

# **NATIONAL RESIDENCE HALL HONORARY**



## ***POLICY & GUIDELINE HANDBOOK***

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## **NRHH Policy and Guideline Handbook**

- A. This manual was created as a rough sketch in 1995. The policy book was adopted as the official NRHH Policy Book by the Regional Associate Directors of NRHH (AD-NRHH) on May 24, 1997 after extensive revisions.
- B. Any policy change or change to the policy book may be proposed by an AD-NRHH at a NRHH National Board (NNB) meeting. Any non-financial policy change and/or changes to the policy book will be decided upon by the ADs-NRHH with the input of the National Associate for NRHH (NAN). A change in the NRHH policy or to the NRHH Policy Book shall be made by a simple majority of ADs-NRHH voting, with the NAN voting in case of a tie.
- C. Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual conference during the NACURH Corporate Business Meeting by the chapters. The NAN shall only have a vote in the case of a tie.
- D. The NRHH Representatives and National Board of Directors (NBD) must be informed of any policy changes made to the Policy Book at the NACURH Corporate Business Meeting.

## **SECTION I: Statements of Purpose**

### **Article I      Pillars of the NRHH**

Leadership, Recognition, Scholastics and Service

### **Article II      Vision Statement**

As an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH), the National Residence Hall Honorary (NRHH) strives to recognize the top 1% of student leaders living in college and university housing at NACURH member schools. NRHH encourages the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and national levels.

### **Article III      Mission Statement**

The National Residence Hall Honorary (NRHH) is the premiere honorary supported by the leading international organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and support the vision of the National Association of College and University Residence Halls, Incorporated.

## **SECTION II: NRHH CHAPTERS**

### **Article I    AFFILIATED CHAPTERS**

NRHH Chapters are encouraged to affiliate annually for the upcoming NACURH year at the NACURH conference to maximize services.

#### **Section 1    Affiliation**

An NRHH Chapter shall be considered affiliated if they do the following prior to the NACURH Corporate Business Meeting:

- A. Be from a fully affiliated NACURH member school.
- B. Submit a completed Chapter affiliation form to the NIC.
- C. Submit a list of their Chapter's current members to the NIC.
- D. Submit an updated copy of their Chapter's Constitution or a statement indicating constitutional changes have not been made to the NIC and AD-NRHH. (2010)
- E. Maintain good standing with NACURH.

#### **Section 2    Benefits**

An Affiliated Chapter will receive the following exclusive benefits during the affiliation period:

- A. Voting rights at the annual NACURH Corporate Business Meeting.
- B. Free Resource File Index (RFI) pages from the NIC.
- C. Access to free manuals and guides that assist chapters.
- D. The right to purchase NRHH Pins.
- E. The right to purchase NRHH honor cords. (2010)
- F. The right to purchase NRHH individual membership certificates.

#### **Section 3    Fees**

Schools shall pay the NACURH affiliation fee outlined in the NACURH governing documents.

#### **Section 4    Guidelines**

A chapter is not considered as an affiliated chapter if their school is not in good standing with NACURH.

### **Article II    CHAPTER MEMBERSHIP**

#### **Section 1    NRHH Membership**

Once an individual has been inducted as an NRHH member, they are an NRHH member for life.

## **Section 2 Active Membership**

An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave.

- A. An individual being inducted as an active member must:
  - 1. Have lived in on-campus housing for at least one year.
  - 2. Have made a positive contribution to the residence hall system.

## **Section 3 Early Alumni Membership**

- A. An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.
- B. The following guidelines apply to the procedure of applying for early alumni membership status:
- C. The member and/or chapter must complete the early alumni membership application (contact your region's AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
- D. The completed early alumni membership application shall be submitted to the region's AD-NRHH for approval.
- E. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
- F. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
  - 1. The application form is incomplete.
  - 2. The region's AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
  - 3. The chapter has exceeded its allotted early alumni membership approvals for the year.
- G. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
  - 1. Each AD-NRHH shall have one vote
  - 2. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

## **Section 4 Alumni Membership**

An alumni member of an NRHH Chapter is a member that has moved off campus or is no longer a student. These members do not count in the 1% cap.

## **Section 5      Honorary Membership**

An Honorary membership is designed to recognize people including, but not limited to, housing personnel, instructors, college or university staff and those who have demonstrated outstanding support and service to the residence hall students. Individuals who could qualify for general membership, with the exception of graduating seniors, cannot be inducted as an "honorary member." The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap (i.e., if a chapter has membership cap of 50, it may induct up to 5 honorary members a year). These members do not count in the 1% cap.

- A. An individual being inducted as an honorary member must:
  - 1. Have made positive contribution to the residence hall system
  - 2. Otherwise be ineligible for active membership.

