Annual Conference, the NBD will select two finalists for the POY award.
18. Should the NACURH conference occur close to (less than 2 weeks), or after the ACUHO-I conference, the NBD shall choose a national recipient at the Semi-Annual Conference following the same procedures listed above. The final decisions will be based solely on the written bid.
19. All schools submitting bids will be notified of the results by January 25th by the CRC.
20. Finalists will be asked to present their program to the NBD at the National Conference.
21. The winner will be chosen by the NBD based on the presentation. The written bid will not be considered when deciding the recipient of the POY award.
22. The winner will be announced at the banquet of the national conference and presented with a plaque as a form of permanent recognition of their outstanding program.
23. The winning school will also be requested to present the POY at the upcoming ACUHO-I Annual Conference.
24. The CRC will work to coordinate registration and presentation at the ACUHO-I conference. The winning school must work on their own travel, lodging and meals.

C. Bid

1. All entries must submit a written document of their program in the form of a bid.
2. Bids will be no longer than twenty (20) pages, double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers are not included in the page count, dividers are included. Thus, the bid in total must not exceed 21 pages. Any bid that goes over the 20-page limit will be disqualified.
3. The bid must use 10-12 point font throughout, with the exception of graphics and titles.
4. Each page of the bid, with the exception of the cover, must contain page numbers. This includes letters of recommendations. Bids that do not meet this requirement will be disqualified.
5. The bid must contain a Table of Contents that clearly lists, at minimum, the required sections noted in “8”
6. Entries may also include additional information with their program of non-written media (i.e. photos, graphics, publications, charts, websites, etc.), however, this non-written information must be part of the actual substance and implementation of the specific program being submitted.
7. The bid should contain correct grammar and spelling; and be neat, concise, clear, and readable.
8. The bid must contain the following sections. Bids that do not meet this requirement will be disqualified.
 - a) Section One: Introduction and Overview
 - i. Write a one-paragraph summary of the POY nomination that could be used in describing the nomination as a conference program session.

- ii. Describe how the program originated.
 - iii. Describe the educational component of the POY
 - iv. Describe whom the program was designed for and the individuals that benefited from the program
 - v. Describe the goals and objectives of the POY nomination
 - vi. Describe the specific student needs that this program attempts to address
 - vii. Describe the relatedness to residence hall students/residence hall setting of the POY nomination.
 - viii. Describe what makes this program unique
- b) Section Two: Content and planning
- i. Describe the who, what, where, why, when and how of the program.
 - ii. Describe how students were involved in the conception, planning and overall presentation of the program.
 - iii. Describe the planning process used in development of the POY.
 - iv. Describe how the program was marketed. Provide samples of advertising.
 - v. Describe the resources used in developing the POT, including information on the following:
 - 1. Budget – provide a budget, with specific line items and funding sources. Describe how costs changed or how they were met
 - 2. Supplies – list the supplies used and/or need to implement the program
 - 3. Personnel – describe how many students were involved and their specific roles in the conception, planning, and overall presentation of the program.
 - 4. Campus/Community resources that were used to plan and present the program
 - vi. Describe how this program affected students. Include the lasting affects that the program may have made.
 - vii. Describe how your POY relates to the ACUHO-I conference delegates.
- c) Section Three: Evaluation
- i. Describe the program successes
 - ii. Describe the program improvement that can be made and what your school would do differently if they were to present the program again.
 - iii. Describe the type of evaluation tool used; and how it was implemented and collected.
 - iv. Describe the uniqueness of the program in presentation style – new twists to old concerns
 - v. If you did not use an evaluation tool for your program, explain why
- d) Section Four: Conference Presentation

- i. Describe how you would present this program in a conference session format. Include an outline with time allotments
- ii. Describe any media that you would use in your conference presentation. Share why you chose to use the specific media(s) chosen
- iii. Describe any handouts and written materials that you would use in your conference presentation to give to participants. Share why you chose to use the specific hand out(s) chosen.
- iv. Describe, if any, the differences in presentation of the program at a NACURH conference versus the ACUHO-I conference.

D. Program Presentation at NACURH Conference

1. The NBD will choose the recipient of the national award based on the final presentation at the NACURH Conference. The oral presentation shall not exceed sixty (60) minutes, after which a question and answer period, not exceeding fifteen (15) minutes, will be held. It is suggested that finalists use the information listed in Letter C, Number 8 as criteria to be used in their presentation. Additional to the above, the NBD will use the additional non-required criteria in its final decision to compare the finalists:
 - a) How chronological was the information that was presented?
 - b) Was the program presented in a professional manner?
 - c) How creative was the presentation? Were costumes and/or props used? What additional items were used to provide delegates of the overall success in implementation of the program? If so, how did these items relate to the program and help in providing the audience an understanding of the use of the items
 - d) Was there audience participation/interaction in the presentation? If so, how did the audience participation/interaction relate to the successful presentation of the program?
 - e) Were there media and handouts that were used? If so, how did these items relate to the program and help in providing the audience an understanding of the use of the items.

E. Finances

1. The winning school shall be reimbursed up to a maximum of \$2000 for expenses incurred in sending a maximum of two (2) representatives to both the professional conference and NACURH. Receipts must be submitted no later than sixty (60) days after the second conference attended.

Section 4 NACURH/ACPA Student Award for Leadership Training

A. Purpose

1. The purpose of the Student Award for Leadership Training (SALT) is to reward student leadership training programs in the residence halls.
2. The excellence of this recipient is also recognized and co-sponsored by the American College Personnel Association (ACPA), the professional counterpart of NACURH. ACPA, along with NACURH, will provide a means by which the SALT recipient will present their program at the ACPA annual conference.

B. Selection Process

1. The NACURH CRC is responsible for publishing the process and application for SALT by October 1 of each academic year. The forms will be distributed through e-mail, list serves, the NACURH web site and any other electronic method that is available.
2. The application will consist of the following information and must be fully completed (as per instructions on form) in partnership with the school's bid for consideration:
 - a) Award purpose and description
 - b) Information on the selection process
 - c) Timeline
 - d) Application form – a form including all necessary information about the program and the presenters must be completed by the school.
 - e) Presenter's commitment verification form – a form verifying the presenter's commitment to attend the NACURH and ACPA annual conferences and present the program must be completed by the student presenter and the school's advisor.
 - f) Newsletter article – schools must submit a 500-1000 word article describing the who, what, where, why, when and how of the program that they are submitting. This article must be separate from the bid and is submitted to be part of the national newsletter. There are no specific requirements for the actual format of the article; however a quality article will provide adequate information for another campus to use in developing a similar program.
3. Any member school in good standing with NACURH and their regional affiliate may submit one program per year in the form of a bid to be considered for this award. Members must be in good standing at the time of due date for the bid.
4. The program must have occurred from December 2-December 1 of the year that the bid is due (for example, bids due for the 2010 SALT award must have occurred from December 2, 2018-December 1, 2019)
5. All bids and accompanying paperwork (designated in Section 2, B) are due by 11:59:59pm on December 1. Time zone will be based on that of the location of the CRC. Any item missing will render the nomination disqualified.
6. All bids must be submitted online to the NACURH web site.
7. All bids must be submitted in PDF format based on the technical stipulation given by the NIC.
8. The NIC is responsible for the upload of all bid submissions.
9. Based on the timeline, the CRC is responsible for confirming receipt of all paperwork and bids to each school.
10. The CRC will also be responsible to coordinate and communicate with the NBD and schools regarding bids that do not meet policy requirements.
11. Once all bids have met qualifications for consideration, the CRC will provide information to the NBD on accessing the bids.
12. The National Chair will decide on the overall process for screening bids. He/she may choose to consult with members of the NBD, but will make the final decision on the screening process.

