



# NACURH INC.

## POLICY BOOK

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# TITLE 1

## STATEMENTS OF PURPOSE

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## ARTICLE I.

### VISION STATEMENT

The National Association of College and University Residence Halls, NACURH Incorporated, seeks to create a network of civically engaged students sharing common experiences through residential leadership opportunities.

## ARTICLE II.

### MISSION STATEMENT

As an organization, NACURH creates environments that empower, motivate, and equip residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.

## ARTICLE III.

### INCLUSION STATEMENT

NACURH is comprised of individuals from a variety of backgrounds and experiences, in recognition therein, NACURH strives to be inclusive of all of its members. As such, NACURH seeks to foster a culture in which individual differences are validated and celebrated through the following practices:

- Providing meaningful opportunities for membership to engage across and within difference through conference experiences, virtual interactions, and other services
- Developing educational experiences which are relevant and culturally validating for our membership
- Serving our membership in a holistic and proactive manner through accessible resources and NACURH Leadership
- Motivating our membership to engage in philanthropic and service initiatives that are relevant to the communities they reside in
- Empowering our membership to participate in reflection on the role of diversity, inclusion, and social justice in their campus organizations

Ultimately, we strive for an appreciation, understanding, and validation of the diversity in all of our members.

## ARTICLE IV.

### ETHICS STATEMENT

As an organization, NACURH Inc. seeks to promote ethical leadership through leading by example. Aligning with our mission, NACURH Inc. values ethical leadership that leads to the empowerment, motivation, and success of students at our member institutions. NACURHs leaders aspire to carry out values of the Association as follows:

- Act with integrity and dignity
- Foster an environment of inclusion and equity for all members in the corporation's initiatives
- Promote engagement among members of the organization
- Actively learn and stay informed to help improve the corporation
- Operate under methods informed by our constituents
- Demonstrate mutual respect, support, and trust when engaging in NACURH leadership activities and related events by holding self and each other accountable
- Strive to appreciate, understand, and respect differences by engaging in dialogue around complex issues pertaining to the Association
- Actively engage in NACURH's diversity and equity efforts such as supporting the Identity Networks and staying up to date about issues related to diversity and equity impacting our affiliates
- Support student development through creating a positive impact on individuals and institutions
- Utilize technology and equipment in an appropriate and responsible manner
- Recognize responsibility to both our students and the corporation
- Recognize responsibility of the impact of our actions as a corporation by being a good steward of the association's resources, staying up to date about issues related to nonprofits and on campus housing
- Record and distribute information on the happenings of the corporation in way that is transparent with our member institutions
- Act in best interest of member institutions, both in actions and in words
- Maintain and develop professional competence

## ARTICLE V.

### EQUITY STATEMENT

NACURH is an international organization comprised of member schools that vary in demographic makeup, structure, size, abilities, characteristics, identities, beliefs, and affiliations. NACURH is committed to equitable representation and decision-making in all practices and procedures including, but not limited to, conference hosting, awards and recognition, leadership development and officer roles, resources, communication, and provision of services. To this aim, NACURH and its representatives will protect individuals and institutions from undue bias and influence stemming from circumstances that are removed from the direct control of our student members. This includes, but is not limited to, policies established by the students' institution and housing department, and laws established by governmental entities with relevant jurisdiction. While acknowledging and appreciating the diversity of affiliated institutions, NACURH recognizes that there are relevant impacts on individual and

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institutional experiences in the organization that are of substantial and material significance. To this end, NACURH shall intentionally consider these impacts with integrity and with the best interests of affiliated member institutions in mind.

## ARTICLE VI.

### COMMITMENT STATEMENT

Through NACURH's mission to empower, motivate, and equip, NACURH seeks to challenge and support its members to foster authentic, continued, and up-to-date understanding and education surrounding the complex experiences of all of its affiliates, especially those within Indigenous communities, minority serving institutions, and international affiliations. Acknowledging that NACURH has not always given equitable support to its marginalized groups, NACURH commits to learning from the past in order to put the improvement of the aforementioned groups' experiences at the forefront of pertinent discussions and decisions. While outreach is only one facet of the solution, NACURH will use it as a guiding principle to enact the necessary policy changes and engage in continual dialogue to meet the needs of its currently underserved members. Although the scope of the organization is ever evolving, NACURH will continually engage in realistic and tangible changes to be intentionally inclusive regarding language, conversations, and cultural practices for all of its members.

## ARTICLE VII.

### EQUAL OPPORTUNITY STATEMENT

It is NACURH's policy to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity or expression, age, disability, marital status, medical condition, citizenship, physical appearance, body size, military or veteran status, or any other characteristic protected by law. NACURH prohibits all such discrimination and harassment and will address all allegations in a swift and fair manner.

# TITLE 2

## NACURH BRANDING & SYMBOLS

ARTICLE I  
NACURH LOGO

ARTICLE II  
NACURH COLORS

ARTICLE III  
NACURH BRANDING & SYMBOLS



## ARTICLE I.

### NACURH LOGO

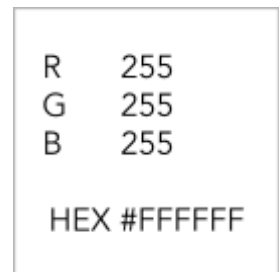
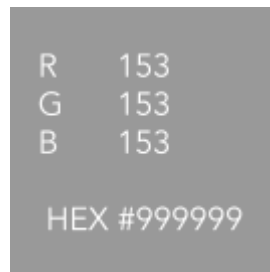
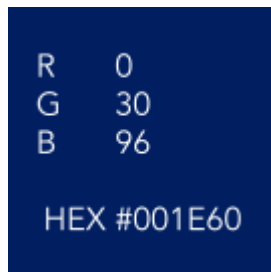
NACURH is represented by the NACURH links. The links stand for care, dedication, and participation.



## ARTICLE II.

### NACURH COLORS

The official colors of NACURH are blue and white.



## ARTICLE III.

### NACURH EXECUTIVE COMMITTEE MASCOT

1. The NACURH Executive Committee mascot is Tobey Terrance Turtle.
2. Tobey Terrance Turtle uses he/they pronouns.
3. Tobey Terrance Turtle's birthday is on May 25th of each year.

# TITLE 3

## CORPORATE STRUCTURE & GOVERNANCE

ARTICLE I  
OFFICER RESPONSIBILITIES

ARTICLE VII  
VIRTUAL BUSINESS

ARTICLE II  
NACURH ACCOUNTABILITY

ARTICLE VIII  
REPORTS

ARTICLE III  
PROTOCOL PRIOR TO  
INITIATING A RECALL

ARTICLE IX  
PARTNERS & SPONSORS

ARTICLE IV  
GOVERNANCE

ARTICLE X  
NACURH RESIDENCE HALL  
MONTH

ARTICLE V  
VOTING PROCEDURES

ARTICLE VI  
REGIONAL REPRESENTATIVES

# ARTICLE I.

# OFFICER RESPONSIBILITIES

## Section 1.

## NACURH Chairperson

The NACURH Chairperson serves as the Chief Executive Officer of NACURH, Inc. The Chair aims to support NACURH's entities and the NACURH Executive Committee. They provide direction for the corporation, while fostering relationships with external partners and overseeing the functions of NACURH.

1. Shall be responsible for providing strategic vision, corporate guidance, and decision-making in consultation with the NACURH Executives.
2. Shall be responsible for planning the Semi-Annual and Annual Business Meetings in conjunction with the Annual Conference Staff.
3. Shall serve as the liaison to corporate and professional partners, including OCM, ACPA, and ACUHO-I.
4. Shall attend the ACUHO-I Annual Conference and Exposition on behalf of the corporation, or shall select a designee to represent NACURH on their behalf.
5. Shall oversee the election procedures and methods of accountability for the NACURH Executives, Advisor, NRHH Advisor and NACURH Consultants.
6. Shall coordinate transition in the event of a resignation or recall of the NAO, NAN, NAE, Advisor, NRHH Advisor or NACURH Consultants.
7. Shall meet regularly with members of the Executive Committee.
8. Shall oversee the selection process for NACURH's Advancement Society nominees.
9. Shall oversee the implementation of NACURH task forces, committees or ad hoc committees.
10. Shall chair a discussion between the Executiveteam and newly elected NACURH Identity Network chairs to appoint a member of the executive committee to liaison with the Identity Networks.
11. Shall oversee the virtual voting procedures for legislation.
12. Shall oversee the bidding process for the Annual Conference.
13. Shall chair the bidding and selection process for the NACURH Alumni Coordinator.
14. Shall chair the Corporate Business Meeting and Corporate Information Session
15. Shall facilitate the requests to alter the break-even factor for regional conferences.
16. Shall oversee the award bidding process for bids at the Annual Conference.
17. Shall oversee and implement NACURH plagiarism policies and violations.
18. Shall oversee the implementation of the pin awards and spotlight awards as outlined by the NACURH Policy Book.

19. Shall be responsible for ensuring NACURH, Inc. corporate documentation, registration, trademarks, and filings etc. are adequately maintained and updated.

## Section 2.

### NACURH Associate for Operations (NAO)

The NACURH Associate for Operations serves as the Chief Operations Officer and Chief Financial Officer of NACURH, Inc. and is responsible for the internal processes of the corporation. The NAO aims to provide ongoing support to entity finances, while also upholding NACURH's policies and executing the financial and administrative responsibilities of the corporation.

4. In case of vacancy of Chairperson, the NAO shall succeed for the duration of the current term.
5. Shall serve as the interpreter of the NACURH Policy Book and NACURH Bylaws.
6. Shall be responsible for overseeing and maintaining all NACURH governing documents, and ensuring all governing documents are made readily available to NACURH members.
7. Shall coordinate and oversee the selection of all NACURH and NRHH grants and scholarships.
8. Shall be responsible for the transposing, typing, and distributing copies of the minutes from the Board of Directors meetings within forty-five (45) days of the meeting.
9. Shall send out policy book revisions and additions within forty-five (45) days of the Semi-Annual Business Meeting and Annual Business Meeting.
10. Shall be responsible for creating, distributing, and managing corporate forms including Corporate Liability, Oath of Non-Conflict, and Online Voting Confirmation forms.
11. Shall create the NACURH budget and present it to the NACURH Boards for approval.
12. Shall make available the approved NACURH budget throughout the fiscal year to the NACURH Board of Directors.
13. Shall monitor the annual conference budget and work with the annual conference finance chair and annual conference staff in budget management and planning, as well as ensuring adherence to all NACURH financial and annual conference policies.
14. Shall approve extensions of promissory notes and approve paying regions for conference expenses
15. Shall set a price for awards and pins as outlined by the NACURH Policy Book.
16. Shall ensure all travel policies are followed as NACURH Executives and officers plan to travel for conferences.
17. Shall collect monthly and annual financial reports from the Associate Directors for Administration & Finance and disperse funds into regional or office accounts in accordance with deadlines and practices in accordance with the NACURH Policy Book

18. Shall be responsible for implementing, coordinating and revising the Investment Policy Statement as well as retaining NACURH's official copy of the Investment Policy Statement.
19. Shall be responsible for ensuring NACURH, Inc. corporate documentation, registration, trademarks and filings etc. are adequately maintained and updated and have the power to act on these items
20. Shall coordinate the collection of historical documents and communicate the NACURH archives on the matters concerning historical information.

### Section 3. NACURH Associate for NRHH (NAN)

The NACURH Associate for NRHH serves as the Executive Director of the National Residence Hall Honorary and is responsible for initiatives that align with service and recognition. The NAN provides ongoing support to the NACURH NRHH Board of Directors, while also providing support to other members of the Executive Committee and initiatives furthering NACURH, Inc.

1. Shall oversee the business of the National Residence Hall Honorary and report such business to the NACURH Executive Committee
2. Shall act as the executive director of NRHH and chair all NACURH NRHH Board of Directors meetings.
3. Shall oversee the virtual voting procedures for all NRHH legislation.
4. Shall coordinate, in conjunction with the NBD schedule, the NNBD boardroom meeting schedule at the Semi Annual Business Meeting and Annual Business Meetings, with input from the NACURH Chairperson.
5. Shall work to advance the quality of NRHH on a NACURH level by working with the NNBD and NACURH Standing Committees
6. Shall oversee the OTM program, database, and related processes.
7. Shall oversee and administer the NACURH OTM selection process
8. Shall be responsible for creating, distributing, and managing membership forms including the Off-Campus Membership Voting Pledge, Member Removal, and Member Transfer forms.
9. Shall oversee and implement the evaluation process for all NACURH Leadership members
10. Shall oversee the implementation of the Annual Conference Awards as outlined by the NACURH Policy Book

### Section 4. NACURH Associate for Engagement (NAE)

The NACURH Associate for Engagement serves as the Chief Marketing and Technology Officer for the corporation and is responsible for marketing initiatives and virtual services within

NACURH. The NAE aims to uphold the brand of NACURH, Inc., engage our membership year-round, and communicate the value of the corporation to stakeholders.

1. Shall oversee the publication of all marketing, outreach, and social media on behalf of NACURH.
2. Shall serve as the interpreter of the NACURH NRHH Governing Documents.
  1. The NAE holds the discretion to consult with the NAO regarding NRHH policy interpretation matters.
3. Shall coordinate external corporate assessment practices, such as the NACURH Services and Performance Assessment, and report data accordingly.
4. Shall be responsible for gathering information for all reports as outlined by the NACURH Policy Book including, but not limited to, the Semi-Annual Report and the Corporate Report.
5. Shall be responsible for the transposing and distributing copies of the minutes from the NNBD meetings within forty-five (45) days of the meeting.
6. Shall be responsible for the maintenance and update of the NACURH and NRHH websites.
7. Shall send out NRHH Policy Book revisions and additions within forty-five (45) days of the Semi-annual and Annual conferences.
8. Shall oversee the creation of The LINK publication with at least one issue released per affiliation year.
9. Shall oversee and develop the NACURH Leadership training and transition experience leading up to and during the NACURH Annual Conference.
10. Shall oversee the implementation of all NACURH virtual opportunities, including but not limited to virtual roundtables.
11. Shall coordinate the development and implementation of NACURH Residence Hall Month (NRHM) and serve as chair of the NACURH Residence Hall Month Committee.
12. Shall be responsible for coordinating the President's Information Session/Roundtable at the NACURH annual conference.
13. Shall oversee the implementation of the NACURH U programming track at the NACURH Annual Conference, as well as provide support between the NACURH U program and regional U programming.
14. Shall coordinate recruitment strategies for institutional affiliation, including but not limited to a social media affiliation campaign.

## Section 5.

### Advisors

1. NACURH Advisors Definition
  - a. The NACURH Advisor and NACURH NRHH Advisor serve NACURH Leadership and institutions through providing advice, guidance, and mentorship for the future of the organization. NACURH-level Advisors empower, equip,

and motivate all levels of residence hall leaders to develop the skills and create the resources for them to excel and positively influence their campus, regional, and NACURH-level communities. The NACURH-level Advisors have an ethical and fiduciary responsibility to the corporation and its member institutions.

2. NACURH Advisor

- a. Shall serve as advisor on NACURH matters and as a liaison to advisors within NACURH.
- b. Shall be responsible for ensuring the policies of NACURH are carried out.
- c. Shall be available for consultation on organizational matters.
- d. Shall attend all meetings of the NBD and the NACURH Corporate Business Meeting.
- e. Shall verify all votes of the NBD and NACURH Corporate Business Meeting.
- f. Shall support and regularly meet with the NACURH Executive committee.
- g. Shall serve on or chair any task forces as outlined by the NACURH Policy Books.
- h. Shall be an additional signatory on the NACURH checking account, along with the Chairperson, NAO, and NACURH NRHH Advisor.
- i. Shall maintain contact with NACURH-Level Consultants, Regional Advisors, and Regional NRHH Advisors.
- j. Shall be responsible for ensuring NACURH, Inc. corporate documentation, registration, trademarks and filings etc. are adequately maintained and updated and have the power to act on these items.
- k. Shall develop and support the NACURH Leadership and Regional Level Advisor training and-transition experience.
- l. Shall support the Chairperson in liaising with professional organizations and external partners.
- m. Shall support the oversight of the accountability and recall process in conjunction with the NACURH NRHH Advisor.
- n. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
- o. One NACURH Advisor shall attend the ACUHO-i Annual Conference and Exposition annually in conjunction with the NACURH Chairperson.
- p. In the case of vacancy of NACURH NRHH Advisor, the NACURH Advisor shall directly support the NNBD until the NACURH Chairperson determines an appropriate vacancy plan.