## **Section 6      Membership Capacity**

The general membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership cap only includes active membership. Further definition can be found in the NRHH By-Laws.

## **Section 7      Transferring Membership**

- A. It is recognized that chapters may, at their discretion allow members inducted at other NRHH chapters to transfer into their chapter. These members shall become active members of the new chapter. The process for accepting members in this way is defined in chapter governing documents.
- B. The following guidelines apply to the procedure of applying to transfer to a new chapter:
  - i. Application for membership in the new chapter is contingent upon matriculation at the new institution
  - ii. The member and/or new chapter must complete the membership transfer application (contact your region's AD-NRHH to obtain a copy) which shall include the signatures of
    - a. new Chapter President
    - b. new Chapter Advisor
    - c. NRHH member for whom the form is being completed.
  - iii. The completed application shall be submitted to the region's AD-NRHH for approval.
  - iv. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
    - a. The application form is incomplete.
    - b. Adding new member(s) puts the chapter over its member cap.
  - v. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
    - a. Each AD-NRHH shall have one vote

- b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

## **SECTION III: NRHH REGIONAL POSITIONS**

### **Article I REGIONAL ASSOCIATE DIRECTORS**

An AD-NRHH is the region's representative for NRHH issues. The role of the AD-NRHH is defined through the regional by-laws, and this policy book.

#### **Section 1 National Responsibilities**

- A. Maintain communication with the NNB.
- B. Maintain communication with the NBD and national offices.
- C. Represent region at the NACURH Semi-Annual Meeting and the NACURH Annual Meeting.
- D. Prepare and present a report for the NNB meetings at Semis and Pre-Conference.
- E. Contribute to Annual and Corporate reports submitted to the National Executives.
- F. Support NRHH programming at NACURH conferences.
- G. Submit at least one article per term to a NACURH publication.
- H. Attend the NRHH social at the NACURH Annual Conference.

#### **Section 2 Regional Responsibilities**

- A. Recruit and retain NRHH Chapters within the region.
- B. Communicate frequently with chapters.
- C. Attend regional conferences.
- D. Preside over regional NRHH business meetings.
- E. Facilitate a smooth transition with the new AD-NRHH at the end of the term.
- F. Provide NRHH resources for regional website.
- G. Work with regional conference staff to host a reception.
- H. Perform all responsibilities set forth by the regional board.

#### **Section 3 OTM Responsibilities**

- A. Solicit Of The Month nominations from NACURH member schools
- B. Coordinate the Regional OTM selection process for submission to the National level.
- C. Submit regional OTM award recipients to the National level by the 17th of the month by 11:59 p.m. CST following the month of regional submission.
- D. Coordinate regional recognition for OTMs.
- E. Award regional OTM awards.

### **Article II NRHH REGIONAL ADVISORS**

It is recognized that regions may, at their discretion elect a regional NRHH advisor. The role and responsibilities of the NRHH Advisor is defined through the regional bylaws.

## **SECTION IV: AWARDS**

### **Article I OF THE MONTH AWARDS**

Forfeiture of national recognition shall result upon failure to adhere to these procedures.

#### **Section 1 National OTM Categories**

- A. Advisor
- B. Community
- C. Community Service Program
- D. Diversity Program
- E. Educational Program
- F. Executive Board Member
- G. Faculty/Staff
- H. First Year Student
- I. Organization
- J. Passive Program
- K. Resident Assistant
- L. Social Program
- M. Spotlight
- N. Student

#### **Section 2 Eligibility**

- A. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
- B. Each nomination submitted for national consideration must have been a regional winner.
- C. Nominations must be month specific.
- D. OTMs cannot be authored by any individual made ineligible to receive an OTM, as defined in this section. Nominations in violation of this policy will be removed from consideration on the regional and national levels by the region's AD-NRHH.
  - 1. Regionally elected officers, including regional advisors.
  - 2. The National Executive Team, including the National Advisor, the Conference Resource Consultant, the national conference chair(s), and NBD Liaison.
  - 3. NIC and NSRO Staff Members, including Office Advisors.
    - i. In the case where an individual is appointed to a vacancy of a normally elected officer, that person shall also be ineligible, unless the nomination is for service prior to their election or appointment to one of the above positions.

#### **Section 3 Time Line**

- A. Regional Procedures
  - All OTM submissions to the regional level must occur by the 10th of each month by 11:59 p.m. in each time zone following nomination on the NRHH OTM

database. Descriptions of said categories are in the OTM manual. It is recommended that the regions adopt a structure and time line that reflects that of the National OTM Judging Committee.

**B. National Procedures**

Nominations must be forwarded from the regional level as soon as judging is complete on the OTM database by the 17th of the month by 11:59 p.m. CST following nomination.

**C. National Winners**

Nominations must be designated as a National Winner as soon as judging is complete on the National OTM database on the last day of the month by 11:59p.m. CST following nomination.