13. At the Semi-Annual Conference, the NBD will select the recipient of the national SALT.
14. All schools submitting bids will be notified of the results by January 25th by the CRC
15. The winner will be asked to present their program to the NBD at the annual conference
16. The winner will be announced at the banquet of the annual conference and presented with a plaque as a form of permanent recognition of their outstanding program.
17. The winning school will also be requested to present the SALT at the upcoming ACPA annual conference that occurs sometimes in February-March.
18. The CRC will work to coordinate registration and presentation at the ACPA conference. The winning school must work on their own travel, lodging and meals.

C. Bid

1. All entries must submit a written document of their program in the form of a bid.
2. Bids will be no longer than twenty (20) pages, double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers are not included in the page count, dividers are included. Thus, the bid in total must not exceed twenty-one (21) pages. Any bid that goes over the 20-page limit will be disqualified.
3. The bid must use 10-12 point font throughout, with the exception of graphics and titles.
4. Each page of the bid, with the exception of the cover, must contain page numbers. This includes letters of recommendations. Bids that do not meet these requirements will be disqualified.
5. The bid must contain a Table of Contents that clearly lists, at minimum, the required sections noted in number “8”. Note, the Tables of Contents does not need to be its own page. Bids that do not meet these requirements will be disqualified.
6. Entries may also include additional information with their program of non-written media (i.e. photos, graphics, publications, charts, websites, etc.). However, this non-written information must be part of the actual substance and implementation of the specific program being submitted.
7. The bid should contain the following sections. Bids that do not meet this requirement will be disqualified.
8. The bid must contain the following sections. Bids that do not meet this requirement will be disqualified.
 - a) Section One: Introduction and Overview
 - 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 how the program originated
 - c) Describe the educational component of the SALT
 - d) Describe whom the program was designed for and the individuals that benefited from the program

- e) Describe the goals and objectives of the SALT nomination
- f) Describe the specific student needs that this program attempted to address
- g) Describe the relatedness to residence hall students/residence hall setting of the SALT nomination
- h) Describe what makes this program unique
- b) Section Two: Content and Planning
 - a) Describe the who, what, where, why, when, and how of the program
 - b) Describe how students were involved in the conception, planning and overall presentation of the program.
 - c) Describe the planning process used in development of the SALT.
 - d) Describe how the program was marketed. Provide samples of advertising.
 - e) Describe the resources used in developing the SALT, including information on the following:
 - i. Budget – provide a budget, with specific line items and funding sources. Describe how costs changed or how they were met.
 - ii. Supplies – list the supplies used and/or needed to implement the program.
 - iii. Personnel – describe how many students were involved and their specific roles in the conception, planning and overall presentation of the program.
 - iv. Campus/community resources – describe the campus/community resources that were used to plan and present the program.
 - f) Describe how this program affected students. Include the lasting affects that the program may have made.
 - g) Describe how your SALT related to the ACPA conference delegates.
- c) Section Three: Evaluation
 - a) Describe the program successes
 - b) Describe the program improvements that can be made and what your school would do differently if they were to present the program again.
 - c) Describe the type of evaluation tool used; and how it was implemented and collected.
 - d) Describe the uniqueness of the program in presentation style – new twists to old concerns
 - e) If you did not use an evaluation tool for your program, describe why.
- d) Section Four: Conference Presentation
 - a) Describe how you would present this program in a conference session format. Include an outline with time allotments.
 - b) Describe, if any, the differences in presentation of the program at a NACURH conference, versus the ACPA conference.

D. Program Presentation at NACURH Conference

1. In presenting at the NACURH annual conference, it is suggested that the winning school use the information listed in Letter C, Number 8 as criteria in their presentation. The oral presentation shall not exceed sixty (60) minutes, after which a question and answer period will be held. Additional to the above, the following is suggest, but not required:
 - a) Make special note of the chronological order of the information that will be presented
 - b) Be creative in your presentation. Costumes and/or props, etc. may be used.
 - c) Use the audience as a part of the presentation
 - d) Use media and handouts as a part of the presentation

E. Finances

1. The winning school shall be reimbursed up to a maximum of \$2000 for expenses incurred in sending a maximum of two (2) representatives to both the professional conference and NACURH. Receipts must be submitted no later than sixty (60) days after the second conference attended.

Section 5 Awards Presented Only in Distinct Situation

A. Stoner Distinguished Service Award

This award, named at Dr. Ken Stoner, past NACURH President and past NACURH Advisor, is to recognize distinguished service and dedication to the NACURH organization. The nomination may be made by any member of the NBD to the board and shall be selected by the NBD. A plaque shall be presented to the recipient by the Chair. This award is not meant to be an annual presentation, but only for those who have gone above and beyond with the NACURH organization.

B. The NACURH Service Award

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

Article II ANNUAL CONFERENCE AWARDS

(Note: The following awards are announced at the closing banquet of the Annual Conference)

Section 1 Best School Display

- A. The National Chairperson appoints a committee, with the suggestion that Regional Associate Directors participate, to select the winner. This committee's decision is subject to the approval of the NBD. The following criteria shall be followed:
 - a) Creativity/originality 10%

- b) Relation to the conference theme 10%
- c) Aesthetic value/general appearance 10%
- d) Description information/handouts 20%
- e) Relevant information about RHA and halls 50%

Section 2 Best School Banner

- A. The National Chairperson appoints a committee, with the suggestion that Regional Associate Directors participate, to select the winner. This committee’s decision is subject to the approval of the NBD. The following criteria shall be followed:
 - a) Creativity/originality 40%
 - b) Aesthetic value/general appearance 20%
 - c) Relation to conference theme 30%
 - d) Visibility of school name and/or RHA 10%

Section 3 Best Regional Display/Banner

- A. The best regional display and banner award will be judged by a committee consisting of ex-officio NBD members and awarded at the National Conference. This committee’s decision is subject to the approval of the NBD. The following criteria shall be followed:
 - a) Creativity/originality 10%
 - b) Relation to the conference theme 10%
 - c) Aesthetic value/general appearance 10%
 - d) Description information about region 20%
 - e) Relevant information about member schools 50%

Section 4 Best Regional Roll Call

- A. The Regional Roll Call shall be awarded by the National Conference staff. The following criteria will be used to judge roll calls:
 - a) Unity: does the roll call demonstrate the unity of the region?
 - b) Participation: is the entire region actively involved in the skit?
 - c) Theme: does the skit reflect the subject assigned by the conference staff?
 - d) Preparedness: does the roll call appear well rehearsed?
 - e) Motivation: is the roll call skit uplifting, devoid of racial or sexist connotation and does it excite the delegates?
 - f) Only regional affiliates are eligible for the award

Article III SCHOLARSHIPS AND GRANTS

Section 1 Eligibility

Any NACURH member school in good standing may submit an application for the NACURH small school/large school scholarship or the NACURH Programming Grant Award.