3. NACURH NRHH Advisor

- a. Shall serve as advisor on NACURH and NRHH matters and as a liaison to advisors within NACURH.

- b. Shall be responsible for ensuring the policies of the NACURH and NRHH are carried out.
- c. Shall be available for consultation on organizational matters.
- d. Shall attend all meetings of the NNBD, NBD, and NRHH Corporate Business Meeting.
- e. Shall verify all votes of the NNBD and NRHH Corporate Business Meeting.
- f. Shall support and regularly meet with the NACURH Executive committee.
- g. Shall serve on or chair any task forces as outlined by the NACURH and NRHH Policy Books.
- h. Shall be an additional signatory on the NACURH checking account, along with the Chairperson, NAO, and NACURH Advisor.
- i. Shall maintain contact with NACURH-Level Consultants, Regional Advisors, and Regional NRHH Advisors.
- j. Shall be responsible for ensuring NACURH, Inc. and NRHH corporate documentation, registration, trademarks and fillings etc. are adequately maintained and updated and have the power to act on these items.
- k. Shall develop and support the NACURH Leadership and Regional Level Advisor training and transition experience.
- l. Shall support the Chairperson in liaising with professional organizations and external partners.
- m. Shall support the oversight of the accountability and recall process in conjunction with the NACURH Advisor.
- n. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
- o. One NACURH Advisor shall attend the ACUHO-i Annual Conference and Exposition annually in conjunction with the NACURH Chairperson.
- p. In the case of vacancy of NACURH Advisor, the NACURH NRHH Advisor shall succeed until the NACURH Chairperson determines an appropriate vacancy plan.

## Section 6.

### Consultants

#### 1. NACURH Consultants Definition

- a. The Conference Resource Consultant, the Advancement Society Consultant, and the ART Consultant serve NACURH Leadership and institutions by providing consultation and guidance on respective NACURH services. NACURH Consultants do not possess financial signatory responsibilities to the corporation but maintain an ethical responsibility to the corporation and its member institutions.
- b. Consultants are invited to both the semi-annual business meeting, annual business meeting, and annual conference



- to provide support to the NACURH Boards and the Executive Committee.
- c. General duties of consultants include:
  - d. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
  - e. Shall maintain accurate records for their respective position.
  - f. Shall serve on or chair any committees as outlined by the NACURH Policy Book.
  - g. Shall support the development of the NACURH Leadership training and transition experience leading up to and during the NACURH Annual Conference.
  - h. Shall conduct presentations, workshops and other educational formats on their specific area of expertise throughout the year, including conferences.
2. Conference Resource Consultant
- a. Shall be responsible for working with the annual conference staff to ensure that all policies listed under the Conference section of the Policy Book are followed appropriately.
  - b. Shall conduct a visit to the annual conference site prior to the annual conference to review logistics and provide guidance over conference planning.
  - c. Shall review and guide the annual conference staff through the conference budgeting process, in conjunction with the NAO.
  - d. Shall be available for consultation on regional and annual conference matters.
  - e. Shall maintain Host School Acknowledgement Forms by each conference host site.
  - f. Shall serve as a liaison between NACURH and third parties for conference software and provide training to regional/annual conference teams.
  - g. Shall review and maintain conference insurance records.
  - h. Shall retain copies of each conference wrap-up report.
3. Advancement Society Consultant
- a. Shall facilitate the regular operations of the Advancement Society.
  - b. Shall maintain accurate records of the Advancement Society membership, including induction information, and Membership levels in collaboration with the NCO.
  - c. Shall coordinate the induction of new members into the Advancement Society by collecting all materials including, but not limited to, checks, names, and short biographies, in collaboration with the NCO and NAO.
  - d. Shall coordinate the payment of Induction Fees and Advancement Fees.
  - e. Shall send a formal update on member information to the NCO on April 1st of each year, with additional updates as needed.

- f. Shall assist the NAE and NCO in engaging with the Advancement Society members through publications and social media.
  - g. Shall coordinate alumni engagement opportunities in collaboration with the Executive Committee, NACURH Boards, and Annual Conference Staff.
  - h. Shall provide support to RBD coordinator(s) through collection of updates on each Regional alumni organizations and supporting recordkeeping of these organizations and their RBD coordinator(s).
4. ART Consultant
- a. The ART Consultant shall serve as the Chair and the main point of contact for the ART Committee.
  - b. The ART Consultant shall coordinate ART at the Annual Conference.
  - c. The ART Consultant shall maintain the ART history book, the annual ART report, all ART reporting, and primary keeper of ART resources.
  - d. The ART Consultant shall meet regularly with the ART Coordinators and the broader ART committee.
  - e. The ART Consultant shall oversee the ART committee selection processes, in consultation with the currently sitting ART committee, NACURH Chairperson, and the NACURH Advisors.
  - f. The ART Consultant shall oversee training of the ART Committee and ART Coordinators.
  - g. The ART Consultant shall review all content coming out of the ART Committee including content, training, and marketing, in conjunction with the NACURH Advisors.
  - h. The ART Consultant will report progress and update both the NACURH Chairperson and the NACURH Advisors on ART matters.

## Section 7.

### Regional Directors

1. Shall maintain communication with the NBD.
2. Shall maintain communication with the NNB, NCO, and NACURH Executives.
3. Shall represent their region or office at the NACURH Semi-Annual Business Meeting, Annual Business Meeting, and the NACURH Annual Conference.
4. Shall attend all meetings of the Directors and the NBD.
5. Shall attend 1:1s with the NACURH Chairperson.
6. Shall contribute to Annual and Corporate reports submitted to the NACURH Executives.
7. Shall complete assigned tasks in preparation for the Semi-Annual Business Meeting, Annual Business Meeting, and the NACURH Annual Conference.
8. Shall distribute all information to constituents in a timely manner or within the specified timeline.

9. Shall support the NACURH Leadership training and transition experience for incoming regional Leadership members, respectively.
10. Shall develop regional training and transition experiences that are connected with and supplemental to the NACURH Leadership training and transition experience.
11. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.

## Section 8.

### Associate Directors for Administration & Finance

1. Shall maintain communication with the NBD.
2. Shall maintain communication with the NNB, NCO, and NACURH Executives.
3. Shall represent their region or office at the NACURH Semi-Annual Business Meeting, Annual Business Meeting, and the NACURH Annual Conference.
4. Shall attend all meetings of the Associate Directors for Administration & Finance and the NBD.
5. Shall attend 1:1s with the NACURH Associate for Operations.
6. Shall contribute to Annual and Corporate reports submitted to the NACURH Executives.
7. Shall serve as the primary interpreter of the regional governing documents.
8. Shall be responsible for overseeing and maintaining all regional governing documents, and ensuring all governing documents are made readily available to regional members.
9. Shall be responsible for the transposing, typing, and distributing copies of the minutes from the regional business meetings within forty-five (45) days of the meeting.
10. Shall support the NACURH Leadership training and transition experience for incoming regional Leadership members, respectively.
11. Shall develop regional training and transition experiences that are connected with and supplemental to the NACURH Leadership training and transition experience.
12. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
13. Shall fulfill financial responsibilities as outlined in Title XIII: Finances of the NACURH Policy Book.

## Section 9.

### Associate Directors for NRHH

1. Shall maintain communication with the NNBD.
2. Shall maintain communication with the NBD, NCO, and NACURH Executives.
3. Shall represent their region or office at the NACURH Semi-Annual Business Meeting, NACURH Pre-Conference, and the NACURH

- Annual Meeting.
4. Shall assist NACURH Board of Directors (NBD) in the election of the NAN
  5. Shall attend all meetings of the NNBD.
  6. Shall attend 1:1s with the NACURH Associate for NRHH.
  7. Shall support NRHH related events and educational sessions at all NACURH Conferences.
  8. Shall attend the NRHH Social at the NACURH Annual Conference.
  9. Shall contribute to Annual and Corporate reports submitted to the NACURH Executives.
  10. Shall coordinate the regional chapter constitution review and approval process for the purpose of affiliations.
  11. Shall coordinate the regional OTM selection process for submission to the NACURH level.
  12. Shall distribute all NRHH-specific information to representatives in a timely manner or within the specified timeline.
  13. Shall provide support and oversight to chapter-level NRHH representatives
  14. Shall support the NACURH Leadership training and transition experience for incoming regional Leadership members, respectively.
  15. Shall develop regional training and transition experiences that are connected with and supplemental to the NACURH Leadership training and transition experience.
  16. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
  17. Shall refer to the NRHH Policy Book Title 4 Article I for additional ADNRRH positional responsibilities.

## Section 10.

### Coordinating Officers (COs)

1. Shall maintain communication with other Coordinating Officers and Regional Board.
2. Shall maintain communication with the NACURH Executives regarding NACURH related business.
3. Shall contribute to Annual and Corporate reports submitted to the NACURH Executives.
4. Shall distribute all information to constituents in a timely manner or within the specified timeline.
5. Shall attend all meetings of the Attending COs and NACURH Leadership chats.
6. Shall build communication with one another throughout the organization to better benefit from each other and further maintain a unified NACURH.
7. Shall act as a regional resource and facilitate communication for their region. Each region shall determine the specific duties required of their COs that it believes will most benefit the region and its member schools.
8. Shall develop regional training and transition experiences that are

- connected with and supplemental to the NACURH Leadership training and transition experience.
9. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
  10. Must carry out all regional duties as specified by regional governing documents.

## Section 11.

### Regional Conference Chairs

1. Shall be responsible for the planning and execution of their respective regional conference in coordination with their Conference Staff.
  - a. Regional conference host institutions may choose to have co-conference chairs, but only one regional conference chair shall be recognized as the designated representative within NACURH Leadership.
2. Each region shall determine the specific duties required of their Conference Chairs based on identified regional and member institution needs.
3. The term for each Regional Conference Chairperson shall begin at the selection of their conference and end at the close of their conference and successful submission of required wrap-up materials.
4. Shall look toward the CRC for further guidance in terms of NACURH issues.
5. Shall act as a regional resource and facilitate communication for their region as it relates to the conference they are hosting.
6. Shall support the NACURH Leadership training and transition experience for incoming regional Leadership members, respectively, and contribute to any regional transition requirements.
7. Shall participate in regional training and transition experiences that are connected with and supplemental to the NACURH Leadership training and transition experience.
8. Shall be responsible for reporting the status of their Regional Conference, including:
  - a. Communication on a regular basis with the respective Regional Director to discuss questions, concerns, and progress of conference planning.
  - b. Reports, with the assistance of conference staff members, to the respective region's voting representatives regarding relevant updates and progress of conference planning, at the discretion of regional policy.
9. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.

## Section 12.

### Regional Advisors

Regional Advisor Definition: Regional Level Advisors serve their entity and institutions through providing advice, guidance, and mentorship for the students and advisors in their entity. Regional-Level advisors empower, equip, and motivate residence hall leaders to develop skills and create the resources for them to excel and positively influence their campus and regional communities. The Regional-Level Advisors have an ethical and fiduciary responsibility to their entity, member institutions and the corporation.

1. Regional Advisor Qualifications

- a. Have at least two years of progressive professional full-time student group advising experience beyond graduate school at the time the role is being pursued OR four years of progressive professional full-time experience at the time they start their term.
- b. It is a preferred qualification that Regional Level Advisors have experience advising campus-level on-campus housing organizations and/or NRHH chapters.
- c. It is a preferred qualification that all Regional Advisors have completed Advisor Retention & Training (ART) by the start of their term.
- d. Additional qualifications are up to the region to determine based on the needs of the student leaders, institutions, and organization.

2. Regional Advisor Selection Processes

- a. Regional level advisor selections should occur by the close of the Regional Business Conference/Spring Leadership Conference with advisors beginning their transition immediately and concluding at the Annual Conference.
- b. Regions should design a selection process that takes into consideration the professional nature of the advisor role in its creation.
  - a. The selection process should take into account the unique needs of the region to appropriately balance the strengths the continuing advisor brings to the team.
- c. Regional selection processes may include confirmation of selection by the regional board or by member schools from the region.

3. Regional Level & Regional NRHH Advisor Role

- a. Shall serve as an advisor on regional matters.
- b. Shall be responsible for ensuring the policies of the entity and NACURH are carried out.
- c. Shall attend all meetings of the regional board and region.
- d. Shall verify all votes of the region during regional conferences and regional business meetings.
- e. Shall support and meet regularly with members of the regional board.
- f. Shall be an additional signatory on the regional checking and savings account along with other Regional and NACURH-level signers.
- g. Shall consider appropriate risk management needs when

- working with regional boards and conference teams.
- h. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
  - i. Shall attend meetings and development opportunities of regional level advisors and NACURH Leadership.
  - j. Shall attend the NACURH Semi-Annual Business Meeting and NACURH Annual Business Meeting, pre-conference and Annual Conference annually.
  - k. Shall support the oversight of accountability and recall processes regionally in conjunction with regional and NACURH policies.
  - l. Shall support NACURH Leadership training and transition experience for incoming regional Leadership members, respectively.
  - m. Shall develop regional training and transition experiences that are connected with and supplemental to the NACURH Leadership training and transition experience.
  - n. Serve as the Regional Advisor-elect from the date of their election until one day after the NACURH Annual Conference that follows the election.
  - o. Shall ensure that conferences have the following support:
    - a. Shall work with the regional conference chairs, regional conference advisors, and board to ensure the development of the conference experience and conference finances.
    - b. Shall complete conference training sessions offered by the CRC to assist them in their role as advisors to their regional conferences.
  - p. Shall ensure that Advisor Retention & Training (ART) has the following support:
    - a. If applicable, work with regional boards to select regional ART Coordinators.
    - b. If applicable, work collaboratively with regional ART Coordinators.
    - c. Coordinate ART sessions at Regional Conferences in conjunction with co-advisors and ART Coordinators.
    - d. Ensure accurate records of advisor progress and completion is collected at any regionally sponsored ART sessions.
    - e. Ensure the recognition of advisors who have completed all components of ART.
  - q. Shall ensure that Advancement has the following support:
    - a. A regional-level list of inductees into Advancement is sent to the Advancement Consultant.
    - b. Work collaboratively with whomever coordinates Alumni involvement with the respective Region.
  - r. Complete all duties outlined in the corresponding regional

**Section 13.**

**Parliamentarian**

1. Shall be present at all meetings of the NBD
2. Shall serve as an advisor to the NACURH Board of Directors on Robert's Rules of Order Newly Revised.

**Section 14.**

**Past NACURH Chairperson**

1. Shall provide direct support to the current chairperson, Executive Committee, NBD, and other members of NACURH Leadership as needed.
2. Shall meet with the current NACURH Chairperson on a regular basis, defined as at least once a month.
3. Shall be afforded the opportunity to serve on the NACURH Strategic Planning Committee.
4. Shall help in the formal transition process of the NACURH Chairperson and the NBD to ensure successful transition into the new term.
5. Shall help formalize items of action from the previous affiliation year to ensure successful transition into the new term.
6. Shall maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
7. Shall coordinate alumni affairs during their year of service including, but not limited to: email updates, newsletters, projects, etc.

**Section 15.**

**Past NACURH Associate for NRHH**

1. Responsibilities
  1. Shall provide direct support to the current NAN, NNBD, Executive Committee, and other members of NACURH Leadership as needed.
  2. Shall help in the formal transition process of the NAN and the NNBD to ensure successful transition into the new term.
  3. Shall work with the Advancement Society Consultant to coordinate engagement opportunities for Lifelong NRHH Members including but not limited to: email updates, newsletters, and projects.
  4. Shall be afforded the opportunity to serve on the NACURH Strategic Planning Committee and/or the NACURH NRHH Strategic Planning Committee.
2. Selection
  1. At the end of their term, the outgoing NAN will move immediately into the Past NAN position for one (1) affiliation year.
    1. The outgoing NAN may choose to not move into the Past NAN position if they wish.