**D. Extensions**

An extension may be granted with approval from the NAN and NSRO Director or their designee if there are problems with submissions. The NAN will notify the ADs-NRHH of any such decision within 24 hours.

**E. Judging**

- a. National OTMs will be judged by the National OTM Judging Committee coordinated by the NAN.
- b. All awards are to be given based on preset criteria established by the NNB.
- c. Like months will be considered together.
- d. Members of regional or national OTM committees may not vote in any category *in which* they submitted *or were nominated* for an OTM.

**F. Recognition**

1. The NSRO Director or their designee is encouraged to submit all winning national Program Of the Month winners to NACURH-affiliated publications.
2. All winners will be recognized by a certificate at a NACURH-affiliated conference.
  - *Regional certificates are the responsibility of the ADs-NRHH.*
  - *National certificates and pins are the responsibility of the NSRO.*

## **Article II PINS**

### **Section 1 Outstanding Leadership and Service Pin (2005)**

- A. This pin is the highest individual honor an NRHH Chapter can award to its members.
- B. The pin shall be awarded to NRHH Members (active, alumni, *early alumni* or honorary) that have provided outstanding leadership and service to their NRHH Chapter.
- C. The pins may be purchased from the NSRO.

- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

**Section 2 Bronze Pin (2005)**

- A. This pin is the highest individual honor given by the RHA or NRHH President.
- B. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- C. The pins may be purchased from the NSRO.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

**Article III NRHH OUTSTANDING CHAPTER OF THE YEAR**

**Section 1 Purpose**

The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH Chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and national levels.

**Section 2 Eligibility**

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. The bids shall be submitted in a manner described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

**Section 3 Pages**

The written bid shall not exceed thirty (30) pages in length (10-12 point type) double sided. A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. Appendices are limited to 20 pages. A copy of the chapter's constitution shall be required in the bid, but will not be counted in the total or appendices page count. The title page shall not be included in the thirty (30) pages but must include the chapter, institution, and region name.

**Section 4 Required Criteria**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information
  - 1. Chapter/School Name
  - 2. Institution
  - 3. Region Name
- C. Chapter Constitution
  - Shall be required in the bid, but will not be counted in the total or appendices page count
- D. Letter of Support
  - A letter of support from at least one of the following
    - 1. Chapter Advisor

2. RHA President
3. Professional Housing Staff

## **Section 5 Suggested Criteria**

- A. Purpose of the NRHH Chapter
  1. What is the purpose of the chapter?
  2. How was the purpose met?
  3. How was the purpose exceeded?
- B. Goals and Objectives of the NRHH Chapter
  1. What were the goals and objectives?
  2. Were the goals and objective achieved? Why or why not?
  3. What was learned as a result of these goals and objectives?
- C. Reinforcing the purpose of NRHH.
  1. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools?
  2. How has the chapter fulfilled the pillars (recognition, community service, scholastics) or tenants of NRHH?
  3. How has the chapter initiated and advanced its local chapter?  
*(Examples of this are, but not limited to: an activity, supporting a regional officer, OTMs, housing support, and communications. These examples and are not requirements).*
- D. Briefly explain your membership selection process.  
How have your members exhibited leadership?
- E. What are the leadership positions held in other organizations by your NRHH Members?  
How have the above members shared their leadership talents in these positions?

## **Section 6 Selection**

The selection committee shall be composed of the NNB.

## **Section 7 Award**

The award will consist of a plaque to be retained by the winning school and a \$250 scholarship paid for by the NSRO. The award shall be announced at the NACURH awards banquet. A maximum of one (1) award per year may be given.

# **Article IV NRHH BUILDING BLOCK CHAPTER OF THE YEAR**

## **Section 1 Purpose**

The NRHH Building Block Chapter of the Year is given to the Chapter, which shows outstanding growth and development during the year of nomination.

## **Section 2 Eligibility**

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. The bids shall be submitted in a manner

described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

### **Section 3 Pages**

The written bid shall not exceed thirty (30) pages in length (10-12 point type) double sided. A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. Appendices are limited to 20 pages. A copy of the chapter's constitution shall be required in the bid, but will not be counted in the total or appendices page count. The title page shall not be included in the thirty (30) pages but must include the chapter, institution, and region name.

### **Section 4 Required Criteria**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information:
  - 1. Chapter/School Name
  - 2. Institution
  - 3. Region Name
- C. Chapter Constitution:  
Shall be required in the bid, but will not be counted in the total or appendices page count
- D. Letter of Support:  
A letter of support from at least one of the following:
  - 1. Chapter Advisor
  - 2. RHA President
  - 3. Professional Housing Staff

### **Section 5 Suggested Criteria**

- A. Goals and objectives and how these were met.
- B. Membership selection process.
- C. Participation in reinforcing the purpose of NRHH.
- D. Programming and leadership development.
- E. Regional and National involvement.
- F. Growth of the chapter over the year:
  - 1. Creation of new programming and leadership initiatives.
  - 2. Creation of new recognition programs, services, and awards.
  - 3. Expansion and building of existing programs and recognition.
  - 4. Expanded participation on campus, regional, and national levels; including participation at conferences and retreats.