Section 2 NACURH Small School/Large School Scholarship

Purpose: This scholarship, awarded annually, shall provide one small school and one large school \$1,000 to pay for the registration of the winning school’s advisor (1), NRHH Representative (1), NCC (1), and delegate

(1) to attend the NACURH annual conference. Should any amount of the \$1,000 scholarship be unused, NACURH will retain those remaining funds.

Selection: Recipients will be selected by a committee comprised of one representative of each region and the National Chairperson.

Criteria: Candidates will be judged on the basis of an application distributed by the National Chairperson.

Section 3 NACURH Programming Grant Award

Purpose: The NACURH Programming Grant's purpose is to aid in the programming efforts of member schools as they pertain to NACURH's mission. A maximum of \$3,000 dollars and will be awarded annually to assist in drug and alcohol-free programming that demonstrates a clear link to leadership, diversity, community building/development, advocacy, safety and education.

Selection: Recipients will be selected by a committee selected by the National Chairperson

Criteria: Candidates will be judged on the basis of an application distributed by the National Chairperson.

Article IV PIN AWARDS

Section 1 NACURH Four-Year Service Pin

A. The NACURH Four-Year Service Pin Award recognizes those students who have spent four (4) 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 closing banquet of the annual conference. Nominations must be submitted to the Regional Director by April 1.

Note: Form may be found on the NACURH website or Title XII: Forms

B. Award Criteria:

- a) Recipient must be a student at a NACURH member school in good standing to be eligible.
- b) Recipient must have been active in his/her campus residence life for at least four (4) years. This need not be consecutive years, but four (4) years total. They may also be at different institutions if all other criteria are met.
- c) Recipient must have had at least two (2) years involvement with his/her campus residence hall association or NACURH related entity. The other two (2) years may be served in other residential life capacities (resident assistant, desk attendant, program assistant, etc.)
- d) Recipient must have attended at least four (4) NACURH-related conferences. These need not be consecutive, just total conferences attended. At least one must be a NACURH annual conference.
- e) An application, created by the National Chairperson, containing the qualifications, must be submitted to the National Chair.
- f) A representative from the recipients' school may receive the award if the recipient is not at the annual conference.
- g) The recipient may have graduated within sixty (60) days of the award

h) The award will be given out at the annual conference.

Section 2 Gold Pin Award

The Gold Pin Award is a national award given at the National Chairperson's discretion. The pins shall be awarded to individuals who have provided leadership and direction to NACURH. Individuals may also be recommended in writing by members of the NBD to the National Chairperson. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

Section 3 Silver Pin Award

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 pins may be purchased from the national organization at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

Section 4 Bronze Pin Award

The Bronze Pin Award is a school award given by the RHA or NRHH President. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations. The pins may be purchased from the NSRO at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

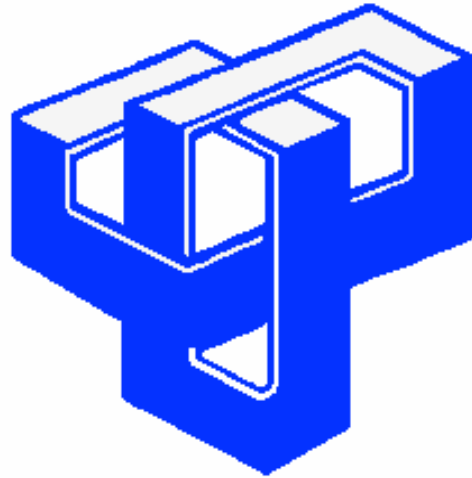
Article V OF THE MONTH AWARDS

Section 1 Of the Month (OTM) Awards

Of the Month Awards recognize outstanding contributions to College and University Residence Halls on a monthly basis for those individuals, organizations and program that go above and beyond what is expected. Selection of the National OTM will be the responsibility of the NAN and shall be awarded at the discretion of the NAN's designee. All expenses associated with the National OTMs shall be funded by NACURH. Refer to the NRHH Policy Book for more information on OTM policies, such as category listing, category descriptions, award eligibility, and timeline.

Article VI CHANGES IN AWARD POLICIES

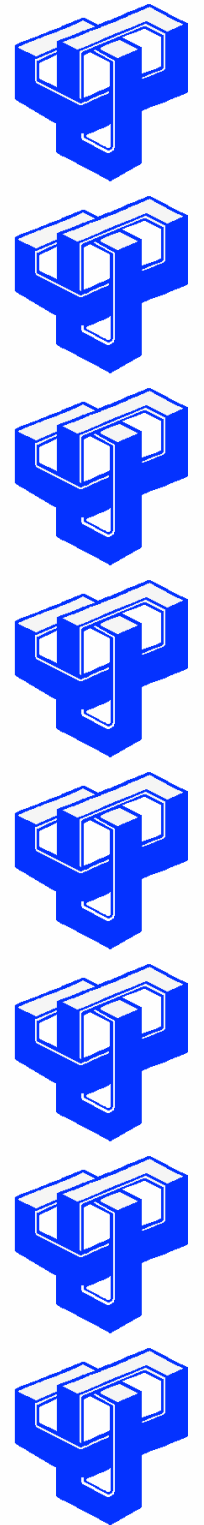
The National Board may not vote on changed in award criteria without a written proposal in front of them.



Title XI

Finances

**Last Revised
January 17, 2012**



Article I FINANCES

Section 1 Fiscal Year Definition and Recordkeeping

1. The fiscal year period for both NACURH and the regional affiliates shall be April 1 to March 31 of each year.
2. Financial records for NACURH, Inc. and all of its affiliates/offices shall be kept for seven (7) years. The respective Finance Officer shall dispose of records outside of this period at the beginning of his/her term.

Article II BANK ACCOUNTS

Section 1 NACURH, Inc. Bank Accounts

- A. The NACURH bank account must be in the same state as the National Advisor. The National Advisor shall be responsible for helping each new NAF become signatory on the account.
- B. The bank statements for NACURH shall be sent to the National Advisor who shall forward them to the NAF. Before forwarding the bank statements, the National Advisor shall photocopy and retain copies of both the bank statements and any canceled checks. These shall be retained by the National Advisor for at least seven (7) years before being destroyed.

Section 2 Authority and Responsibility of Account Signatories

- A. The authorized signers on all NACURH, Inc. accounts shall be both the NACURH National Advisor and the NACURH Conference Resource Consultant. The CRC shall use their authority in the event that the National Advisor is not available.
- B. Each regional affiliate and office must have at least three account signatories on their respective checking account signature card: Director, Finance Officer, and Advisor(s).
- C. Each regional affiliate and office must have at least three account signatories on their respective savings/money market account signature card: Finance, and advisor(s).
- D. Each Finance Officer shall primarily serve as the individual who signs checks for the region or office, but the respective Advisor and Director shall also hold this power and responsibility. The Finance Officer shall be responsible for maintaining the financial integrity and documentation of their respective region or office.
- E. A completed Financial Expenditure Form or Financial Deposit Form must accompany and check signed or deposit made, and the appropriate entries must be made into the Quicken ledger, checkbook ledger, and regional budget. Any check deposited into NACURH's financial institution must be photocopied for record keeping purposes. All expenses and deposits must be documented with the appropriate paperwork stated above in financial transaction binder, which the finance officer shall be responsible for maintaining.
- F. Failure to complete these procedures will result in an individual evaluation by the National Executives, and that individual may be subject to the consequence of having his/her name removed from all regional financial accounts.