1. This decision must be communicated through email to the NACURH Chairperson, NACURH Advisor, and NACURH NRHH Advisor.
2. In the event that a NAN chooses to not move into the Past NAN position, the incoming NAN may nominate a previous predecessor to the role, with confirmation by a simple majority of the incoming Executive Committee.

## Section 16. NACURH Sage

1. Definition
  - a. The NACURH Sage is a volunteer role intended to provide continuity and context to the professionals of NACURH. Persons who have held the NACURH Level Advisor or Consultant roles have held multi-year term(s) in which they were responsible for maintaining information and knowledge about corporate dealings and processes. This knowledge is critical to the sustainability and longevity of NACURH. This is a position which is annually selected based on the needs of that affiliation year.
2. Responsibilities
  - a. Shall provide direct consultative support to the current NACURH Advisors and Consultants as needed.
  - b. The NACURH Sage can be invited to support virtual and in-person NACURH spaces such as training, accountability processes, business, conferences, vacancies, and on an as needed basis.
    - i. Any in-person support would be decided in consultation with the Chairperson, NAO, and current NACURH Advisors.
      1. Invitations to support specific spaces should be made in advance and in accordance with all other NACURH policies
    - ii. Invitations to support specific virtual spaces would be decided in consultation with the Chairperson and current NACURH Advisors.
3. Eligibility
  - a. Former NACURH Advisors or Consultants are eligible to be selected as the Sage.
  - b. Sages do not need to have a host institution or maintain host school support.
  - c. A list of eligible Sages shall be maintained by the NACURH Advisors.
4. Selection
  - a. The current NACURH Advisors are responsible for selecting a Sage, in consultation with the NACURH Chairperson.
    - i. The Sage shall be selected annually after the NACURH Annual Conference.
    - ii. The recommended timeline for selection should occur prior to July 1st.

- iii. If they find that there is not a need to select a sage, they can elect to recognize an honorary Sage who would not be expected to fulfill the responsibilities of the role as listed above and instead be recognized for their service to NACURH.
- iv. If they decide to select a Sage, the NACURH Advisors shall reach out to the prospective Sage to review the following:
  - 1. Discuss the needs for the year, both for the NACURH Level Professionals and the Corporation
  - 2. Receive confirmation of acceptance of the role
- v. Once selected, the NACURH Advisors shall communicate the selected Sage to the Chairperson and Executive Committee to be communicated out to NACURH Leadership via memo.
- b. A Sage can be selected multiple times based on the needs of that particular affiliation year and sitting NACURH
- c. Advisors.
  - i. A Sage does not need to be selected in consecutive years and can be selected at any time once they are eligible to become a Sage.

## Section 17.

### **NACURH Leadership**

1. NACURH Leadership shall be collective term referencing all members serving on the NACURH Executive Committee, NACURH Board of Directors, NACURH NRHH Board of Directors, Coordinating Officers, Office Staff Member, Regional Advisors, and Regional Leadership and Business Conference Chairs.

## Section 18.

### **Powers of the NAN, NNBD & NRHH Representatives**

1. Powers not specifically stated herein have been delegated to the NACURH 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 19.

### **On-Campus Requirement**

1. On-Campus Requirements & Recommendations
  - c. It is recommended, but not required, that members of NACURH Leadership live on campus for the duration of their term or serve as an off campus member of their NRHH Chapter, if applicable.
    - i. Prior to the start of their prospective term in office, candidates must have lived in on-campus housing for at least one academic term as defined by the affiliated institution.

## Section 20.

### **Academic Responsibility**

1. All current and incoming members of NACURH Leadership must be in academic good standing for the entirety of their terms of

office. 'Academic good standing' is determined by the host-institution guidelines or individual academic program requirements.

2. All current and incoming members of NACURH Leadership must maintain "full-time" student status for the entirety of their terms of office. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements.
  - a. This requirement may be temporarily waived by the NACURH Chairperson, in coordination with the NACURH Executive Committee.

## Section 21.

### Host Institution Support

1. All NACURH Officers must maintain the support of their host institution for the entirety of their terms of office, including the interim period between their election and installation in office.
  - a. If a member or potential member of NACURH Leadership is changing host institutions (transferring programs, transitioning to graduate school, etc.) prior to the start of the upcoming affiliation year, but is being elected at the Regional Business conference or Spring Leadership conference, host institution support for the upcoming affiliation year must be confirmed by April 20th, or within two weeks of the results of any special elections occurring between April 20th and August 1st.
    1. Between August 1st and the Regional Business conference or Spring Leadership conference, institution support should be displayed in the bid or application for the open position.
    2. A member's current host institution may submit support on behalf of the institution until host support can be secured from their intended host prior to the start of their term.

## Section 22.

### Host Institution Affiliation

1. All student members of NACURH Leadership must be enrolled at a NACURH-affiliated institution for the duration of their term.
  - a. A student member of NACURH Leadership shall have the status of student as their primary designation, as defined by their host institution(s).
    1. This includes not holding a full-time position at their institution(s).
    2. This applies to all institutions a student member of NACURH Leadership has affiliation with.
  - b. If a student member of NACURH Leadership no longer holds the primary status of student, they are no longer eligible to hold their student leadership position within NACURH.

1. Graduating students are given no more than 90 days to complete their term of office.
2. All regional-level advisors of NACURH Leadership must be employed by a NACURH-affiliated institution for the duration of their term.
3. Regional agents must be enrolled at or employed by a NACURH-affiliated institution within the region they were selected to represent as defined by the regional charter. If a regional agent leaves the region they were selected to represent, they must vacate their role immediately.
  - a. In the event a regional level advisor changes regions during their term, the advisor is able to complete their term with approval of the region and creation of an action plan in conjunction with the regional board.
4. Any institution hosting a NACURH Officer must be fully affiliated without errors by October 1. The NCO may be awaiting payment up until the opening of the NACURH officer's Regional Leadership Conference.
5. Officers may request an extension from the NACURH Chairperson in consultation with the Regional Director/Advisor, so long as the date of requested extension is not after the opening of their respective Regional Leadership Conference.
6. Officers that do not request an extension by October 1 will not be permitted to conduct or participate in any NACURH-related business.
7. Once the officer's host institution's affiliation has been completed and payment has been received, the NACURH officer will be permitted to conduct or participate in all NACURH-related business.
8. If payment has not been received at the opening of the respective Regional Leadership Conference, the NCO will accept proof of payment, as deemed appropriate by the NACURH Chairperson, in consultation with the Regional Director, ADAF, and Advisor, and the NACURH officer will be permitted to conduct or participate in all NACURH-related business.
9. Any officer whose host institution is not affiliated, with payment received or by showing proof of payment, by the opening of their respective Regional Leadership Conference are subject to permanent removal from office.

## Section 23.

### Leadership Eligibility Verification

1. All members of NACURH Leadership shall have their eligibility verified by entity advisors twice during each affiliation year, with timeframes outlined below:
  - a. The first eligibility check shall occur between June 1st and September 1st
  - b. The second eligibility check shall occur between January 1 and April 1
2. Entity advisors shall consult the on-campus advisor of each

Leadership member, as identified in the host support form, to verify compliance with the following eligibility requirements:

- a. Residence in an "on-campus" living unit
  - b. Good academic standing and full-time enrollment status, as determined by the host institution's guidelines or individual academic program requirements
  - c. Maintenance of the support of their host institution
  - d. Attendance at a NACURH-affiliated member institution
3. Failure to meet mandatory requirements will be addressed at the discretion of the NACURH Chairperson in consultation with the individual's entity advisor. If the individual in question is the NACURH Chairperson, discretion falls to the NACURH Associate for Operations.

**Section 24. Conference Staff Involvement**

1. NACURH Executives and Regional Advisors may not be a member or advisor of any NACURH Annual or Regional Conferences staff.

**Section 25. Conference Staff Involvement**

1. Members of NACURH Leadership may not serve in any other capacity that would conflict with their duties of office, including representing a single institution as an NCC, RHA President, or NRHH Representative in NACURH-related business spaces. They shall refrain from using privileged knowledge and outside information obtained through their Leadership role in all business spaces when they are not operating explicitly as a steward of the corporation. Additionally, no member of NACURH Leadership may act to advance the interests of their host institution or entity in a way that breaches the NACURH Ethics Statement.

**Section 26. Strategic Plan Enactment**

1. The Executive Committee shall enact the NACURH Strategic Plan. Each member shall have a primary responsibility to enact or advance any portions that fall under their position description of purview, as assigned by the NACURH Chairperson. However, the NACURH Chairperson can redistribute these responsibilities at their discretion to other members of NACURH Leadership, to a task force or committee, or to another model aimed at actualizing the goals of the Strategic Plan.

**ARTICLE II. NACURH ACCOUNTABILITY**

**Section 1. Protocol**

1. The NACURH accountability report process may be utilized in the event that any member of NACURH leadership is not fulfilling the duties of their role. An accountability report should only be submitted if all informal options for providing feedback to the

## Section 2.

individual have been exhausted.

### Report Submissions

1. Any member of NACURH leadership may submit an official accountability report about any member of NACURH Leadership.
2. NACURH Executive Committee submission
  - a. An accountability report submitted about a NACURH Executive will be received by the NACURH Chairperson and the NACURH Advisors.
  - b. In the event the accountability report is about the NACURH Chairperson, the NACURH Associate for Operations will receive the accountability report, along with the NACURH Advisors.
  - c. In the event the accountability report is about one of the NACURH Advisors, the other NACURH advisor will receive the report, along with the NACURH Chairperson.
  - d. Follow up will be the responsibility of the NACURH Chairperson and NACURH Advisors.
    - i. A follow up meeting must be scheduled within a 48-hour period with the individual in question. The follow up meeting must be conducted within two weeks of the initial contact with the individual in question.
    - ii. During the follow up meeting, the NACURH Chairperson, a NACURH Advisor and individual in question are charged with creating an individualized improvement plan for the individual in question.
    - iii. The structure and attendees of the follow up meeting are at the discretion of the NACURH Chairperson, but must include the NACURH Chairperson, at least one NACURH Advisor and the individual in question.
      1. For NACURH Executive accountability reports, one NACURH Advisor should serve as the advisor to the process and one advisor should support the Executive in question.
  - e. If two reports are received in regard to the same individual, a second meeting will be conducted between the NACURH Chairperson, a NACURH Advisor and executive in question to discuss the behavior in question.
  - f. If a third report is received, a meeting will be conducted between the NACURH Chairperson, a NACURH Advisor and the executive in question to discuss the future of the individual's role in NACURH, including options up to and including removal.
  - g. Follow up will be the responsibility of the regional agents.
    - i. A follow up meeting must be scheduled within a 48-hour period with the individual in question. The follow up meeting must be conducted within two



## ARTICLE III.

## PROTOCOL PRIOR TO INITIATING A RECALL

### Section 1.

#### Philosophy

1. Initiating a recall and removal processes as outlined by the NACURH Bylaws and/or Regional Charter provisions should be considered a serious action to be taken when other accountability processes have not yielded improvement or when the actions taken by a member of NACURH are severe in nature.
  - a. While not exhaustive, examples of severe actions may include:
    - i. The misuse of NACURH financial resources.
    - ii. Harming others through actions directly or indirectly.
    - iii. Failure to comply with risk management policies or directives given by the corporation.
    - iv. Having a serious complaint brought forth from a host institution or member of leadership related to conduct that can not simply be resolved through an accountability report.
    - v. Putting the organization at risk of losing its nonprofit status.

### Section 2.

#### Protocol

1. If informal and formal options for providing feedback have been exhausted, individuals seeking to recall or remove a person should follow the following steps prior to initiating a motion to recall:
  - a. Set up a meeting with the NACURH Chairperson and the NACURH Advisors to discuss what steps have been taken and intentions to initiate a recall.
    1. If the recall intention is related to the NACURH Chairperson, the meeting should be set up with the NACURH Associate for Operations and the NACURH Advisors.
    2. If the recall intention is related to one of the NACURH Advisors, the meeting should be set up with the NACURH Chairperson and the NACURH Advisor not in question.
  - b. The purpose of the meeting will be to understand what steps have been taken, and discuss what options are available. Options may include:
    1. Encouraging the submission of an accountability report if one has not yet been submitted.
    2. Setting up a mediated conversation between the person in question and the person being met with.
    3. One or both of the NACURH Advisors meeting with the person in question to discuss the concerns that have been presented and possible solutions or next steps.
    4. Identifying other steps that could be taken prior to



- a recall.
- 5. Discussing a timeline for a meeting of the NACURH Board of Directors to be called and how the process will be handled.
- 2. Regional and entity processes may vary based on the position in question. Regional and entity processes should align with the processes outlined here but can include region or entity specific provisions related to how a process of recall or removal takes place.

## ARTICLE IV. GOVERNANCE

### Section 1.

#### Governing Documents

- 1. The NACURH Associate for Operations shall provide an updated version of the NACURH Governing Documents to the NACURH Executive Committee, NACURH Board of Directors, and NACURH membership within forty-five (45) days of any change.
- 2. The NACURH Associate for Engagement shall provide an updated version of the NRHH Governing Documents to the NACURH Associate for Operations, the NCO Director for Information and Services, and the Associate Directors of NRHH within forty-five (45) days of any change via email.

### Section 2.

#### Conflict of Interest

- 1. The sitting members of the NACURH Board of Directors and the NACURH NRHH Board of Directors cannot be related biologically or legally.
- 2. At each Semi-Annual and Annual Business Meeting, the sitting members from each region shall sign a waiver stating the following:
  - a. "I, [NAME], representing the [REGIONAL AFFILIATE/OFFICE], 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 NACURH Board of Directors. Further, I certify that I am not related to any other members of the NACURH Board of Directors, either biologically or legally."
- 3. Current members of NACURH Leadership may not author letters of support for candidates bidding for Regional Board member positions or NACURH Executive positions.
  - a. NACURH Leadership advisors may author letters of support for candidates bidding for Regional Board member positions or NACURH Executive positions if they have served in a direct advising capacity to the bidding candidate.
- 4. Current members of NACURH Leadership may not apply for grants or scholarships, nor be nominated for/nominate individuals for awards. Exclusions to this include:

- a. Leadership Conference Swap Travel Scholarship
- b. NACURH Service Award
- c. Bronze, Silver, and Gold Pin Awards
- d. Other awards and recognition at the discretion of the NACURH Chairperson

**Section 3. Whistleblower Policy**

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

**Section 4. Nature of NACURH**

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

**Section 5. Substance Accountability Policy**

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

**Section 6. Corporate Liability Form**

1. NACURH Board of Directors members, NACURH NRHH Board of Directors members, Regional Advisors and Executive team members are required to submit a signed Corporate Liability Form to the NACURH Chairperson thirty (30) days after the close of the Annual Conference.
2. 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 NACURH Board of Directors and NACURH NRHH Board of Directors meetings.
3. All Corporate Liability Forms shall be retained by the NACURH Associate for Operations for a minimum of seven (7) years. Any forms discarded after seven (7) years must be properly destroyed.

**Section 7. Time Zone Considerations**

1. All NACURH-level deadlines must utilize the latest time zone

- represented by NACURH's affiliated institutions as the baseline.
2. All regional-level deadlines must utilize the latest time zone represented by that region's affiliated institutions as the baseline.
  3. All NACURH-level deadlines should display dates and deadlines in every time zone represented by NACURH for clarity.
  4. All regional-level deadlines must display dates and deadlines in every time zone represented within their region for clarity.

## ARTICLE V. VOTING PROCEDURES

### Section 1. Parliamentary Procedure

1. All meetings will be run according to the most current edition available of Robert's Rules of Order, where "current published edition" will be defined as the edition available at the close of business at the Annual Conference, and will remain the version used by the organization until the close of business at the following Annual Conference.

### Section 2. Voting Procedure

1. At all NACURH Board of Directors' 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 3. Email Voting Procedures

1. The Chair shall prepare and distribute email legislation to the voting members of the NBD for their consideration and disposition in accordance with the policies set forth by the NBD.
2. 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.
3. All voting members must have access to email at some point during the voting time period.
4. Legislation will be distributed seven (7) days prior to a NACURH 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.
5. 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 re-assigned by the chair not to exceed seven (7) days.
6. All regional votes will be due to the NACURH Chairperson's specified e-mail account by the required deadline.