### **Section 6 Selection**

The selection committee shall be composed of the NNB.

### **Section 7 Award**

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. A maximum of one (1) award per year may be given.

## **Article V OUTSTANDING NRHH MEMBER OF THE YEAR**

### **Section 1 Purpose**

This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations.

### **Section 2 Eligibility**

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. Only one bid per region. The bids shall be submitted in a manner described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

### **Section 3 Pages**

The written bid shall not exceed eight (8) pages in length (10-12 point type) double sided. A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the eight (8) pages but must include the chapter, institution, and region name.

### **Section 4 Required Criteria**

- A. The bid shall include a letter of support from the current NRHH President or NRHH Advisor for the year of nomination.
- B. The bid shall include NRHH accomplishments and NRHH involvement.

### **Section 5 Suggested Criteria**

- A. Local, regional, and national correspondence pertaining to NRHH.
- B. Recognition through NRHH Awards.
- C. Participation in campus, regional, and national services for the benefit of NRHH.
- D. Representation of NRHH at campus, regional, and national levels.
- E. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

### **Section 6 Selection**

The selection committee shall be composed of the NNB.

### **Section 7 Award**

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. A maximum of one award per year may be given.

## **Article VI NRHH NATIONAL DIAMOND AWARD**

### **Section 1 Purpose**

The NRHH National Diamond Award is an honor bestowed upon individuals who have made outstanding strides reaching beyond his/her on-campus community. The award recognizes outstanding achievements and/or programs linking members of the chapter to that of the campus/local community and other colleges and universities.

### **Section 2 Eligibility**

Individuals chosen for the award must be a NRHH member of an affiliated chapter in good standing. Only year specific information will be considered from NACURH Conference to NACURH Conference. *Nominations shall be submitted in a manner described by the NAN by April 15 of each year.*

### **Section 3 Nomination**

A one page (single-sided 10-12 point font) letter of nomination

### **Section 4 Required Criteria**

Work with regional/national NRHH initiatives and service to the campus/local community and to other colleges and universities.

### **Section 5 Selection**

The award will be selected by a three-fourths (3/4) majority vote of NNB members in attendance at the National Conference.

### **Section 6 Award**

Recipients will receive a pin and certificate presented at the NACURH conference awards ceremony. The number of awards given per year shall be no more than the number of affiliated regions of NACURH.

## **SECTION V: FINANCE**

### **Article I FISCAL YEAR DEFINITION**

The fiscal year period for both NACURH and its affiliates shall be April 1 to March 31 of each year. (1995)

### **Article II TAX IDENTIFICATION NUMBER**

The NACURH Tax ID number is only for the use of NRHH and NACURH services rendered. *The number* is only for the use of chapters purchasing on inventory and services from the NSRO. *The number* is never to be used by the chapters for any other costs.

### **Article III BUDGETS**

#### **Section 1 OTM Program**

All costs incurred by the NSRO for facilitating the OTM program will be reimbursed by the NAF from the NACURH Budget.

#### **Section 2 Association of Alumni and Friends of NACURH Program (AAFN)**

All costs incurred by the NSRO for facilitating the AAFN program will be reimbursed by the NAF from the interest money earned from the AAFN contingency fund.

### **Article IV FINANCIAL ACCOUNTABILITY**

#### **Section 1 Accounts Receivable**

On April 15, schools having outstanding debts to the NIC *and/or* NSRO shall be notified by *the respective* office(s) that they are on probation and that the debt must be paid prior to the NCC Informational Meeting.

### **Article V INVENTORY**

#### **Section 1 Merchandise**

- A. The price per the NRHH certificate will be \$0.50 and is only available to affiliated NRHH chapters.
- B. The price per NRHH Membership pin will be \$4.00 and is only available to affiliated NRHH chapters.
- C. The price per Outstanding Leadership and Service Pin will be \$4.00 and is only available to affiliated NRHH Chapters.

- D. The price per Bronze Pin will be \$4.00 for all schools in good standing with NACURH, Inc.
- E. The price per NRHH Honor Cord will be \$7.00 and is only available to affiliated NRHH chapters.
- F. The price per RBD Pin will be \$4.00 and can be purchased by a member of the respective regional board.

**Section 2      “No Pay, No Inventory” Policy**

NRHH shall adopt a “NO PAY, NO INVENTORY” policy; any inventory ordered will not be shipped out until payment is received.