Article III MEMBERSHIP

Section 1 National Membership

The membership fee for NACURH shall be \$110 per year, with \$70 going toward the national budget and the remaining \$40 going toward the regional budget.

Section 2 National Reduced Membership (Small School)

Those colleges and universities with an on-campus capacity of 1,000 or fewer may join NACURH for \$85 per year, with \$55 going toward the national budget and the remaining \$30 going toward the regional budget.

Section 3 Associate Membership

Associate membership fees are set at \$35 with \$15 going toward the national budget and the remaining \$20 going toward the regional budget.

Section 4 Depositing of Membership Dues

- A. The NIC AD Finance shall deposit membership dues into the NACURH checking account by the 1st of every month. He or she then shall send a list of the schools whose checks were deposited listed by region to the NAF and the NBD no later than the 5th of the month.
- B. Should the NIC at any time possess stale or void checks from member schools, the AD Finance must contact an individual at the particular member school to request a new check be released, in addition to notifying the respective Regional Director and Advisor, and the NAF.
- C. The NAF shall deposit membership dues allocations on July 15th, October 15th, January 15th, and March 15th.

Section 5 Depositing of funds sent to the NACURH Services & Recognition Office

- A. The NSRO AD Finance shall deposit any funds collected into the NSRO checking account no later than the 1st of the month. He or she then shall send a list of the schools whose checks were deposited listed by region to the NAF and the NBD no later than the 5th of every month.
- B. Should the NSRO at any time possess stale or void checks from members schools, the AD Finance must contact an individual at that particular member school to request a new check be released, in addition to notifying the respective Regional Director and Advisor, and the NAF

Article IV BUDGETS

Section 1 Chart of Accounts

- A. NACURH, Inc. and all affiliates of NACURH, Inc will use the following chart of accounts for external reporting purposes:

<u>INCOME</u>	<u>EXPENSES</u>
Conference Fees	Advertising
Donations	Bank Charges
Interest Income	Charitable Contributions
Membership Dues	Conference Expenses
Miscellaneous (<i>items exceeding \$500 to be documented in an appendix spreadsheet to the national and affiliate budgets respectively</i>) (2007)	Conference Registration
	Equipment
	Equipment Rental
	Furniture

Product Endorsements	Insurance
Sale of Assets	Inventory
Sale of Inventory	Investments
Sale of Investments	Meals and Entertainment (<i>non-conference</i>)
Service Income	Membership Dues
Special Events	Moving Expenses
Transfers In	Postage & Freight
	Printing
	Professional Fees
	Recognition
	Repairs and Maintenance
	Subscriptions
	Supplies
	Taxes & Licenses
	Telephone
	Transfers Out
	Travel

Section 2 Budget Development

- A. The operating funds for the NIC are partially funded through the National Budget and the National Officers (CRC, National Advisor, NAN, NAA, NAF, and Chair) are fully funded through the National Budget. This budget will be developed by the NAF and voted on during the Semi-annual NBD Meeting.
- B. Any expenditure of the funds that are not included in the NACURH budget must be voted on by the NBD either during an NBD meeting or by the method(s) determined by the National Chairperson. The NAF shall not disburse any funds that are not so authorized.
- C. The estimated projection of each region's membership for the National Budget shall be based on the number of member schools each region has at the time of the National Conference.
- D. The National Budget and both office budgets shall be made available by the NAF in United States Dollars (USD), Canadian Dollars (CAD), Mexican Pesos (MXN), Qatari Riyal (QAR), and all other currencies used by current NACURH member schools, at the exchange rate current at the time budget is passed.
- E. The Regional Finance Officers shall make budgets of the Regional Affiliates available in United States Dollars (USD). Subsequently, if a regional affiliate has an international membership, the regional budget shall be provided in that respective international currency exchange rate at the time the budget is passed.

Section 3 Individual National Office Budgets

- A. It will be the duty of each of the National Offices to prepare a budget submission each year. This budget must be submitted to the NAF by the date s/he establishes.
- B. The NIC and NSRO budgets will be presented to the National Board of Directors at the Semi-Annual business meeting for approval. The budget shall include columns for "Budgeted Last Year", "Current Balance", and "Proposed Budget", as well as a

description of the line items and any legislated changes made to line items during the current/past fiscal year.

- C. For approval of the office budgets, a 2/3 majority of those Regional Directors voting shall be required for passage.
- D. The approved office budgets (including columns for “Budgeted Last Year”, “Current Balance”. And “Proposed Budget”, as well as a description of the line items) shall be presented to the NCCs at the Corporate Business Meeting.

Section 4 Individual Regional Affiliate Budgets

- A. It will be the duty of each of the Regional Affiliates to prepare a budget submission each year. This budget must be submitted to the NAF for review by the date s/he establishes. This date must be at minimum one month prior to the first Regional No Frills business meeting that occurs.
- B. Regional governing documents will prescribe a timeline and process for budget approval

Section 5 Approval of the National Budget

- A. The national budget shall be presented to the National Board of Directors at the Semi-Annual Business meeting for approval. The budget shall include columns for “Budgeted Last Year”, “Current Balance”, and “Proposed Budget”, as well as a description of the line items and any legislated changes made to the line items during the current/past fiscal years.
- B. For approval of the National Budget, a 2/3 majority of those Regional Directors voting shall be required for passage.
- C. The estimated costs for Semi-annual and Annual travel and cost will be based on the largest of the conference bid costs.
- D. The NBD shall share the proposed National Budget at the NACURH Corporate Business Meeting.

Section 6 Budget Format

- A. All budgets of NACURH, Inc. including national, regional, and office, shall be presented in an identical format. The format of the regional affiliates and office budgets will match that format of the NACURH, Inc. budget. The National Associate for Finance is responsible for providing this budget format to the regional affiliates and offices.

Section 7 Income Tax

Each of the eight regions and NACURH, Inc. will split unrelated business income tax proportionally according to income from the corporate partners.

Section 8 General Fund

Any income that is not already committed in the National Budget shall be placed in a fund called the general fund. From this general fund, the NBD can make any allocations it deems necessary.

Section 9 Transfer of Funds Between Line Items

Funds within a National Office's budget are divided into line items. The NAF can authorize the transfer of funds from one line item to another not to exceed \$50 per line item per fiscal year. A majority vote of the NBD Executive Committee can authorize any change in the line item distribution up to \$300.

Section 10 National Offices and Regional Spending Limits

- A. For the following amounts over budgeted line items:
 - \$0-\$50 At the Director's Discretion
 - \$50.01-\$100 Director will seek Advisor's approval
 - \$100.01+ NCC approval will be needed via the method(s) determined by the Regional Director.
- B. The NIC and NSRO will need to gain the approval of the National Chair, the NAA, the NAF, and the NAN.