#### Section 4.

#### Regional Voting Privileges & Debts

1. Regions with outstanding debts of \$50 USD or more to NACURH, Inc. shall lose all voting privileges until said debts are resolved. This is to include orders from the NACURH offices and registration and travel for any conferences, but is not to include any NACURH loans, grants, or NBD approved debts.
2. Failure to submit financial (reconciliation and End of the Year Report) regional business reports (Annual, Semi-Annual, Corporate, and Transition Reports) or Corporate Liability Forms without extension from the Chairperson or NAO, will result in temporary loss of regional voting rights until these documents are received.

### ARTICLE VI.

## REGIONAL REPRESENTATIVES

#### Section 1.

#### National Communication Coordinators (NCCs)

1. The purpose of National Communication Coordinators within NACURH is to provide leadership as their institution's primary contact person, and to serve as a liaison between the campus, regional, and NACURH level. NCCs shall represent and vote on behalf of their campus representative student governing unit in NACURH and regional business meetings.

#### Section 2.

#### NRHH Representatives

1. The purpose of NRHH Representatives within NACURH is to provide leadership as advocates for their campus NRHH chapter, and to serve as a liaison for NRHH at the campus, regional, and NACURH level. NRHH Representatives shall represent and vote on behalf of their NRHH chapter in NACURH and regional business meetings.

#### Section 3.

#### RHA Presidents

1. The purpose of RHA Presidents within NACURH is to share, and gain, perspectives and ideas for the benefit of their campus representative governing unit through the unique network NACURH provides. RHA Presidents may utilize conferences, or other NACURH resources, as opportunities to engage in collaborative learning and development for themselves and their governing unit.

### ARTICLE VII.

## VIRTUAL BUSINESS

#### Section 1.

#### Virtual Business

1. All entities of NACURH, Inc. shall be required to use online virtual meeting software for any official virtual business meetings or correspondence on behalf of the corporation.
2. NACURH and Regional Leadership shall work, to the best of their ability, to carry out any virtual business meetings, presentations, or correspondence following the same expectations in place for in person meetings.

## ARTICLE VIII.

## REPORTS

### Section 1.

### Annual Report

1. Timeline
  1. An Annual Report shall be submitted by; regions, offices and the NACURH Executive Committee. This timeline should allow the ongoing contribution of information to the entity's final Annual Report, with the timeline and requirements being sent to NACURH Leadership prior to the close of the last Fall Conference.
    1. The timeline for submission of the Annual Report shall be broken up into at least two (2) sections as determined by the NACURH Associate for Engagement with consultation to the NACURH Executive Committee.
    2. The timeline for Annual Reports shall include one check-in occurring by the Semi-Annual Business Meeting but no later than the close of the first Spring Conference.
      1. The purpose of this check-in is to ensure entities are aware of the process and are working towards report completion. The check-in may be adjusted by the NACURH Associate for Engagement, with consultation to the NACURH Executive Committee.
    3. The final submission date of the Annual Reports shall be at least ten (10) business days prior to the start of pre-conference for the NACURH Annual Conference.
  2. This timeline may be adjusted by the NACURH Associate for Engagement, with consultation to the NACURH Executive Committee.
2. Regional Reports
  1. The Regional Report shall be distributed to the region by the Regional Director, or designee, no later than thirty (30) days following the close of the Annual Conference.
  2. Every regional entity is required to post their regional Annual Report on their regional websites for members to view and aid with yearly documentation and transition.
  3. The Regional Reports shall include the following information:
    1. Cover Page.
    2. History of Region.
    3. Regional Mascot(s).

4. Regional Color(s).
  5. RBD/SEC Positional Reports:
    1. Headshot.
    2. Name, position and host institution of individual.
    3. Goals going into your position.
    4. Goals accomplished through your term.
  6. Summary of previous Annual Conference, Regional Leadership Conference and Regional Business/Spring Leadership Conference, including but not limited to:
    1. Information from Regional Conferences, including but not limited to:
      1. Host institution of conference.
      2. Conference logo.
      3. Date of conference.
      4. Institutions present.
    2. Regional Board attendees and special guests.
    3. Awards and recognition given:
      1. Bid awards.
      2. Pin awards.
        1. 3/4/5 Year Pin Recipients.
        2. Outstanding Service Pin Recipients.
        3. Silver Pin Recipients.
      3. Any other regional/NACURH pin, bid and/or other award or recognition not listed above.
    4. Any pertinent information not listed above as seen by the RBD/SEC or NACURH Executive Committee.
  7. Initiatives the RBD/SEC undertook during their term of office.
    1. Feedback and guidance of the perceived successes and shortcomings of these initiatives may be included for future reference by the entity and/or NACURH.
  8. Incoming RBD/SEC.
    1. Name, position, host institution.
  9. National Residence Hall Honorary (NRHH) Of The Month Award Winners.
  10. Any current regional discussions and/or debates.
  11. Accessible link to, or copy of, regional publications.
  12. Accessible link to, or copy of, regional legislation grid with outcome notes.
  13. Regional Budget.
  14. End of The Year Report.
  15. Any additional information the NACURH Executive Committee or Regional Leadership deems appropriate to convey to NACURH.
  16. All sensitive information must be removed and/or censored.
3. Office Reports
    1. The Office Annual Report shall be distributed to the NBD and NNBD by the NACURH Associate for Engagement no later

than thirty (30) days following the close of the Annual Conference.

2. The NACURH Corporate Office is required to have their Annual Report posted on the NACURH website for members to view and aid with yearly documentation and transition.
  1. The Office Report shall include the following information:
    1. Cover Page.
    2. Physical Office:
      1. Host School.
      2. Office Staff with headshots.
      3. Services offered.
    3. Virtual Office:
      1. Office Staff with headshots.
        1. Host Institutions of each virtual staff member.
      2. Services offered.
    4. Review of application goals and accomplishments.
    5. History of the NACURH Corporate Office.
    6. NACURH Corporate Office Publications.
    7. NACURH Corporate Office Budget.
    8. End of the Year Report.
    9. Any additional information the NACURH Executive Committee or NACURH Corporate Office deems appropriate to convey to NACURH.
    10. All sensitive information must be removed and/or censored.
4. NACURH Executive Committee Report
  1. The NACURH Executive Annual Report shall be distributed to the NBD and NNBD by the NACURH Associate for Engagement no later than thirty (30) days following the close of the Annual Conference.
  2. The NACURH Executive Committee Report shall include the following information:
    1. Cover Page.
    2. List of NACURH Executive Committee Members with headshot.
    3. Host Institutions of NACURH Executive Committee Members.
    4. Conferences attended.
    5. Review of goals as outlined in each member's application or bid.
    6. Review of goal and/or term accomplishments.
    7. Review of affiliation year initiatives.
    8. The NACURH Budget
    9. Any additional information the NACURH Executive Committee deems appropriate to convey to NACURH and NACURH Leadership.

## Section 2.

### Transition Materials

1. Transition Materials shall be submitted by all NBD, NNB,

Coordinating Officers, Regional Advisors, NACURH Corporate Office Staff, and the NACURH Executives by a date set by the NACURH Executives.

2. The NACURH Executives shall communicate how transition materials should be completed by August 1.
3. The last possible submission date shall be before the first day of the Annual Business Meeting. The materials shall be sent to the NACURH Executive, or their designee, Regional Director or Office Director, and the position-elect.
4. The Regional Transition Materials shall include, but are not limited to: a letter to position-elect, suggestions for managing the position, summary of experience in position, commentary on positional description, perspective on leadership, projects left unfinished, projects to revisit, and future contact information.
  - a. All regional officers are responsible for the creation and maintenance of regional transitional materials that shall include but are not limited to: thoughts on the state of the region, thoughts on major decisions made by the board, a SWOT analysis of the region, regional projects left unfinished, regional projects to revisit, and regional traditions.
5. The Office Transition Materials shall include, but are not limited to: a letter to position-elect, suggestions for managing the position, summary of experience in position, commentary on positional description, perspective on leadership, projects left unfinished, projects to revisit, office traditions and future contact information.
  1. All NCO officers are responsible for the creation and maintenance of NACURH Corporate Office transitional materials that shall include, but are not limited to: thoughts on the state of the office, thoughts on major decisions made by the board, a SWOT analysis of the office, office projects left unfinished, office projects to revisit, and office traditions.
6. The NACURH Executive Transition Materials shall include, but is not limited to: a letter to position-elect, suggestions for managing the position, summary of experience in position, commentary on positional description, perspective on leadership, projects left unfinished, projects to revisit, and future contact information.
  1. All NACURH Executives are responsible for the creation and maintenance of transitional materials that shall include, but not be limited to: thoughts on the state of NACURH, thoughts on major decisions made by the board, a SWOT analysis of NACURH, NACURH projects left unfinished, NACURH projects to revisit, and NACURH traditions.
7. The NACURH Executives may request that additional information be included based on the current needs of the corporation.
  1. Regional and Office Directors or advisors may request additional information be included based on the current needs of the region or office.
8. Associate Directors for Administration and Finance will still be expected to complete the additional financial transition guide



outlined in Title 6, Article I, Section 2.

## ARTICLE IX.

### PARTNERS & SPONSORS

1. Only those companies holding a corporate contract with NACURH, Inc., may claim themselves a “Corporate Partner” or “Corporate Sponsor.”

#### Section 1.

##### Corporate Partners

1. NACURH Inc. may enter into an agreement with an organization to become a Corporate Partner by a 2/3 vote of the NBD.
2. A Corporate Partner shall receive an endorsement of NACURH, Inc.
3. Financial commitment is not a requirement to become a Corporate Partner.
4. A Corporate Partner will receive access to NACURH, Inc., in ways that may include, but are not limited to, attendance at meetings of the NBD, attendance at regional conferences, attendance at the Annual Conference, and time allotment in regional boardrooms and Corporate boardroom as specified in the agreement.
5. The NACURH Chairperson shall serve as the liaison between NACURH and its Corporate Partners and maintain regular contact.
6. The NACURH Chairperson, in conjunction with a designee of the Corporate Partner, shall enforce the provisions of the agreement.
7. The NACURH Chairperson, NAO, and NACURH Advisor shall retain copies of the agreement.

#### Section 2.

##### Corporate Sponsors

1. NACURH, Inc. may enter into an agreement with an organization to become a Corporate Sponsor by a 2/3 vote of the NBD.
2. A Corporate Sponsor Agreement will not include access to attend meetings of the NBD, attendance at regional conferences, attendance at the Annual Conference, or time allotment in regional boardrooms or Corporate Boardrooms. The sponsor may make a request to the NACURH Chairperson to attend and/or present at meetings or conferences.
3. Financial commitment is not a requirement to become a Corporate Sponsor.
4. A Corporate Sponsor shall receive an endorsement of NACURH, Inc.
5. The NACURH Chairperson, in conjunction with a designee of the Corporate Sponsor, shall enforce the provisions of the agreement.
6. The NACURH Chairperson, NAO, and NACURH Advisor shall retain copies of the agreement.

#### Section 3.

##### Conference Sponsors

1. Conference staff shall be empowered to make conference sponsorships with companies willing to provide benefits or services to conference attendees. Contracts or agreements will be

subject to the approval of the Regional Director, ADAF, and Advisor for regional conferences or the NACURH Chairperson for the Annual Conference.

2. All conference sponsorship agreements shall be subjected to the following:
  - a. A conference sponsor agreement will not include registered delegates at the regional conferences, registered delegated at the Annual Conference, access to attend Business Meetings of the NBD, or time allotment in regional boardrooms or Corporate boardrooms. The sponsor may make a request to the NACURH Chairperson to attend and/or present at meetings or conferences.
3. The sponsor may have a presence at the conference including, but not limited to booths, advertisements, space in conference booklets, and formal recognition as a conference sponsor.
4. The following will retain copies of the sponsor agreement:
  - a. The NACURH Chairperson, NAO, and NACURH Conference Chair for all annual conference sponsors.
  - b. The Regional Director, Associate Director for Administration & Finance, and conference chair for all regional conference sponsors.

## ARTICLE X.

## NACURH RESIDENCE HALL MONTH

### Section 1.

### NACURH Residence Hall Month

1. November shall be designated as NACURH Residence Hall Month. The month shall include four observed weeks:
  - a. Week 1: Advocacy Week
  - b. Week 2: Service Week
  - c. Week 3: Leadership Week
  - d. Week 4: Recognition Week
2. NACURH's involvement and initiatives surrounding NACURH Residence Hall Month shall be designed, implemented, and evaluated by the NACURH Residence Hall Month Committee.
  - a. The NACURH Residence Hall Month Committee shall be chaired by the NACURH Associate for Engagement.
  - b. The NACURH Residence Hall Month Committee shall work to foster campus level participation with NRHM as well as regional and NACURH level activities and opportunities for involvement, including, but not limited to:
    - i. Service hour competitions
    - ii. OTM submission competitions
    - iii. Campaigns and contributions in support of specific advocacy initiatives

## ARTICLE XI.

## THE LINK

## Section 1.

### Purpose

1. In line with NACURH's mission, The LINK should educate and inform students, administrators, alumni, and other partners on developments within the corporation as well as opportunities for personal and campus growth and development. Content should empower, motivate, and equip member schools and leaders on campuses to make positive contributions and changes on campus.

## Section 2.

### Publication

2. The LINK shall be published once per affiliation year by the NAE and available for all affiliates of NACURH to view.
3. The NAE shall announce submission deadlines at least one month prior to the posted deadline to NACURH Leadership and on other media channels.

## Section 3.

### Authorship

1. Each entity shall submit a minimum of one article per issue of The LINK.
2. Each Executive Committee member shall submit a minimum of one article per affiliation year.

# TITLE 4

## INDEPENDENT CONTRACTOR RESPONSIBILITIES

### ARTICLE I INDEPENDENT CONTRACTOR RESPONSIBILITIES

## ARTICLE I.

# INDEPENDENT CONTRACTOR RESPONSIBILITIES

### Section 1.

#### Independent Contractor Evaluation

1. Services that are renewed or utilized for a period spanning more than a year shall be evaluated every other affiliation year
2. This evaluation will consist of the following areas:
  - a. Cost competitiveness
  - b. Regular and effective communication
  - c. Timely service
  - d. Subject matter knowledge
  - e. Financial stability of entity
  - f. Overall quality of service
  - g. Any other criteria deemed necessary
3. The NACURH Chairperson or their appointee, approved by the NBD, shall be responsible for conducting the evaluation and sharing the findings in a presentation to the NBD
  - a. The presentation shall include summaries of all evaluation categories and a final recommendation to:
    - i. Continue renewing or utilizing the service
    - ii. Continue using the service for a probationary period in which a second evaluation will be conducted after ample feedback and time to improve are provided
      1. The timeline for such a process shall be determined by the NACURH Chairperson.
    - iii. Discontinue using service completely.
    - iv. Other recommendations deemed more appropriate.

# TITLE 5

## ELECTIONS

ARTICLE I  
ELECTIONS

ARTICLE II  
ADVISOR SELECTION PROCESS

ARTICLE III  
CRC SELECTION PROCESS

ARTICLE IV  
ADVANCEMENT SOCIETY CONSULTANT SELECTION PROCESS

ARTICLE V  
ADVISOR RETENTION AND TRAINING (ART) CONSULTANT  
SELECTION PROCESS

ARTICLE VI  
NACURH IDENTITY NETWORK ADVISOR SELECTION PROCESS

ARTICLE VII  
ELECTION CODE

## ARTICLE I.

## ELECTIONS

### Section 1.

#### NACURH Executive Board Elections

1. All positions will be elected at the Annual Business Meeting.
2. Election terms shall last one (1) year beginning the day after the close of the Annual Conference and end at the close of the next Annual Conference.