Section 11 Voting Requirements for Allocation of Funds

- A. For approval of any special allocations over \$100, a 2/3 majority of those Regional Directors voting shall be required.
- B. For approval of any special allocations under \$100, a simple majority of those Regional Directors voting shall be required.

Section 12 Loans and Grants to Financially Troubled Regions & Offices

- A. The NBD has the power to make loans and grants to financially troubled NACURH regions or offices. The period of any loan can be no more than eighteen (18) months. Each region/office may receive only one (1) grant or loan per fiscal year. Loans shall not be given or granted to individuals, be they current or former National or Regional Board members, Directors, Executives, or Advisors.

Section 13 Promissory Notes

- A. The NAF must receive a signed promissory note prior to disbursement of any funds for loans approved by the NBD. The promissory note must be on the form provided by the NAF.

Section 14 Distribution of Funds

- A. Any office that needs some of its funds disbursed must complete a check request form and present it to the NAF. Upon receipt of the check request, the NAF shall determine if funds are available for that purpose. If funds are available, the NAF shall present a check to the requesting office.
- B. All checks over the amount of \$100 will be mailed by use of certified mail and all checks over the amount of \$200 will make use of return receipt.
- C. After receiving a check, the office must present receipts accounting for the funds. This must be done before the NAF can disburse any more funds to that office. The office presenting receipts should retain copies of such receipts.
- D. Should the individual spending funds be reimbursed but not provide the Finance Officer with receipts within thirty (30) days, that individual will be required to return any and all funds to NACURH, Inc., its affiliates, or National Office respectively and may not be reimbursed for the expenditure.

- E. Individuals serving as account signatories may never write checks to direct family members.
- F. Individuals serving as account signatories may never write checks to themselves.
- G. No funds shall be used to purchase apparel items unless considered to be inventory, which will be completely sold and exhausted to member schools.

Section 15 Concluding Finances

- A. Failure to return Financial Expenditure Forms to the appropriate Finance Officer forty-five (45) days could result in the demand that all or part of the funds be returned to the NACURH, Inc. or its affiliates.

Article V TRAVEL

Section 1 Travel Authorization

Any trip that is taken by one of the National Officers must be specifically authorized by the NBD in the National Budget.

Section 2 Travel Arrangements and Payment

Actual arrangements for travel will be made by the individual office. It is expected that selected arrangements will be the ones that are most inexpensive as well as the most reasonable for the office. The NAF will determine, with the office, what is reasonable given current economic situations.

Section 3 Semi-Annual and Annual Board Meeting Travel

NACURH shall pay transportation costs for two (2) members from each office, the CRC, the National Advisor, the NAA, the NAF, the NAN, and the National Chair to the Semi-annual and Annual meetings.

Section 4 NBD Executive Travel to Regional Conferences

NACURH shall pay transportation costs to as many regional conferences as financially feasible for NBD Executives.

Section 5 Semi-Annual and Annual Registration Fees

See section IX, Article III, Section 13 “Responsibility of the National Conference Host School for Semi-annual Meeting of the NBD” and Section 14 “Responsibility of the National Conference Host School for Annual Meeting of the NBD.”

Section 6 Mileage Reimbursement

The NAF shall pay the standard rate per mile provided by the Internal Revenue Service and United States Department of Treasury. Mileage will be reimbursed from the National Account for all personal vehicular travel reimbursed by the National Account. This will not include any type of rental or university vehicles.

Section 7 Travel Booking

All flight, train, and bus tickets financed by NACURH or it’s affiliates must be booked at least 28 days prior to the departure, excepting extreme circumstances. Failure to adhere

to this policy is grounds for denial of reimbursement as determined by the Director or Advisor and Finance Officer

Article VI FINANCIAL ACCOUNTABILITY

Section 1 National Advisor

- A. If discrepancies are found during the review of regional and office bank statements, by the national advisor, the appropriate financial officer and Regional Advisor shall be contacted immediately.
- B. Monthly financial statements must be sent via a secure email

Section 2 NAF

When any officer deposits monies into an account, a brief explanation shall be recorded on the memo section of the check, and the appropriate financial deposit paperwork shall be completed. Should a transfer of account funds occur a brief explanation shall be sent to the appropriate finance officer, recorded on the memo section of the check, and the appropriate financial deposit paperwork shall be completed.

Section 3 Monthly Statements

- A. Comprehensive and accurate (reconciled to bank statement) financial statements, which consist of a complete reconciliation, a transaction report, and an updated budget, hereinafter referred to as "report(s)" must be submitted by each regional board and national office finance officer to the NAF, to the regional/office director, and to the regional/office advisor postmarked by the last day of the month following the bank statement's closing date, hereinafter referred to as "due date". Failure to submit these reports will result in the following action (given in chronological order):
 - 1. On the 7th day of the month following the due date, the NAF will communicate to the regional/office finance officer, director and advisor that the report has not been received. If the report is received by the 21st day of the month following the due date, no further action will be taken.
 - 2. If by the 21st day of the month following the due date the outstanding report has not been received, a notice will be communicated to the regional/office finance officer, director, advisor, as well as the National Advisor. If the report is postmarked by the last day of the month following the due date and received by the 7th day of the subsequent month, no further action will be taken.
 - 3. If by the 7th day of the subsequent month the outstanding report had not been received, the NAF will communicate to the regional/office finance officer, director, advisor, and the National Advisor that the report has not been received. The region/office will then have 24 hours in which time the report must be submitted and received by the NAF. If after the 24 hours the report is not received the NAF will do the following:
 - a. Communicate to the regional/office finance officer, director, and advisor that the report has not been received and the regional/office bank account will be closed;
 - b. Direct the National Advisor to close the affected regional/office bank account(s) and transfer all monies to the NACURH National Savings

Account. Transferred monies will be held in escrow by the National Account until all outstanding report(s) have been received. Interest earned will be property of the National Account. All fees associated with but not limited to closing, reopening, transferring of monies as well as returned checks due to non-sufficient funds or account closing will be the responsibility of the region/office.

4. Appeals for extensions may be granted only by the Executive Committee due to unforeseen extenuating circumstances, but can only be done so (and should be done well) before item 1 above has occurred. Appeals are to be directed by the region/office finance officer, director, or advisor to the NAF who will forward the appeal and a recommendation to the National Chair. The National Chair will convene the Executive Committee to hear the appeal and come to a decision within 72 business hours. Decisions will be communicated immediately. Deadlines will continue as stated while an appeal is in progress. If item 3 occurs, the only resolve is as stated in item 3, letter b.
5. Penalties stated above will not be used for the annual report deadline. Rather, they will be as follows:
 - a. Annual financial statements will be due to the NAF and NACURH's certified public accountant as well as the regional/office director and advisor postmarked by the 15th and reviewed by the 22nd of the month following the end of the fiscal year.
 - b. If the annual report is not received as described, the regional/office account will be closed (as stated above) unless an extension has been granted by the NAF in consultation with NACURH's certified public accountant.
6. Should a date of action (i.e. a due date, the 7th, 15th, 21st, or 22nd day of the month) fall on a Saturday, Sunday, or National Holiday, then the action date will become the next business day following. Finance officers should make every reasonable effort to transmit their reports well in advance of the due date.
7. The NAF at his/her discretion may temporarily adjust due dates because of circumstances outside of NACURH's realm of control.

Section 4 Budget Timeliness

Regions will send in their approved budgets to the NAF no later than two weeks after the closing of the respective regional business meeting at which the budget was approved.

Section 5 Regional and National Financial Statements

- A. At each Semi-Annual and Annual NBD meeting, each Regional Director and the Director of each National Office that is funded by the NBD will be responsible for submitting written financial statements to the NBD and NAF.
- B. At each Annual NBD meeting the NAF shall be responsible for submitting a detailed financial statement in the form of the NACURH, Inc. financial statement dated May 31.

Section 6 End of the Fiscal Year

Any funds that remain in the NACURH Budget at the end of the fiscal year shall revert back to the next fiscal year's budget as carry over.

Section 7 Accounts Receivable

On April 15, schools having outstanding debts to National Offices or Regions shall be notified by that office that they are on probation and that the debt must be paid prior to the NCC Informational Meeting to vote at the Corporate Business Meeting.

Section 8 Accounts Payable

Individual officer of a previous year must notify the appropriate Finance Officer of all bills and outstanding debts that are to be paid no more than thirty (30) days after the conference at which they conclude their term of office. Any bill or debt not explicitly declared by the previous officers within thirty (30) days will not have to be paid by NACURH, Inc., its regional affiliates, or the National Offices.

Section 8 Quicken

Every Region/Office shall be required to use the same version of Quicken. Upgrades are to be made upon the recommendation of the NAF.

Section 9 Tax Return Review and Approval

The National Board of Directors shall review and approve the tax return documents submitted on behalf of NACURH. This review should take place at the Annual Business Meeting of the National Board of Directors. If the documents are not finalized by this time, the documents will be sent to the NBD at the soonest possible date for review and approval. Each member of the NBD will need to acknowledge their receipt and review of the tax return documents. This policy must be observed by every member of the National Board, not just the voting members.

Section 10 Quicken Back Up Data

- A. A Quicken backup CD from each region and office is to be submitted to the NAF prior to the Annual Business Meeting at the end of each fiscal year. This back up CD is to include all transactions from the previous fiscal year.
- B. The Quicken backup CD must be received by April 15 by the NAF.
- C. Any region or office that does not submit a Quicken backup CD will have all region/office financial accounts frozen until the CD has been received.
- D. Each finance officer shall be responsible for backing up all Quicken files to a flash drive, hard drive, or other external storage device every month.

Section 11 Engagement of Financial Contracts

- A. Elected officials are not permitted to engage in oral or written contracts that involve any sort of financial transaction with an outside vendor or business without prior written approval by the respective Finance Officer, Advisor, and Director for NACURH, Inc. and it's affiliates/offices.
- B. In order for an elected official to engage in an oral or written contract that involves a financial transaction, a written quote must be submitted to the respective Finance Officer, Advisor, and Director for NACURH, Inc. and it's affiliates/offices.

- C. If any individual knowingly engages in an oral or written contract that involves a financial transaction, he/she is liable for all cost incurred, as this will not be viewed as a valid contract for NACURH, Inc. and/or it's affiliates/offices.

Section 13 Cash and Coin Policies

- A. In the event that NACURH, Inc. and/or it's affiliates offices collect cash or coin, the Financial Officer and Advisor or Director must both count, confirm, and sign/verify the total amount of currency on the Cash Verification Form.
- B. Should the Finance Officer, Advisor or Director receive cash while not in the presence of one another, a professional staff member of that individual's respective host institution most count, confirm, and verify the total amount of currency on the Cash Verification Form in addition to the individual elected official.
- C. All currency must be converted into a negotiable financial instrument (money order, cashier's check, etc.) before being sent as a deposit to NACURH, Inc.'s financial institution.
- D. The cost of converting currency into this instrument may be covered by the Bank Fees line item of the Chart of Accounts.
- E. No cash or coin may ever be sent in the mail to NACURH, Inc.'s financial institution. It will be the responsibility of the respective Finance Officer, Advisor, or Director to have the currency converted to a negotiable financial instrument prior to sending the deposit via mail.

Article VII CONFERENCES

Section 1 National Conference Loan

See Section IX, Article III, Section 5 "National Conference Loan."

Section 2 Conference Add-on Fee

The National Conference will have a minimum \$8/delegate fee to be included as a line item in the National Conference Budget. This shall be paid to the national organization prior to the last day of the National Conference.

Section 3 National Conference and Americans with Disabilities Act (ADA)

- A. The NACURH, Inc. ADA Compliance Fund shall cover any costs for ADA Compliance that the National Conference is unable to cover.
- B. All bids for the National Conference must include information on ADA Compliance at the conference.
- C. The ADA Compliance Conference Add-on Fee is due to the National Executives at the close of each conference that it is in use and will be added to NACURH, Inc.'s ADA Compliance Fund
- D. The ADA Compliance Conference Add-on Fee shall be set by the National Executives, but may be no smaller than three (3) dollars and no larger than ten (10) dollars. The National Executives may increase their ADA Compliance Conference Add-on Fee above ten (10) dollars for any individual conference with a 2/3 approval of the National Board of Directors.
- E. Two (2) values shall be set to designate how funds are accumulated
 - a. The first is the value where NACURH, Inc. must use the dedicated Add-on Fee:

- i. Should the ADA Compliance Fund reach \$15,000, the National Executives may choose to no longer charge the Add-on Fee.
 - ii. If the ADA Compliance Fund drops below \$10,000, the National Executives must reinstate the Add-on Fee.
 - b. The second is the amount where NACURH, Inc., in addition to the Add-on Fee, must contribute 25% of any conference excess to the ADA Compliance Fund.
 - i. NACURH, Inc. must contribute 25% of any conference excess to the ADA Compliance Fund until the ADA Compliance fund exceeds \$3,000.
- F. NACURH, Inc. may contribute additional funds to the ADA Compliance Fund as long as they continue to comply with the above policy.

Section 4 National Conference Excess

- A. In the event that there is a National Conference excess of more than \$5,000 or more, NACURH, Inc. will award a gift of \$5,000 to the National Conference Host School’s RHA contingent upon the host school fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by the CRC and the NACURH Executive Committee. This \$5,000 gift is intended to be used as a principle amount in either starting or adding to an RHA leadership scholarship fund.
- B. For any National Conference excess funds will be divided up and allocated into the following areas:
 - 1. 10% will be allocated to a “Technology Fund”
 - 2. 10% will be allocated to a “Long Term Investment Fund”
 - 3. 35% will be allocated to the NACURH general fund line item in the NACURH budget
 - 4. 10% will be allocated to the NACURH Contingency Account
 - 5. 35% shall be turned over to the next annual conference to help lower delegate costs.
- C. The “Long Term Investment Fund” will be used to insure that NACURH will have ample reserve funds.
- D. The “Technology Fund” will be utilized by NACURH, Inc. towards the purchase and maintenance of NACURH Technologies or other one time purchases. Any monies not used by the end of the fiscal year will remain in the NACURH, Inc. Technology Fund.
- E. The above breakdowns for the use of the National Conference budget will only be used if 10% of the average National Conference budget is currently present in NACURH’s contingency account, as designated by the NAF.
- F. This section shall apply only to the official conference excess as reported in the conference wrap up report.