### Section 2.

#### Notice of Intent

1. Individuals seeking to bid for any NACURH Executive position shall be required to submit a notice of intent in a form defined by the NACURH Chairperson.
2. Should the candidate desire to bid for more than one position, that intent must be indicated in their notice of intent.
3. Intents will be due to the NACURH Advisor by a date the NACURH Chairperson sets.
  - a. The date must be no later than two weeks prior to the beginning of the Annual Business Meeting.
4. The day following the due date set by the NACURH Chairperson, the Chair 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).
5. In the event that no intents for a position are submitted, any eligible candidate may submit a written bid by the appropriate deadline set by the NACURH Chairperson. The NBD may choose to waive the requirement of an intent by a 2/3 vote.

### Section 3.

#### Election Procedures

1. Each candidate running for an Executive position must submit a written position by a date set by the NACURH Chairperson, which must be at last one (1) week after the intent deadline and at least one week before the Annual Business Meeting.
2. 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 full-time 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.
  - a. Each Executive Committee member shall be elected by a selection committee consisting of ten (10) votes between the eight regions, NACURH Corporate Office and the Annual Conference. The committee will be chaired by the NACURH Chairperson.
  - b. Each Regional Director, the NACURH Corporate Office and the NBD Liaison shall vote for one candidate, no

confidence, or abstain. A vote other than one of these options shall count as an abstention.

- c. The selection committee will utilize the following procedure:
  - i. The NACURH Advisor and NACURH NRHH Advisor must be present.
  - ii. Both the NBD and NNBD must be present.
  - iii. There must be an explanation of protocol prior to nominations.
  - iv. Each region and the Annual Conference is allowed only one nomination.
  - v. Nominations must be seconded and stated in the minutes.
  - vi. The vote must be done by secret ballot.
  - vii. Ballots must be folded in such a way as specified by the Chair.
  - viii. The tellers must be an ex-officio member of the NBD, excluding the chair, and must not have bias toward any one candidate.
  - ix. In the event 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.
  - x. Presentation times
    1. Speech - maximum of fifteen (15) minutes
    2. Q&A - minimum of five (5) minutes
    3. Discussion - minimum of five (5) minutes
  - xi. The NACURH Chairperson shall announce letters of intent to the Boards within two business days following the close of the submission period.
  - xii. The NACURH Chairperson shall share bids with NACURH Leadership within two business days following the bid submission timeline.

### 3. Policies affecting a no confidence majority

- a. 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 NACURH executives as a group.
- b. Shall no confidence receive a majority of the vote, the following shall occur:
  - i. 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.



- ii. The written bid requirement may be waived by a two-thirds (2/3) majority vote of the NACURH Board of Directors.
- iii. Presentations and voting shall occur as previously dictated in this policy.
- iv. Shall no confidence repeat for the NACURH Chairperson position, this process shall repeat until a selection is made.
- v. Shall no confidence repeat for any elected position other than the NACURH Chairperson position, the NACURH Board of Directors shall have the option to vote to postpone further voting in that election until later in the Annual Business Meeting schedule or to cease voting in that election entirely.
  - 1. If the NACURH Associate for Operations, Associate for NRHH, and/or Associate for Engagement position has not been filled when the NACURH Chairperson Elect becomes the NACURH Chairperson, the position may be filled through an appointment process determined by the incoming NACURH Chairperson. The NACURH Boards must be notified of the appointment procedure no later than a week after the end the Annual Conference. Any appointments made by the NACURH Chairperson must be confirmed by the NACURH Board of Directors.
  - 2. Should the NACURH Associate for Operations, Associate for NRHH, and/or Associate for Engagement position be left vacant following the Annual Business Meeting, the incoming Chairperson shall have the option to expand the pool of eligible candidates to individuals who have previously attended a Semi-Annual Business Meeting and meet all other eligibility requirements.

#### Section 4.

##### Executive Bids

- 1. All bids submitted for NACURH Executive positions should include one electronic copy, in a format dictated by the NCO and NBD, to be sent to the NCO for the purpose of being stored in the NACURH Connection.

#### Section 5.

##### NACURH Academic Policy

- 1. Any person who desires to run for a NACURH Executive Officer position must be present during the entire election process, and

be a student in good academic standing.

## Section 6.

### Letters of Support

1. Those interested in the offices of NACURH Chairperson, NAO, and NAE 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.
2. 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

1. 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 NACURH Board of Directors.

## ARTICLE II.

## ADVISOR SELECTION PROCESS

### Section 1.

#### Advisor Eligibility

1. Candidates must be from a current NACURH member school in good standing.
2. Candidates 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.
3. Candidates must be able to serve a minimum of four (4) years.
4. Candidates should have experience advising a student organization and is strongly encouraged to have experience advising a NACURH-related organization or NRHH-related organization.
5. Candidates should have some experience working with ACUHO-I, ACPA, NASPA, or any of the aforementioned regional affiliates.

### Section 2.

#### Term of Service

1. The NACURH-Level Advisor selection shall begin in odd-numbered years, alternating between the NACURH Advisor and NACURH NRHH Advisor.
2. The NACURH Advisor and NACURH NRHH Advisor shall serve a term of four (4) years.
3. Individuals may serve in a NACURH-Level Advisor position for a total of two (2) terms.

### Section 3.

#### Selection Timeline

1. May – August
  - a. Advertise, publicize, and market the Advisor position availability to all member schools in three (3) or more forms.
2. September 5
  - a. Letters of intent due to NACURH Chairperson and copies sent to the Advisor currently in the position. If the current Advisor is serving in an interim capacity and bidding for the position, copies of the bid will be sent to the Advisor not in the process.
3. October 1
  - a. Candidate bids emailed to the NACURH Chairperson, or submitted by a method defined by the Chair. Bids should be distributed to the Selection Committee within five (5) days after the deadline.
4. November 15
  - a. Committee reviews submitted bids and conducts interviews with all candidates using a virtual meeting software. Committee then decides a final candidate for the Advisor position. Candidates are informed of the status of their bids by the Chairperson.
5. November 15-December 15
  - a. The final candidate attends a Business Meeting to present to the NACURH Board of Directors. If confirmed the Advisor-Elect will begin transition.
6. Semi-Annual Business Meeting
  - a. Lodging and travel for the selected candidate will be funded by NACURH.
7. Semi-Annual Business Meeting - NACURH Annual Conference
  - a. Advisor-Elect will undergo transition.
8. Annual Business Meeting
  - a. Advisor-Elect takes over at the close of the Annual Conference.

## Section 4.

### Application Guidelines

1. Candidate applications are to include:
  - a. Cover letter, including:
    - i. Interest and motivation
    - ii. Philosophy on Advising
    - iii. Goals synthesis
      1. Positional and personal goals
      2. Working with the Executive team, NACURH Leadership, and Advisors
      3. NACURH- and NRHH-wide support
      4. Collaborations and partnerships
  - b. Current resume
  - c. A minimum of three letters of recommendation

## Section 5.

### Selection Committee

1. The Selection Committee for the Advisor shall consist of the NACURH Chairperson, NAO, NAN, NAE, and two individuals from the NACURH Boards, to be selected by the NACURH Chairperson. For the NRHH Advisor process, consideration should be given for at least one of these individuals to be an ADNRRH.
2. The committee will be chaired by the NACURH Chairperson and advised by the current NACURH-Level Advisor(s), depending on if an Advisor is in the process. All members of the committee, voting and ex-officio, shall receive copies of the submitted applications.
3. The final Advisor candidate shall be determined by a vote of the Selection Committee through a process determined by the NACURH Chairperson in consultation with the selection process Advisor(s).
4. The Advisor shall be confirmed at a Business Meeting 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 NAO, NAN, NAE, NACURH Corporate Office, and the Annual Conference.

## ARTICLE III.

### Section 1.

## CONSULTANT SELECTION PROCESS

### Consultant Eligibility and Term of Service

1. Candidates must be from a current NACURH member school in good standing at time of application or have previous experience within NACURH.
2. Candidates must be employed in a full-time position with at least 3 years of professional experience at time of being sworn in.
3. Candidates must be able to serve a minimum of a three (3) year term.
4. Individuals may serve in the Consultant position for a total of up to two (2) terms.
5. Candidates should have experiences related to the role they are applying for:
  - a. Advancement: experience working with Alumni-related organizations and NACURH. They should be a member of the Advancement Society.
  - b. ART: experience working with Organization Advising, with specific focus on experience with NACURH at all levels of the organization. They should have previous experience advising student clubs and/or organizations.
    - i. Preferred completion of ART Basic training.
  - c. CRC: experience working with NACURH-related conferences, either as an advisor or conference staff member. They should have previous experience advising student clubs and/or organizations.
    - i. CRC Candidates would be preferred to be employed in a full-time position with at least 5 years of full-time professional experience in the field.

### Section 2

### Consultant Selection Timeline

1. May – August
  - a. Advertise, publicize, and market the position availability to all member schools in three (3) or more forms.
2. September 5
  - a. Letters of intent due to the NACURH Chairperson, NACURH Advisors, and copies sent to the Consultant holding the position being selected, unless the Consultant has the potential to reapply for the position.
3. October 1
  - a. Candidate applications are e-mailed to the NACURH Chairperson, or submitted by a method defined by the Chair. Application materials should be distributed to the Selection Committee within five (5) days after the deadline.
4. November 15
  - a. Committee reviews submitted applications and conducts interviews with all candidates via virtual meeting. The committee then decides a final candidate for the Consultant position. Candidates are informed of the status of their application by the Chairperson.
5. November 15-December 15
  - a. The final candidate attends a Business Meeting to present to the NACURH Board of Directors. If confirmed the Consultant-Elect will begin transition.
6. Semi-Annual Business Meeting
  - a. The Consultant-elect may be invited to the Semi-Annual Business meeting. If they attend, lodging and travel for the selected candidate will be funded by NACURH.
7. January – Annual Conference
  - a. Consultant-Elect will undergo transition.
8. Annual Conference
  - a. Consultant-Elect takes over at the close of the after the Annual Conference.

## Section 3

### Application Materials

1. Candidate application materials include:
  - a. Cover Letter:
    - i. Interest and motivation
    - ii. Goals synthesis, which should include:
      1. Positional and personal goals
      2. Working with the Executive Team and NACURH Leadership
  - b. Current resume
  - c. A minimum of three letters of recommendation
  - d. Candidates should also include roles specific information in their cover letter:
    - i. For the Advancement Consultant Cover letter should include:
      1. Philosophy on Advancement
      2. Overview of Alumni and Advancement experience, particularly NACURH related

- experiences (presentations, involvement, and committee work)
    - 3. Goals synthesis
      - a. Supporting Alumni in NACURH
      - b. Evaluation of the Advancement program and future vision of Advancement.
  - ii. For the ART Consultant Cover letter should include:
    - 1. Philosophy on ART
    - 2. Overview of advisor training and retention experience, particularly NACURH related experiences (presentations, attendance, and committee work)
    - 3. Goals synthesis
      - a. Supporting Advisors at all levels in NACURH
      - b. Evaluation of the ART program and future vision of ART.
  - iii. For the Conference Resource Consultant the Cover letter should include:
    - 1. Philosophy on Conference Planning
    - 2. Overview of conference planning experience with, particularly NACURH related conferences (i.e. advising regional or annual conferences).
    - 3. Goals synthesis
      - a. Supporting Annual/Regional Conference Teams
      - b. Conference Budget and Collaborations Experience

## Section 4

### Selection Committee

1. The Selection Committee for the each Consultant shall consist of the following:
  - a. The Selection Committee for the Consultant shall consist of the NACURH Chairperson, NAO, NAN, NAE, NACURH Advisors, the Consultant roles not up for application, and two individuals from the NACURH Boards, to be selected by the NACURH Chairperson. If a current consultant is not applying for the role they will be invited to participate, if they so choose.
    - i. For the Advancement position at least one position on the committee should go to an Alumni of NACURH.
    - ii. For the ART position at least one position on the committee should go to an ART committee member.
    - iii. For the CRC position the Annual Conference Chairperson, and one other conference staff member; with it recommended the individual be

- either the NBD Liaison or Finance Chair.
- b. The committee will be chaired by the NACURH Chairperson and advised by the current NACURH-Level Advisor(s) in consultation of the Consultant whose role is being selected, unless the Consultant has the potential to reapply for the position. All members of the committee, voting and ex-officio, shall receive copies of the submitted applications materials.
- 2. The final Consultant candidate shall be determined by a vote of the Selection Committee through a process determined by the NACURH Chairperson in consultation with the NACURH Level-Advisor(s) and current Consultant holding the position, if they are not in the process.

## ARTICLE VI. NACURH IDENTITY NETWORK ADVISOR SELECTION PROCESS

### Section 1.

#### Eligibility

1. Candidates must be hosted at a NACURH affiliated institution in good standing.
2. Candidates must be employed in a full-time student personnel position.
3. Candidates are encouraged to have at least two (2) years of full-time professional experience in the field.
4. Candidates must be able to serve a minimum of two (2) years.
5. Candidates are encouraged to have experience advising a NACURH-related organization and/or a Diversity, Equity, and Inclusion (DEI) related organization.
6. Candidates should demonstrate a commitment to DEI through the promotion of communities and education relevant to the purpose of the Identity Networks.

### Section 2.

#### Term of Service

1. The Identity Network Advisor shall serve a term of two (2) years.
2. Individuals may serve in the Identity Network Advisor position for a total of up to two (2) terms.

### Section 3.

#### Responsibilities

1. Support and advise the NACURH Identity Network Chairs.
2. Attend all Identity Network Chair meetings.
3. Support and advise Identity Network events and initiatives.
4. Meet at least once a month with each Identity Network Chair individually.
5. Meet at least twice a semester with the NACURH Advisor.
6. Participate in the transition process to aid in the training for the incoming Identity Network Advisor and Identity Network Chairs.

## Section 4.

### Selection Timeline

1. The Identity Network Advisor selection process shall take place on odd numbered years.
2. January 15 - February 28th
  - a. Advertise, publicize, and market Identity Network Advisor position availability to all members of NACURH
  - b. The Identity Network Selection Committee shall make available an application to collect at least the following:
    1. Candidate name and email
    2. Candidate Resume
    3. Current institution (if applicable) occupation, and location
    4. Intended goals for the position
  - c. All applicants must submit their information by the end of February
3. March 1- April 15
  - a. The NACURH Chairperson shall coordinate recorded interviews of each applicant with the Identity Network Selection Committee and select one candidate that they recommend to the NBD.
4. April 16 - April 30
  - a. The NBD shall receive the recommended applicant's application and interview to consider.
  - b. A Business Meeting shall be held where the voting members of the NBD will confirm the recommended Identity Network Advisor candidate into their role.
    1. The recommended candidate shall be permitted to give a presentation and answer questions to the NBD.
5. May
  - a. The Identity Network Advisor-Elect shall undergo transition.
6. NACURH Annual Conference
  - a. The Identity Network Advisor-Elect will take over the position at the close of the Annual Conference.

## Section 5.

### Selection Committee

1. The Selection Committee for the Identity Network Advisor shall consist of the NACURH Chairperson, NAO, NAN, NAE, and Identity Network Leadership.
2. The committee will be chaired by the NACURH Chairperson and advised by current NACURH-Level Advisors and Identity Network Advisor, depending on if an Advisor is in the process. All members of the committee, voting and ex-officio, shall receive copies of the submitted applications.
3. The final Identity Network Advisor candidate shall be determined by a vote of the Selection Committee through a process determined by the NACURH Chairperson in consultation with the



selection process Advisor(s).

4. The Identity Network Advisor shall be confirmed at a Business Meeting by a quorum of the voting members of the NBD. Each region shall have one (1) vote.

## ARTICLE VII.

### Section 1.

## ELECTION CODE

### Election Code - General

1. There shall be no campaigning. This includes but is not limited to: using social media, email, or prior any communication with the clear intent of influencing opinion, including but not limited to vote promising, solicitation, bribery, or any disclosure to another individual or entity of an entity's intent to vote for or against a certain topic or candidate.
2. All positions will be run separately. There shall be no slates or tickets.
3. Charges for campaigning violations shall be brought to the NACURH Chairperson and NACURH Advisor and dealt with accordingly and at the Chairperson's discretion.
4. Individuals that fail to comply with this code will be disqualified by the Chairperson in consultation with the Executive Committee.