Section 5 National Conference Deficit

If there is a National Conference deficit, the first \$500 must be paid by the host school, with the remainder, if any, shared equally by NACURH and the host school.

Section 6 Concluding Finances

See Section IX, Article III, Section 23 “Conference Wrap-up.”

Section 7 NBD Representative Fee Waivers

The official NBD representative to a Regional Conference shall have his/her conference fees waived, provided three (3) weeks prior notice is given to the conference staff by the representative. The Regional Director and Regional Conference Chair will be the individuals responsible for granting fee waivers.

Section 8 Unpaid National Conference Bills

- A. If there is a conference deficit, all unpaid conference bills shall be invoiced by the NAF, with payments due to the NAF by a date established by him or her. If the debt is not paid by the established date, the school shall be placed in bad standing until the debt is paid. The collected funds shall first be used to reimburse the NACURH portion of the conference deficit. Once the NACURH portion of the conference deficit has been reimbursed, the host school shall be reimbursed its portion of the conference deficit. Any funds remaining after both NACURH and the host school have been fully reimbursed shall be allocated to the Technology Savings Account.
- B. If the conference breaks even, or if there is conference excess, all unpaid conference bills over \$100 shall be invoiced by the NAF, with payments due to the NAF by a date established by him or her. All non-invoiced debts shall be forgiven. If the debt is not paid by the established date, the school shall be placed in bad standing until the debt is paid. All funds collected shall be allocated to the Technology Savings Account.

Article VIII CONTINGENCY FUND

Section 1 NACURH Usage Guidelines

- A. For monies that the NACURH NBD would like to access, the following guidelines exist.
 - 1. The NACURH contingency funds are for use in any situation deemed an extreme emergency by consensus agreement of the NBD.
 - 2. The NACURH funds must be reimbursed in full as soon as possible.
 - 3. The signature of the National Chair, National Advisor, and NAF are required for removal of funds.
 - 4. Any use of NACURH portion of the contingency fund must be placed on the next agenda of the NBD meeting.
 - 5. Interest earned on the NACURH portion of the contingency will be placed in the general NACURH account.

Section 2 Regional/Office Usage Guidelines

The National Advisor is authorized to allocate any requested funds to the region or National Office after receiving a letter from the Regional/Office Director and Regional/Office Advisor.

Section 3 Expenditure Guidelines

- A. At no time are contingency funds to be used for non-essentials.
- B. Any use of Contingency Funds could be approved by the Executive Committee in an emergency situation that requires immediate funding with confirmation by the NBD at the following Board meeting. Discretion is left to the Executive Committee as to the real urgency of the needed funds.

Section 4 Account Location

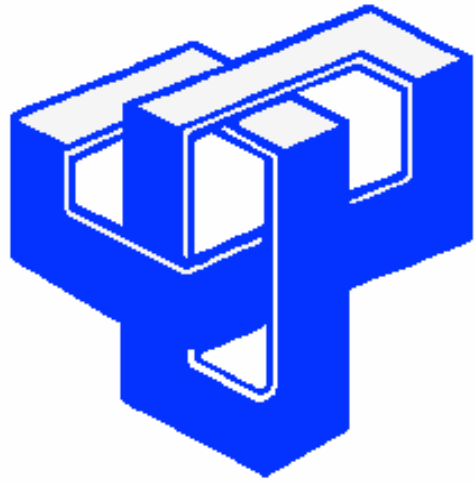
The National Advisor shall monitor the Contingency Fund via monies with the Association of Alumni and Friends.

Section 5 “No Pay No Pin” Policy

The NBD shall adopt a “No Pay No Pin Policy” which is to include any pins sold by NACURH, its affiliates, or the National Offices. This means that the pins ordered will not be shipped out until payment is received.

Section 6 Financial Transaction Form

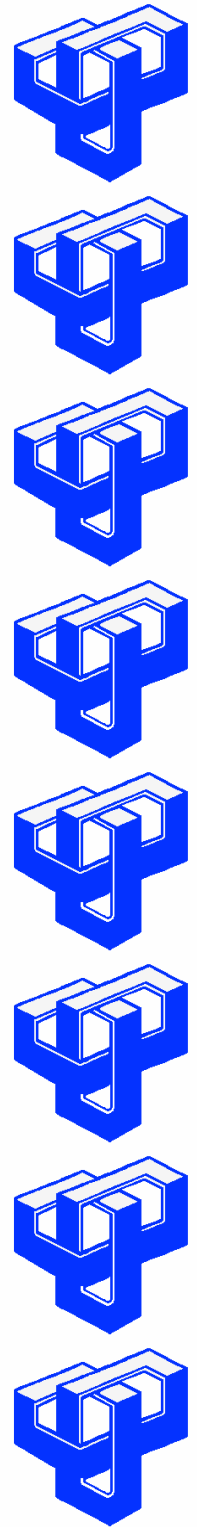
A “Financial Transaction” form shall be required for the expenditure of all funds. A Financial Transaction Form must be given to the NAF with receipts attached to justify the amount of the expenditure whenever funds are received from the NACURH National Account. Failure to return this form to the NAF within sixty (60) days could result in the demand that all or part of the funds be returned to NACURH, Inc. (The NAF shall have the Financial Transaction Form for anyone who shall request a reimbursement.)



Title XII

Forms

**Last Revised
September 26, 2011**



**National Association of College and University
Residence Halls, Inc.
Proposal Form**

Please type your proposal double-spaced below. Please provide 30 copies for the NBD.

Do not write in this space

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

NACURH, INC.

FOUR YEAR SERVICE PIN AWARD APPLICATION

Name: _____ School: _____

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

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

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

ACTIVITY	YEAR
_____	_____
_____	_____
_____	_____
_____	_____

2. List which conferences you have attended, the year and where they were held. NOTE: There must be at least one NACURH Annual Conference.

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

3. Are your four years of residence hall involvement at the same school, or are you a transfer student? Transfer _____ Same school _____

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

Applicant Signature Date

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

National Communications Coordinator Date

Residence Hall Government Advisor

Date

Regional Director

Date

National Chair

Date

**RESPONSIBILITIES AND LIABILITIES
of Directors of Non-Profit Organizations Agreement**

The Standard of responsibilities the law imposes on Directors of corporations described as the degree which ordinary prudent individuals prompted by self-interest would exercise under similar circumstances in dealing with their own property.

As a general principle, Directors of non-profit organizations are not liable for the debts, liabilities, or obligations of the corporation; but directors may be held liable for losses suffered by the corporation as a result of their poor judgment if they do not exercise reasonable diligence in seeking and analyzing the information that is available before they make corporate decisions. In addition, Directors are liable to the corporation for their own intentional acts that damage the corporation and for losses resulting from gross negligence in the supervision of corporate employees. The law presumes that they are knowledgeable about corporate affairs. Directors may delegate corporate activities, but they may not abdicate their duty to direct and may be chargeable with any losses resulting from failure to participate. In the absence of gross negligence, however, Directors are entitled to base their decisions on data supplied by subordinates. Also, while Directors are not liable for wrongful acts of employees or other agents of the corporation, they are liable to third parties for their own wrongful acts even though they are acting on behalf of the corporation.