# TITLE 6

OVERLAP & TRANSITION

ARTICLE I  
OVERLAP & TRANSITION

## ARTICLE I.

## OVERLAP & TRANSITION

### Section 1.

#### Overlap of Offices

1. The NACURH Chairperson, NAO, NAN, and NAE positions may overlap a regional or NACURH office position for a period not to exceed thirty (30) days. NACURH officers may not fill more than one NACURH Executive Officer Position at a time.

### Section 2.

#### Regional Officer Transition

1. Each Regional Director, ADAF, and Advisor shall turn over all financial records, funds, and receipts to the incoming Regional Director, ADAF, and Advisor at the end of their term. Outstanding bills shall be forwarded to the incoming Regional Director, ADAF, and Advisor to be paid.
  - a. Associate Directors for Administration & Finance will be required to complete a financial transition guide by a date set by NACURH Associate for Operations prior to the NACURH Annual Conference. The financial transition guide shall include, but is not limited to:
    - i. A month-by-month task list from NACURH Annual Conference to NACURH Annual Conference including all budgeting, transaction, and financial practices to be employed during the affiliation year.
    - ii. Include a detailed description of each account, line item, or sub-line item within the budget.
    - iii. Describe varying financial or budgeting practices performed during the affiliation year, including, but not limited to budget documents, transaction binders, financial record retention, and (for Regional Associate Director for Administration & Finance only) conference budgets.
1. Associate Directors for Administration & Finance will be required to complete the following tasks prior to and at the NACURH Annual Conference:
  - a. Outgoing Associate Directors for Administration & Finance shall continue all financial responsibilities, including but not limited to: inputting the new fiscal year budget in Xero; recording transactions in the check register, transaction files, and other budget management system; and completing reconciliations and financial reports.
  - b. Outgoing (or designee) and incoming Associate Directors for Administration & Finance shall complete a financial report together, including recording transactions in the check register, reconciling accounts, and merging documents through Xero.

### Section 3.

#### NACURH Officer Positional Vacancy

1. In the event that a NACURH Executive resigns or is recalled from their position, a plan to fulfill the responsibilities of that NACURH Executive shall be written into an official plan of action and announced to the NACURH Board of Directors within two (2) weeks of the aforementioned NACURH Executive vacancy.

# TITLE 7

## COMMITTEES & TASK FORCES

### ARTICLE I COMMITTEES & TASK FORCES

## ARTICLE I.

## COMMITTEES & TASK FORCES

### Section 1.

#### NACURH Awards Selection Committee

1. The awards selection committee shall consist of the NACURH Chairperson, NAO, NAN, NAE, a representative from the NACURH Corporate Office, NACURH Advisor, NACURH NRHH Advisor, and NACURH Consultants.
2. The NACURH Awards Selection Committee shall judge the OCM NCC of the Year Award, OCM Distinguished Service Award, Student of the Year Award, Valerie Averill Advisor of the Year Award, and the Hallenbeck Service Award.
3. The committee shall receive bids at least one (1) week prior to the opening of business during the Annual Business Meeting.
4. This committee shall meet during the Annual Business Meeting to decide the recipients of the awards.

### Section 2.

#### Executive Committee

1. The Executive Committee shall consist of four voting members and three non-voting members.
  - a. The voting members shall be the NACURH Chairperson, NACURH Associate for Operations, NACURH Associate for NRHH and NACURH Associate for Engagement.
  - b. The non-voting members shall be the NACURH Advisor, NACURH NRHH Advisor, and NACURH Consultants. These members will act in an advisory capacity to the group.
2. 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.

#### Annual Task Forces

1. NACURH shall establish task forces each affiliation year with ranging topics or focuses.
2. Task forces shall be small groups of individuals and may include members from NACURH Leadership, NCCs, NRHH representatives, RHA/NRHH President and/or general students with the intent to accomplish small projects or tasks and provide flexibility.
3. The NACURH Chairperson or designee shall appoint the task force membership through an interest/application process and provide a timeline.

4. There shall be opportunities for NACURH Leadership to chair or co-chair task forces, appointed by the NACURH Chairperson.
5. Each task force will prepare a report that will be collected at the Semi-Annual and/or the Annual Business Meeting as dictated by the NACURH Associate for Engagement.
6. The following task force topics or focuses are encouraged on an annual basis:
  - a. Marketing & Public Relations
  - b. On-Campus Advocacy
  - c. Programming Development
  - d. Services and Resources
  - e. Spirit
  - f. Recognition
  - g. Social Justice
  - h. Global Inclusivity
  - i. NRHM
  - j. NRHH Standards
  - k. NRHH Resources
  - l. Scholastics

#### Section 4.

#### Ad Hoc Committees

1. Ad hoc committees are committees appointed, as the need arises, to carry out a specified task or pursue a specific initiative.
2. Ad hoc committees can be suggested by any member school of NACURH through their respective Regional Director by submitting a committee proposal to the NBD. The ad hoc committee will be created at the discretion of the NACURH Chairperson
3. Upon creation by the NACURH Chairperson, or NBD and/or NNB, the NACURH Associate for Operations will coordinate the development and serve as a liaison to the committee.
4. Ad hoc committees will be subject to a review by the incoming NBD after the Annual Conference transitional meeting to decide whether or not the ad hoc committee, and its objectives, will carry over into the following year.
5. Ad hoc committees must provide a report to the NBD for dissemination at the Semi-Annual and Annual Business Meetings.

#### Section 6.

#### Policies & Practices Committee

1. Purpose
  - a. Promote the exploration and development of NACURH and regional policies and practices that are effective, inclusive, and equitable.
  - b. Explore regional and NACURH and regional policies and practices to determine continuity and equitability.
  - c. Work to review NACURH and regional policies and practices to determine their benefits to affiliated institutions and members, and provide a list of areas for focus for the following year.

## 2. Membership

- a. The Policies & Practices Committee shall be open to all members of NACURH Leadership and shall be comprised of at least one (1) representative per entity.
- b. The committee shall be chaired by the NACURH Associate for Operations, or their designee.
- c. Members of the committee shall be appointed via an application process as determined by the NACURH Chairperson, in coordination with the NACURH Associate for Operations.



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# TITLE 8

## NACURH CORPORATE OFFICE

### ARTICLE I NACURH CORPORATE OFFICE

### ARTICLE II BID PROCESS

# ARTICLE I. NACURH CORPORATE OFFICE (NCO)

## Section 1. Purpose

1. There shall be one NACURH Corporate Office that shall conduct administrative tasks for NACURH herein referred to as the NCO.

## Section 2. Publishing of the Office Address

1. The address of the NCO will be published in every NACURH affiliated newsletter.

## Section 3. Duties

1. Serve as the official organizational address for NACURH.
2. Assist potential schools with the affiliation process.
3. Compile a membership report, in conjunction with the NAO, to be included in each office report as defined in the governing documents.
4. Maintain active liaison relationships with professional organizations.
5. Manage the affiliation process for NACURH and NRHH membership including:
  - a. Assisting current and potential schools with the affiliation process.
  - b. Dues collection
  - c. Affiliation materials collection
  - d. Affiliation materials approval
6. Manage all technology dependent NACURH services, including:
  - a. Provide hosting for regional websites
  - b. Maintaining the official NACURH website and annual conference website
  - c. Provide hosting for the National Residence Hall Honorary website and help maintain.
  - d. Electronic mail services
  - e. Databases
7. Store pertinent NACURH documentation including:
  - a. Annual and Semi-Annual regional, office, and executive reports
  - b. NACURH and regional financial information
  - c. Corporate Business Meeting minutes
  - d. All regional conference wrap up reports
  - e. All bids (position, conference, award, etc.) submitted to NACURH or its regional affiliates
8. Coordinate the "Of the Month" process.
9. Publishing NACURH newsletters as defined by the NACURH governing documents.
10. Coordinate the creation and sale of NACURH and NRHH apparel.
11. Coordinate the creation and sale of all pins, except for those pins

- that are region- or member school-specific.
- 12. Host the Chairperson and NAO for a mid-term review and site visit of the Office.
- 13. Produce a semi-annual and annual report in a manner specified by the NAE
- 14. Produce monthly financial reports in a manner specified by the NAO
- 15. Other duties as determined by the NACURH Chairperson
- 16. Other duties as determined by the NBD and/or NNBD through legislation
- 17. Provide monthly updates to NACURH leadership on their operations and initiatives

**Section 4. Term of Office**

- 1. Institutions may bid to host the NCO for up to two (2) consecutive, totaling four (4) years
- 2. The term of the NCO Officers shall be defined as one (1) year

**Section 5. Officers**

- 1. All NCO officers Shall:
  - 1. Create and Maintain transition materials for their role, including passwords and other important information.
  - 2. Maintain communication with other NCO officers and Advisors, and NACURH leadership as needed.
  - 3. Attend meetings of the NCO as called by the Directors, and any required meetings of NACURH leadership.
  - 4. Attend the NACURH Annual Conference
- 2. The Director for Merchandise and Operations, AD for Administration and Finance, as well as two (2) additional AD positions (excluding the AD for Recognition and Engagement) and an Advisor, must be hosted at the NCO host institution.
- 3. The Associate Directors shall represent the NCO in NACURH-hosted Coordinating Officer spaces.
- 4. No NCO officer shall concurrently serve as an NRHH Representative, NCC, or RHA President representing their institution, regional board member, Annual Conference staff, or NACURH Executive.
- 5. The NACURH Corporate Office shall have the following officers. No officer shall concurrently serve as a National Communications Coordinator, regional board member, or NACURH Executive.
  - 1. Director for Merchandise and Operations
    - 1. Shall be a student hosted at the NCO host institution
    - 2. Shall meet regularly with the Director for Technology and Services and the other NCO officers hosted at the host institution.
    - 3. Shall maintain active communication with the NACURH Executives, NACURH Board of Directors,

NACURH NRHH Board of Directors, and each of NACURH's Regional Affiliates.

4. Shall be responsible for tracking NCO inventory, and ensuring product availability.
  5. Shall be responsible for phasing out old and poorly performing NACURH merchandise.
  6. Shall establish and maintain vendor relationships for the NACURH Corporate Office.
  7. Shall be responsible for the coordination of NCO merchandise sales at the NACURH Annual Conference.
  8. Shall attend the NACURH Annual Conference as an incoming and outgoing office staff member.
  9. Shall oversee and carry out the shipping and distribution of merchandise within the NCO inventory.
  10. Set merchandise prices in conjunction with the NAO for NACURH merchandise and regional boards for regional merchandise.
  11. Shall maintain the general NACURH Corporate Office email account.
  12. Shall track and ensure that all award and recognition pins are distributed to regions and institutions accordingly.
  13. Shall coordinate with the Director for Technology and Services to oversee NACURH member services offered by the NCO.
  14. Shall be responsible for the upkeep of inventory on the NACURH Store website.
  15. Shall attend the NACURH Semi-Annual Conference during their term.
  16. Shall represent the NCO in NBD and NACURH Boards spaces.
2. Director for Technology and Services
1. Shall maintain active communication with the NACURH Executives, NACURH Board of Directors, NACURH NRHH Board of Directors, and each of NACURH's Regional Affiliates.
  2. Shall meet regularly with the Director for Merchandise and Operations and the other virtual NCO officers.
  3. Shall be an NRHH member in good standing.
  4. Shall maintain the NACURH, The NACURH Store, and NRHH Websites and any related technology services provided through NACURH, Inc.
  5. Shall provide support and training regarding Wix websites design and upkeep to each of the Regional Boards.
  6. Shall oversee the development and access to all

- NACURH domain websites.
  - 7. Shall assist with all NACURH domain email accounts, account creation, password reset, and oversee NACURH Google Apps.
  - 8. Shall oversee the LEAD Program, including the program development and evaluation, recruitment, and completions.
  - 9. Shall maintain the general NACURH Corporate Office email account.
  - 10. Shall coordinate with the Director for Merchandise and Operations to oversee NACURH member services offered by the NCO.
  - 11. Shall attend the NACURH Annual Conference as an incoming and outgoing office staff member.
  - 12. Shall attend the NACURH Semi-Annual Conference during their term.
  - 13. Shall represent the NCO in NNBD and NACURH Boards spaces.
3. Associate Director for Administration and Finance
- 1. Shall be a student hosted at the NCO host institution
  - 2. Shall serve as a financial user for the NACURH Corporate Office.
  - 3. In the case of a vacancy of the Director for Merchandise and Operations shall assume the vacant position.
  - 4. Shall submit monthly financial reports on behalf of the NACURH Corporate Office to the NACURH Associate for Operations and all account signatories.
  - 5. Shall oversee the purchasing of all NCO inventory in coordination with the Director for Merchandise and Operations and the Associate Director for Marketing and Product Design.
  - 6. Shall prepare a budget for the NACURH Corporate Office to be presented to the NACURH Board of Directors at the Semi-Annual Business Meeting.
  - 7. Set merchandise prices in conjunction with the NAO for NACURH merchandise and regional boards for regional merchandise.
  - 8. Shall be responsible for tracking profit of regional and NACURH merchandise.
  - 9. Shall attend the NACURH Annual Conference as an incoming and outgoing office staff member.
  - 10. Shall attend the NACURH Semi-Annual Conference during their term.
  - 11. Shall represent the NCO in NBD and NACURH Boards spaces.
4. Associate Director for Recognition and Engagement

1. Shall act as the Director for Technology & Services in the case of a vacancy.
  2. Shall be an NRHH member in good standing.
  3. Shall coordinate printing and distribution of NACURH Winning OTM Certificates and Pins in conjunction with the NAN, NAE, and the Director for Merchandise and Operations.
  4. Shall assist the NAN with the administration of the OTM Database.
  5. Shall oversee the OTM Traveling Award process and the updating of the plaque.
  6. Shall track and update the listing of annual Advancement Society inductees.
  7. Shall assist the Advancement Society Consultant in the selection process for NACURH's Advancement Society nominees and in the implementation of Advancement Society initiatives.
  8. Shall assist the Director for Technology and Services in developing LEAD resources and publications.
  9. Shall receive and prepare all NACURH-level award submissions for consideration at the annual conference for NACURH leadership, including policy checks, in conjunction with the Executive Committee and the rest of the NCO.
  10. Shall act as a resource to the Regional AD-NRHHs on NRHH and recruitment processes, in coordination with the NAN and Associate Director for Affiliation and Recruitment.
  11. Shall coordinate Annual Conference award materials needed in coordination with the NAN for NNBD and the Chairperson for NBD spaces.
  12. Shall oversee NRHM in collaboration with the NAE.
  13. Shall assist in the administrative tasks and implementation of NACURH task forces, committees, or ad hoc committees in conjunction with the Chairperson.
5. Associate Director for Marketing and Product Design
1. Shall produce and maintain NRHH Induction Certificates in coordination with the Associate Director for Recognition and Engagement.
  2. Shall create all promotional materials for both NACURH and the NACURH Corporate Office in line with the NACURH Branding Guide and in conjunction with the NAE.
  3. Shall assist with the development and updating of marketing and design elements for the online store and NCO merchandise catalog.
  4. Shall manage the NACURH social media and develop posts and/or content.

5. Shall design new NACURH merchandise with consideration of inventory sales and assessment.
  6. Shall act as a resource in marketing and product design for regional boards and institutional affiliates.
  7. Shall work in conjunction with the NAE to support regional boards regarding marketing, social media, and branding.
  8. Shall oversee NACURH Philanthropy Pin design.
    1. Pin designs shall be solicited by the office from all NACURH member schools.
  9. Shall design the affiliation campaign each year in coordination with the Associate Director for Affiliation and Recruitment.
  10. Shall create placards for new affiliate member institutions in coordination with the Associate Director for Affiliation and Recruitment.
6. Associate Director for Affiliation and Recruitment
1. Shall oversee and address bad standing policies in coordination with NAO and Director for Merchandise and Operations.
  2. Shall work with the NAN to set up the NRHH Affiliation Process.
  3. Shall assist in updating the NRHH Membership Database and the NACURH Membership Database.
  4. Shall oversee and carry out the NACURH affiliation process, including the collection of all affiliation materials from member schools and database upkeep.
  5. Shall work in coordination with the Associate Director for Administration and Finance to oversee the collection and tracking of all NACURH affiliation dues.
  6. Shall communicate updated affiliation statuses with all NACURH member schools and the NACURH Regional Affiliates.
  7. Shall be responsible for maintaining all NACURH member school placards.
  8. Shall train the Regional ADNRHs on the NRHH affiliations process.
  9. Shall work in coordination with the Associate Director for Marketing and Product Design on affiliation campaign materials.
  10. Shall create a recruitment plan for the following affiliation year, including materials needed, timelines, goals, committee establishment, and any other necessary information in coordination with the rest of the NCO and Executive Committee.
  11. Shall reach out to new affiliate members to

welcome them into NACURH and be a resource for any onboarding processes.