Directors are required to exercise their powers in good faith with a view to the interests of the corporation. They must subordinate their individual and private interests to their duty to the corporation whenever the two conflict.

No member of a governing board shall be financially interested in any contract or other transaction entered into by the board of which he or she is a member, and any conflict of transaction entered into in violation of this section is void. It should be noted that it is unlawful for any member of the board of an organization to utilize information obtained by reason of membership on the board for personal gain, and the corporation may recover any such gain realized.

Finally, in addition to the obligations of the Directors of non-profit corporations share with Directors of other types of corporations, they hold a "public trust" which requires special attention to following not only the letter but also the spirit of the law.

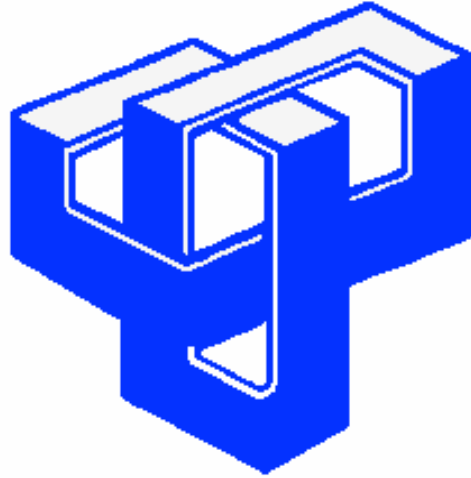
Name _____ Duration of Term _____

Position _____

Acknowledgement of Liability
(to be signed in the presence of a Notary)

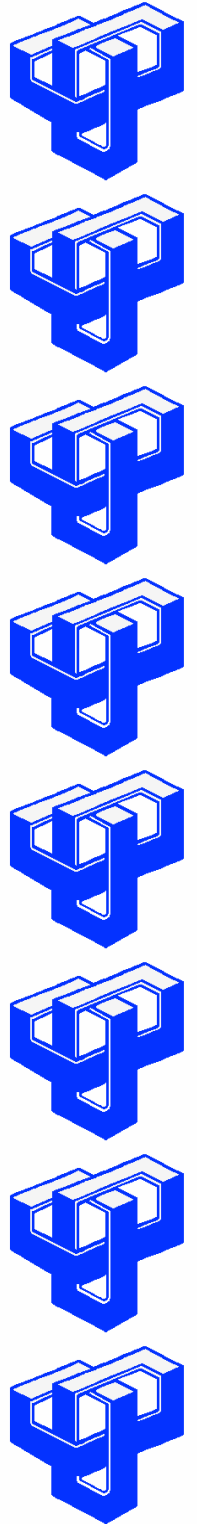
Signature of Notary

Date _____ Commission Expires _____



Title XIII
Resolutions

**Last Revised
July 14, 2010**



Article I CONCEPT

The resolutions contained in this section were passed by the National Board of Directors. These resolutions are not policy, but rather commitments made and approved by the NBD.

Article II INTERNATIONAL AWARENESS (2009)

- A. We the Affiliated Schools of NACURH, Inc. hereby commit to being an internationally inclusive and aware organization. It is our greatest hope to serve all affiliated schools in the world with equal access to all programs, services, and benefits associated with NACURH for the betterment of college and university students everywhere. Through the NACURH and NRHH missions, we as member schools promise to recognize and celebrate the differences that occur across all international borders.

NACURH as an organization accepts and looks forward to the challenges and rewards of serving an international group of colleges and universities. We recognize the need to accept all forms of currency without penalty, and to respect differences in custom, culture, and language.

We resolve to be considerate of the needs of our international affiliates in all current and future plans, such as but not limited to: conferences, programs, communication, recognition, and leadership development.

As the largest student-run organization in the world, we strive to be inclusive, accepting, and active in our undertaking to serve colleges and universities throughout the world. No matter the location, NACURH works towards advocating for all on-campus students worldwide to support making the residential experience the best it can be.

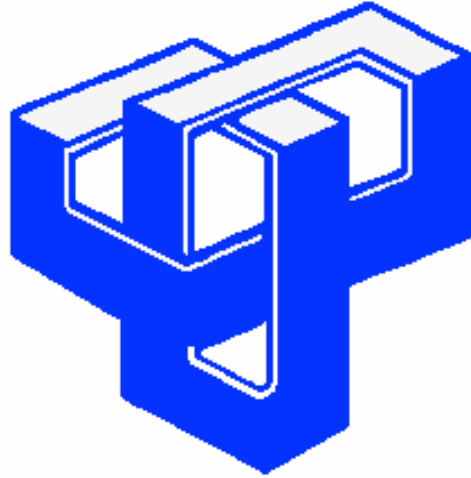
We the students and constituents of NACURH recognize the challenges this resolution puts forth, and greet them with open arms and excitement for the possibilities and learning opportunities. Through this NACURH will only become a better organization and increase service to all students on a more complete and effective level.

Article III Gender Inclusiveness (2010)

- A. We, the affiliated schools of NACURH, Inc., hereby commit to providing safe and functional gender inclusive facilities to all participants of NACURH related events. NACURH, Inc. affirms the right of all program participants, advisors, and national guests to safe and accessible bathroom facilities for themselves and their dependents, regardless of their gender identity, disability status, or status as a parent.

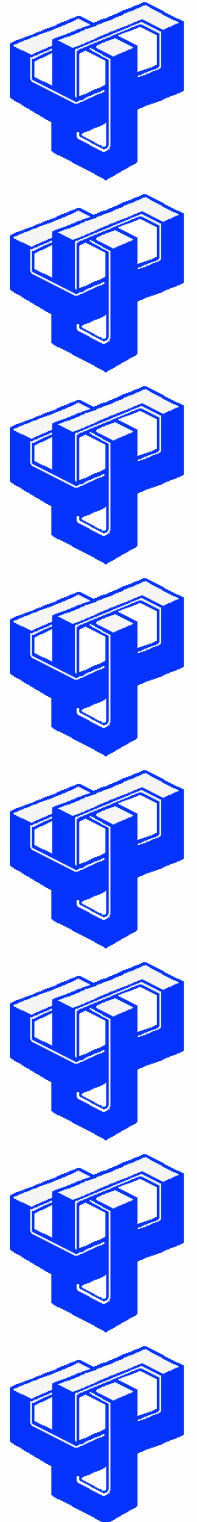
In order to meet the needs of all conference participants and actively uphold the Diversity Statement, we shall support the designation of existing single-stall bathrooms on campuses from gender-specific to gender-neutral during the time of a conference. Furthermore, “designation” implies that large visual postings (and Braille posting, if possible) will exist on both the facility door and on all conference maps and materials.

In consultation and coordination with the host institution of the annual NACURH national conference or any conference of the regional affiliates, the conference host shall, when possible, work with their existing facilities to provide and visibly market the location of a bathroom to be temporarily designated as gender-neutral.



Title *XIV*
Amendments

**Last Revised
January 17, 2012**



Article I **AMENDMENTS TO THE NACURH POLICY BOOK**

Section 1 Amendments to the NACURH Policy book may be proposed by any member of NACURH.

Section 2 Amendments to the NACURH Policy Book may be approved by a simple majority vote by the National Board of Directors