7. Associate Director for Assessment and Transition
  1. Shall oversee incoming Office transition and assist with the transition of all incoming Office staff members.
  2. Shall coordinate all feedback and assessments of the NCO, specifically the NACURH Corporate Office performance assessment. This shall include but is not limited to:
    1. Sales/The NACURH Store performance
    2. Membership Reports/Yearly affiliation statistics
    3. Recruitment plan assessment
    4. Office efficiency and communication
    5. NACURH member service evaluation
  3. Shall work in conjunction with the Executive Committee to set NACURH-wide goals based on previous assessment results.
  4. Shall oversee and distribute NACURH-wide surveys and collaborate on external corporate assessment opportunities in conjunction with the NAE.
  5. Shall ensure that every new member of leadership completes necessary corporate forms and transition materials.
  6. Shall ensure that each outgoing member of leadership completes necessary transition materials for their position and keep a record of materials.
  7. Shall assist the Director for Technology and Services in Google access for incoming leadership members.
  8. Shall act as a resource for incoming members of leadership as they transition into their new positions.
  9. Shall represent the NCO on the Strategic Planning Committee.
8. Associate Director for History and Publications
  1. Shall assist with the creation of The LINK publications and provide content pieces as needed in coordination with the NAE.
  2. Shall create and distribute the monthly NACURH newsletter, Turtle Talks, in conjunction with content from the Executive Committee and NCO.
  3. Shall assist with the implementation of the NACURH Advancement Society within current NACURH affairs, in coordination with the NACURH Executive Team and NCO staff.
  4. Shall assist with the compilation and distribution of the NACURH Semi-Annual Reports, NACURH Corporate Reports, and NACURH Annual Reports



- for affiliates.
5. Shall maintain any NACURH-level resource and service databases, including but not limited to:
    1. NACURH-Level Award Bids and winners
    2. Positional Bids
    3. NACURH-level meeting minutes
    4. NACURH reports (semi-annual, corporate, and annual)
    5. NACURH history
  6. Shall update the NACURH history page on the NACURH website in coordination with the Director for Technology and Services
  7. Shall maintain access and transitional organization of shared drives for each NACURH entity. This includes but is not limited to:
    1. Each regional affiliate
    2. NCO
    3. NACURH Leadership
    4. Advancement Society
    5. Identity Networks
  8. Shall oversee the distribution of Annual Report requirements, organization, and completion to NACURH Leadership
  9. Shall keep a database of employment and scholarship opportunities of member institutions.
  10. Shall be responsible for regularly backing up NACURH data.
9. NCO Advisor for Operations and Finance
1. Shall serve as a financial account signatory for the NACURH Corporate Office along with the Associate Director for Administration and Finance
  2. Shall provide support to the student office members serving on campus.
  3. Shall meet regularly with the Director for Merchandise and Operations and all other in-person office staff
  4. Shall serve as a non-voting member of the NCO for a two (2) year term.
  5. Shall assist in the transition of the campus office staff prior to and following the NACURH Annual Conference.
  6. Shall regularly communicate with all regional advisors, regional NRHH advisors, and regional ART coordinators.
  7. Shall establish and support relationships with professional associations.
  8. Shall assist in the oversight of office finances.
  9. Shall fulfill the role of Advisor for Technology and Recognition if the position is vacant.

10. Shall develop and update advisor resources for NCO related matters.
  11. Shall support the NCO in NBD spaces.
  12. Shall participate in NACURH level advisor business including NACURH Pre-conference, and advisor chats.
10. NCO Advisor for Technology and Recognition
1. Shall provide support to the student office members serving remotely.
  2. Shall meet regularly with the Director for Technology and Services and all other virtual office staff.
  3. Shall serve as a non-voting member of the NCO for a two (2) year term.
  4. Shall assist in the transition of the virtual office staff prior to and following the NACURH Annual Conference.
  5. Shall regularly communicate with all regional advisors, regional NRHH advisors, and regional ART coordinators.
  6. Shall establish and support relationships with professional associations.
  7. Shall fulfill the role of Advisor for Operations and Finance, virtually, if the position is vacant.
  8. Shall develop and update advisor resources for NCO-related matters.
  9. Shall support the NCO in NNBD spaces.
  10. Shall participate in NACURH-level advisor business including NACURH Pre-conference, and advisor chats.
  - 11.
  - 12.

## Section 6.

### Correspondence Requirements

1. Answer general telephone or electronic inquiries within two business days of receipt and postmarked correspondence within five (5) days.
2. Complete NACURH Connection related requests within seven (7) days of receipt.
3. Prepare and distribute electronic recruitment packets to interested schools.
4. Contact new member schools to welcome them to NACURH and explain the functions of NACURH
5. Complete order requests within seven (7) days of receipt

## Section 7.

### The NACURH Connection

1. The NCO shall maintain and seek input for the NACURH Connection, NACURH's Corporate Database.

2. Requests for information from the NACURH Connection should be channeled through the NCC of each respective member school.

## Section 8.

### Advancement Society Duties

1. Shall assist the NACURH Advisor in collecting all Advancement Society materials including but not limited to checks, names, and short biographies etc.
2. The NCO shall add the Advancement Society list to the NACURH website.
3. After the close of the fiscal year, but before the NACURH Annual Conference, the NCO annually adds the new Advancement Society names and paragraphs to the Advancement Society NACURH Connection file, and to the website listing all Advancement Society members and their paragraphs.
4. The NCO shall send pins, pens, paperweights and plaques to the respective new Advancement Society members. Bills associated with purchasing and distributing Advancement Society pins, pens, paperweights and plaques will be paid for by NACURH.

## Section 9.

### Membership Reporting

1. The NCO shall compile a membership report as part of each Semi-Annual and Corporate Reports. These reports shall include:
  - a. Prior years and current year's member schools, broken down by Full, New Affiliate, and Partial member schools.
  - b. Prior years and current year's inactive members, "inactive" meaning those schools that did not renew membership.
  - c. Names of schools recruited in each region.
  - d. Number of new schools affiliated in each region.
  - e. Prior years and current year's active NRHH chapters.
  - f. Prior years and current year's inactive NRHH chapters, inactive meaning those chapters that did not renew membership.
  - g. Names of NRHH chapters recruited in each region.

## Section 10.

### Office Performance Assessment

1. The NBD, Executives and NACURH Office Director shall be responsible for developing a yearly survey for the corporate office to distribute to NACURH membership to gain direct member school feedback as to the performance of the office.
2. The Office shall host a mid-term review and site visit with the Chairperson and NAO that shall include, but not be limited to, review and thorough discussion of:
  - a. NACURH affiliation process
  - b. NACURH Store inventory and merchandise
  - c. Office budget and financial status
  - d. Office staff performance
  - e. Office staff transition process

## Section 11.

### Merchandise

1. All merchandise will follow NACURH's branding guidelines
2. The Office will produce and distribute NACURH/NRHH apparel
3. If a region chooses to purchase NACURH/NRHH items, the region must purchase those items through the Office.

## Section 12.

### Transition

1. Incoming and outgoing office hosts will, at the completion of the NACURH Annual conference, establish a schedule in which new and old office staff members will contact each other about the office/position off and on during the three (3) months of summer.
2. Upon recommendations from the outgoing Office Director, the NBD shall allocate funds to cover the cost of the transition orientation. This will occur at the Annual NBD Meeting.
3. 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.
4. A minimum of three (3) representatives of the former office staff should travel to the campus of the new host school to help orient the new office staff. Preferably the new representatives will include the former Office Director, ADAF, and Advisor.
5. The NBD will cover expenses of this transfer orientation. Bidding schools should be prepared to accommodate the previous Office representative, should they receive the office. Moreover, bidding schools should be aware of the same commitment for the proposed Director at the end of their term of office.

## Section 13.

### Publications

1. Write, solicit material for, and publish the NACURH newsletter in coordination with the NAE.
2. Actively solicit material for all NACURH newsletters.
3. All newsletters shall be posted on the NACURH website in addition to normal delivery.
4. Publish a minimum of four (4) NACURH newsletters each year. The timeline for these will be one each quarter starting at the beginning of the calendar year.
  - a. January – March
  - b. April – June
  - c. July – September
  - d. October – December

## Section 14.

### Leadership Education and Development Program

1. The NCO will create or improve upon four (4) resources or publications each year that are specifically designed to assist and support NACURH students in completing the LEAD Program. Resources may include but are not limited to submission templates for requirements, guides and examples of completing requirements, newsletters highlighting the achievements of

- individuals in the program or pamphlets with advice on how to complete the program.
2. The NCO will promote and advertise the program at every NACURH affiliated conference they are in attendance at.
  3. The NCO will keep record of any individual who has completed any of the levels.
  4. The NCO will complete any other duties for the promotion and implementation of the LEAD program as assigned by the Office Director or the NAE.

## Section 15.

### NACURH Philanthropy Pin

1. A NACURH Philanthropy Pin shall be created annually to be sold at the NACURH Annual Conference.
  - a. Pin designs shall be solicited by the office from all NACURH member schools.
2. The design must correspond to the theme of the Annual Conference at which the pin is to be sold.
3. The pin design will be selected by the NCO using an internal process.
4. The pin shall be produced by the NCO.
5. The NCO shall create at least three-hundred (300) pins.
6. The price of the pin shall be at least \$2.00 USD over the cost of producing the pin, rounded up to the nearest dollar.
7. The net profit from the sale of each pin (less total cost of goods) sold prior to the end of the Annual Conference shall be given to the Annual Conference philanthropy or service project.
  - a. If the Annual Conference does not select a philanthropy or service project, the NBD shall choose philanthropy prior to the start of the Annual Conference.
8. 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.
  - a. This fund is to be maintained by the NCO, and may only be used to produce the NACURH Philanthropy Pin.
9. Should not all pins be sold during the annual conference, the NCO shall do their best to sell the remaining pins.
  - a. Pins will be sold during registration and check-in; all remaining pins will be distributed to the regions to sell during the conference.
  - b. The following timeline shall be followed:
    - i. The office shall begin soliciting pin designs no later than December 1, having them made due on February 1.
    - ii. The pin design shall be selected no later than February 15.
    - iii. The pin shall not be sold prior to the start of the Annual Business Meeting at the Annual Conference.

## ARTICLE II.

## BID PROCESS

## Section 1.

### Bidding Process

1. The institution and individuals bidding for the NCO must contact the NACURH Chairperson and current office host, in writing, prior to April 1 to officially state intent. Additionally, the proposed Office Director and Advisor should contact the current Office Director and Advisor. This will ensure that all persons involved are aware of the expectations and responsibilities that exist in the NCO prior to April 1.
2. An electronic copy of the bid must be submitted to the NACURH Chairperson, to be distributed to the NBD for consideration and for storage in the NACURH Connection by April 15.
3. The formal oral bid will be presented to the NACURH Board of Directors during the Annual Conference. The bidding Director should present the bid, along with the Advisor and any other appropriate NCO staff members. The oral presentation should not exceed thirty (30) minutes, after which a question and answer session, not exceeding thirty (30) minutes, will be held.
4. The NCO will be awarded to the institution receiving a majority of the votes cast by the NBD. The NACURH NRHH Board of Directors must be present for discussion of the bids.
5. These votes will be cast secretly and in the manner described by the NACURH Chairperson. In the case of a tie, the NACURH Chairperson will cast the tie-breaking vote.
  - a. The winning bid will be announced during the banquet at the Annual Conference. Afterward, a follow-up discussion will occur between the outgoing and incoming NCO staff to answer additional questions and to finalize transition plans.
6. If the current NCO host intends to bid for an additional term, the following procedure will take place:
  - a. At the Semi-Annual Business Meeting, during the third (3) year of the term of the office, they shall undergo a full corporate assessment by the NBD.
    - i. 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:
      1. Met and/or exceeded goals for the term
      2. Maintained communication with NBD Executives and the NCO
      3. Built upon internal procedures and processes
      4. Met the needs of member schools and NACURH Leadership
      5. Addressed issues arising from membership assessment surveys
      6. Improved NACURH as a whole.
    - ii. Upon completion of the review, the NBD shall vote to recommend or not recommend the school to

rebid to host a consecutive term.

1. In addition to each region being eligible to cast one (1) vote, the NAO, NAN, NAE, Office Director and NBD Liaison shall have one (1) vote to cast.
  2. In the case of a tie, the NACURH Chairperson shall cast the deciding vote.
7. During the bidding process, the current Office Director shall:
- a. Provide bidding schools with all policy information relating to the bid.
  - b. Answer any and all questions relating to the functions of the office and to the processes used in the office.
  - c. Provide the most up to date budget of the office.
  - d. Notify schools of receipt of letter of intent.
  - e. Keep all letters of intent confidential from other schools.
  - f. Help the bidding school(s) in any way possible without bias and with the intent of creating a fair bidding environment.
8. Bidding will take place on the first day of the Annual Conference. In order to ensure the most efficient use of time, bidding schools should plan to arrive on the first day of the Annual Conference, or the evening before. Bids should include the estimated arrival time to the Annual Conference. Schools will be notified by May 1 of their time for oral presentation.

## Section 2.

### Bid Format

1. Bids for the NACURH Corporate Office must contain the following:
  - a. Composition of the Office Staff and an outline of Responsibilities
    - i. This must include the Director for Merchandise and Operations, Associate Director for Finance and Order Management, Associate Director for Marketing and Product Design, Associate Director for Affiliation and Recruitment, and the on-campus advisor.
    - ii. This must also include plans to recruit the remote advisor and officer positions from NACURH member schools with support from the NAE.
  - b. Biography of the Director for Merchandise and Operations, Associate Director for Finance and Order Management, and On-campus Advisor including classification, background experience, dedication, why they want the bid, goals, available time, current activities, conferences attended, etc.
  - c. Description of the facilities available for the NCO's use. This includes:
    - i. Room Size (including computer security, and extra area for storage)
    - ii. Telephone Services
    - iii. Network Services (Ethernet lines, networking

capabilities, computer services support)

iv. Room features and furniture

2. 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.
3. Institution information such as its geographic location, available office supplies, semester or quarter sessions, letters of support, etc.
4. Miscellaneous items of special interest, such as intended expansion of the NCO, recruitment plans and ideas, overall objectives, etc.



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# TITLE 9

## AFFILIATION

ARTICLE I  
AFFILIATION TYPES

ARTICLE II  
FULL MEMBERSHIP

ARTICLE III  
NEW AFFILIATE MEMBERSHIP

ARTICLE IV  
PARTIAL MEMBERSHIP

ARTICLE V  
AFFILIATION PROCESS

ARTICLE VI  
NRHH AFFILIATION

ARTICLE VII  
BAD STANDING

ARTICLE VIII  
NCO DIRECTOR AFFILIATION  
POWERS

ARTICLE IX  
REGIONAL DIRECTOR  
NOTIFICATION

ARTICLE X  
FINANCES

## ARTICLE I. AFFILIATION TYPES

### Section 1. Affiliation Types

1. There shall be four different affiliation types with NACURH:
  - a. Full Membership
  - b. New Affiliate Membership
  - c. Partial Membership
  - d. Individual Membership

## ARTICLE II. FULL MEMBERSHIP

### Section 1. Definition

1. Full membership allows members access to all NACURH services.

### Section 2. Requirements

1. To be declared an full member of NACURH, schools must:
  - a. Pay NACURH dues at the full member rate as determined by the NBD;
  - b. Remain financially solvent with NACURH, Inc. and;
  - c. Submit NACURH affiliation information.

### Section 3. Benefits

1. Voting rights
2. Reduced conference fees.
3. Unlimited access to the RFI.
4. Participation in the OTM program.
5. Access to all NACURH newsletters.
6. Benefits from all corporate contracts.
7. Access to all NACURH member services.

## ARTICLE III. NEW AFFILIATE MEMBERSHIP

### Section 1. Definition

1. New Affiliate membership is designed to provide schools interested in joining NACURH with a one-year, trial membership with NACURH, and is an option made available to schools seeking membership for the first time within a three-year period. The New Affiliate membership status is good for one year and is non-renewable.

### Section 2. Requirements

1. To be declared a New Affiliate member of NACURH, Inc., schools must:
  - a. Pay NACURH dues at the New Affiliate member rate, as determined by the NBD;
  - b. Remain financially solvent with NACURH, Inc. and;
  - c. Submit NACURH affiliation information.

Section 3.

**Benefits**

1. New Affiliate members shall receive all the benefits of a Full member.

**ARTICLE IV.**

**PARTIAL MEMBERSHIP**

Section 1.

**Definition**

1. Partial Membership allows for access to all NACURH services not including Regional services.
2. Partial Membership shall only include schools located outside of the North American continent.

Section 2.

**Requirements**

1. To be declared a Partial Member of NACURH, schools must:
  - a. Pay NACURH dues at the partial member rate as determined by the NBD;
  - b. Remain financially solvent with NACURH, Inc. and;
  - c. Submit NACURH affiliation information.

Section 3.

**Benefits**

1. Partial Members shall have all benefits of Full Membership.

Section 4.

**Annual Conference**

1. During the NACURH Annual Conference, Partial Members shall sit with the host region.
2. Partial Members shall be counted in the host region's roll call for the Corporate Business Meeting.

**ARTICLE V.**

**INDIVIDUAL MEMBERSHIP**

Section 1.

**Definition**

1. Individual Membership allows members to access NACURH's resources and services on an individual basis. It does not grant access to chapter services such as the OTM database and chapter merchandise.

Section 2.

**Requirements**

1. To be declared an Individual Member of NACURH, one must:
  - a. Pay the NACURH Individual Member rate, as determined by the NBD;
  - b. Attend or be employed by a non-NACURH affiliated institution;
  - c. Submit NACURH affiliation information

Section 3.

**Benefits**

1. Reduced conference fees
2. Access to all NACURH newsletters
3. Participation in NACURH Services including but not limited to Task Forces & Committees and ART.
  - a. This excludes all financial services including scholarships, grants, and benefits from corporate contracts.
  - b. Individual membership is not a substitute for affiliation requirements to serve in NACURH Leadership.

## ARTICLE VI. AFFILIATION PROCESS

### Section 1.

#### Process

1. The NACURH Affiliation year will begin at the close of the Annual Conference.
2. The NAO will deposit the appropriate money into the regions' accounts.
3. All regional and NACURH services shall be started at the beginning of the affiliation year.
4. Any school not meeting the full membership requirements shall not be affiliated and will not receive regional or NACURH services.
5. All schools not affiliated will regain services upon meeting all of the full membership requirements.
6. Affiliation for all member schools must be completed by the NCC Informational Meeting at the Annual Conference in order for a school to have voting rights.
7. The NCO staff shall encourage schools to affiliate for the following year at the Annual conference.
8. The NCO will be responsible for notifying Regional Directors of new schools as they affiliate and for processing the registration forms.
9. Schools may only affiliate with the region whose geographic boundaries they are located within, as determined by the regional charters.
10. If a school is located within a state, province, territory, or country not currently included in any region's charter, they shall be temporarily considered an affiliate of the region hosting the Annual Conference for that Affiliation year. Alternatively, the NBD may, by a 2/3 vote, choose to place a school in any region until the school's location becomes part of a regional charter.

### Section 2.

#### Timeline

1. August/September: 1st NACURH newsletter out with affiliation notice.
2. NCC Check-In: Last chance for schools to affiliate for voting rights at Annual Conference.

## ARTICLE VII. NRHH AFFILIATION

## Section 1.

### Process

1. The NCO shall affiliate NRHH chapters based on the requirements and procedures set forth in the NRHH governing documents.
2. An institution must submit school contact information and appropriate dues before affiliating an NRHH chapter with NACURH, Inc. No additional dues may be charged for the affiliation of NRHH chapters for schools already affiliating an RHA with NACURH, Inc. A school does not need to have an affiliated RHA with NACURH, Inc. before affiliating an NRHH chapter.

## ARTICLE VIII.

## BAD STANDING

### Section 1.

#### Definition

1. Bad Standing shall be defined as an affiliation status held by the NCO in which a member school has lapsed in obligations to general or financial policy as outlined in these documents.
2. In addition to the \$50.00(USD) surcharge at conferences, member schools in bad standing will not have access to the RFI, nor will they be eligible to submit bids for awards, conferences, or positions. Those in bad standing will also not be able to make purchases from the NCO. Members in bad standing will not be eligible to submit OTMs, nor are they eligible to win an OTM award on the NACURH or Regional levels. Additionally, member schools placed in bad standing will not be eligible to host Board members.
3. Member schools in bad standing will have all rights of voting withheld.

### Section 2.

#### Process

1. Regional Directors, or the NACURH Chairperson, must submit, in writing, a request for a member school to be placed into bad standing to the NCO Associate Director for Affiliation and Recruitment This request must include rationale behind the suggestion, conducive with violation of policy of NACURH, Inc.
2. The Office Director, in consultation with the NACURH Associate for Operations will notify the Regional Director and NACURH Chairperson of their decision in writing. This decision can only be overruled by the NACURH Chairperson.
3. Members will remain in bad standing until the policy violation is corrected and the Regional Director or NACURH Chairperson expresses, in writing, that the standing be altered.

### Section 2.

#### Impact on Elected, Appointed, and Ex-Officio Officers

1. The NCO Associate Director for Affiliation and Recruitment shall be able to grant officers that are hosted at member schools that have been placed in bad standing a temporary exemption until

the policy violation is corrected. However, if the problem is not corrected within a timeline deemed appropriate by the NCO Associate Director for Affiliation and Recruitment in consultation with the NACURH Chairperson and the Regional Director and/or Regional Advisor, the officer will be removed from their Board position.

2. In the event the host institution of the NACURH Chairperson is under question of being placed in bad standing, the NACURH Associate for Operations will fulfill the duties of the Chairperson, as highlighted above.

## ARTICLE IX. NCO DIRECTOR AFFILIATION POWERS

### Section 1.

#### Definition

1. The NCO Associate Director for Affiliation and Recruitment shall have full authority when determining membership status and standing for NACURH and NRHH affiliation. The decision may only be overruled by the NACURH Chairperson.

## ARTICLE X. REGIONAL DIRECTOR NOTIFICATION

### Section 1.

#### Definition

1. Before the Regional Leadership Conference, the NCO will send a list to the Regional Directors of schools in their regions who are not affiliated. The NCO 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 Due Collection

1. All invoices will be posted by the NCO. All fees shall be collected by the NCO and deposited by the NCO Associate Director for Finances and Order Management into the NACURH checking account. Schools shall have the option of paying with multiple checks; however, all checks for affiliation must be given to the NCO.

### Section 2.

#### Notification of Affiliation Status

1. The NCO will update information regarding current payment and affiliation statuses of schools upon the receipt of new materials throughout the year.
2. Updated affiliation information will be made available by the NCO for reference through the current affiliation platform and by request.

### Section 3.

#### Minimum Transaction Fee

1. To prevent debts of less than \$1.00 USD, the NCO will establish a minimum transaction fee of one dollar.

### Section 4.

#### Late Payment Carryover

1. Any new member school whose dues are received by the NCO after April 1 have the opportunity to choose either one of the following:
  - a. Be affiliated as a Full member school of NACURH, Inc. for the current affiliation year; the school shall receive all benefits of affiliation.
  - b. Be affiliated as a New Affiliate member school of NACURH, Inc. for the current affiliation year; the school shall not incur the non-member school delegate fee surcharge at the Annual Conference, but shall not receive any other benefits of affiliation. The dues paid would then be applied to the upcoming affiliation year.

### Section 5.

#### Outstanding Debts

1. Transactions will occur in a 30-day billing period so that orders made in a particular month will not affect a school's standing until 30 days after the debt was incurred.
2. On April 15, schools having outstanding debts to NACURH, a regional affiliate, or a NACURH office shall be notified by that office that they are at risk for being put in bad standing with NACURH and that the debt must be paid prior to the NCC informational meeting to vote at the corporate meeting.

### Section 6.

#### Voting Privileges & Outstanding Debts

1. Any school with an outstanding debt of \$10.00USD or more to NACURH, a regional affiliate, or a NACURH office over 30 days old will be considered "in bad standing" with NACURH, Inc. and subsequently lose any member privileges and the option to re-affiliate until the debt is paid.
2. The NCO shall be notified of outstanding debt over 30 days old by the regional affiliate or office to whom the debt is owed.

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# TITLE 10

## CONFERENCES AND EVENTS

ARTICLE I  
NACURH ANNUAL  
CONFERENCE POLICIES

ARTICLE II  
CONFERENCE STAFF

ARTICLE III  
CONFERENCE FINANCES

ARTICLE IV  
MEETINGS AT CONFERENCES

ARTICLE V  
CONFERENCE PUBLIC  
RELATIONS & PUBLICATIONS

ARTICLE VI  
RISK MANAGEMENT



ARTICLE VII  
ANNUAL CONFERENCE  
WRAP-UP REPORT

ARTICLE VIII  
NACURH POLICIES GOVERNING  
REGIONAL CONFERENCES

ARTICLE IX  
NACURH POLICIES GOVERNING  
REGIONAL CONFERENCE  
FINANCES

ARTICLE X  
NACURH POLICIES GOVERNING  
REGIONAL RETREATS

ARTICLE XI  
NACURH DAYS OF SERVICE

ARTICLE XII  
THE NACURH ALTERNATIVE BREAK

## ARTICLE I.

# NACURH ANNUAL CONFERENCE BID REQUIREMENTS

### Section 1.

#### Conference Bid Requirements and Procedures

1. Schools interested in bidding for an Annual Conference should contact the Conference Resource Consultant (CRC).
  - a. Current members of NACURH Leadership may not serve on Annual Conference bid teams.
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services they have available to assist in bidding for the conference.
3. 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.
  - a. The Regional Director's assistance should be limited to navigating regional support and pointing the bidding school in the direction of appropriate NACURH resources, in collaboration with the CRC.
  - b. Regional support for annual conference bids may be provided to any institution who presents to and receives a vote of support from the regional affiliate's NCCs.
    - i. Bidding institutions should reach out to their regional director to schedule a time to present to the NCCs.
    - ii. Regional support decisions shall include a 5-10 minute presentation of annual conference bid updates and goals, 5 minutes of question and answer, and a discussion period followed by a majority vote of the regional affiliate's NCCs.
    - iii. Letters of support, written on behalf of the region by the Regional Director, or their designee, may be provided to more than one institution from a region.
    - iv. Letters of support should indicate regional awareness and general support for the institution's annual conference bidding endeavors and should be limited to content presented during the presentation to the regional affiliate's NCCs.
4. Letters of intent should be received by the CRC by December 1. On December 2, the CRC will notify all members of the NBD of those schools who will be bidding for the Annual Conference.
5. Member schools shall have the opportunity to send an electronic copy of the Annual Conference bid to the CRC, to be distributed to the NBD for review/critique at the Semi-Annual Business Meeting, by December 1. By January 31, the CRC will provide written feedback to those schools that submitted a copy of their

- bid by the December 1 deadline.
6. The following statement should be published throughout the year advertising the Annual Conference bid process:
    - a. Conference bids for the next NACURH Annual Conference will be presented to the NACURH Board of Directors at this year's Annual Conference. For example, any school wishing to submit a bid for the Conference must contact the Conference Resource Consultant prior to December 1. Information on bidding for the conference will be sent to those schools. It is extremely important that your school does contact the CRC by December 1 in order for the NACURH Board of Directors to consider your school's bid.
  7. The following publications should be used in publicizing this process: Regional Newsletter, NCO Newsletter, Conference Newsletter, NRHH Newsletters, Regional Leadership Conference, NACURH Publications, and 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 NCO for the purpose of being stored in the NACURH Connection.
  8. In addition to the written bid, the Conference Bid Teams shall present a bid presentation to the NBD on the first day of the Annual 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.
  9. The NBD will hear all bids and make decisions regarding the conference site. The winner will be announced at the awards banquet during the conference.

## Section 2.

### Waiver of Conference Bid Requirements

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

## ARTICLE II.

### NACURH ANNUAL CONFERENCE POLICIES

## Section 1.

### Responsibility of the Annual Conference Chairperson in Reporting the Status of the Annual Conference

1. The Annual Conference Chairperson will primarily communicate on a regular basis with the CRC to discuss problems, concerns, questions and progress of the Annual Conference planning.
2. The Annual Conference Chairperson, with the assistance of the conference staff, will present a report to the NBD at the

Semi-Annual and Annual Business Meetings regarding progress towards the planning of the Annual Conference.

3. The Annual Conference Chairperson will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the Annual Conference. In addition, all financial records and other statistical information regarding the Annual Conference will be included in this log. A final report of the Annual Conference will be written and published by the Annual Conference Staff within one hundred and twenty (120) days after completion of the Annual Conference. All of these materials will be submitted to the CRC when completed for use in assisting future Annual Conference Staffs in planning their conference. If the Annual 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

1. Each Annual Conference staff will include the position of NBD Liaison whose sole responsibility is to communicate with the NBD and NNBD 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.
  1. The NBD Liaison will represent the Annual Conference as a non-voting member of the NBD and NNBD.
2. The NBD Liaison will be in charge of planning the Semi Annual Business Meeting and Pre-conference for the Annual Conference, with the help of the Annual Conference Staff and the NACURH Chairperson.
3. The NBD Liaison will communicate at minimum twice a month with the NACURH Chairperson to discuss the Executive Committee's, NACURH Board of Directors' and Conference Team's needs during the Semi-Annual and Annual Business Meetings and the Annual Conference.

## Section 3.

### Responsibility of the Annual Conference Finance Chair

1. The Annual Conference Finance Chair will communicate on a regular basis with the NAO and CRC discuss problems, concerns, questions, and progress of the Annual Conference Budget.
2. The Annual Conference Finance Chair, with the assistance of the Annual Conference Chair, will present a report of the Annual Conference Budget to the NBD at the Semi-Annual and Annual Business Meetings to communicate the status of the Annual Conference Budget.
3. At the Semi-Annual Business Meeting, the Annual Conference Finance Chair will present the Annual Conference budget to the

NBD for approval of the maximum delegate price.

1. In the event an Annual Conference is selected outside of the standard timeline, the budget should be approved no later than 30 days prior to the end of the fiscal year.
4. The Annual Conference Finance Chair will be responsible for submitting monthly reports on the Annual Conference Budget to the NACURH Chairperson, NAO, CRC, and NACURH Advisors.

#### **Section 4. Annual Conference Advisor Requirement**

1. 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 5. Annual Conference Staff Transition**

1. The Annual Conference Chairperson, NBD Liaison, Finance Chair, and Conference Advisor will set up one on one meetings with the new Chairperson, NBD Liaison, Finance Chair, and Advisor of the next Annual Conference. These meetings will start within ninety (90) days of the close of the Annual Conference. The number of meetings is at the discretion of the outgoing and incoming Annual Conference Chairpersons.
  - a. A meeting between the outgoing and incoming Conference Staff is not required. It is up to both Annual Conference Staffs to decide if this is necessary.

#### **Section 6. Conference Chairperson, NBD Liaison, and Finance Chair Regarding NCC Position**

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

#### **Section 7. Conference Delegation Limits**

1. A maximum conference size will be determined by the NBD and the Host School at the Semi-Annual Business Meeting.
2. The conference staff will determine the number of delegates that a school can bring.
3. 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.
4. Should the host institution be able to accommodate, the number of delegates that an institution can bring to a conference may be adjusted to accommodate for institutions bringing incoming NACURH Leadership members so that the respective institution's general delegate numbers remain consistent.

#### **Section 8. Advisor Liability**

1. An advisor is defined as a professional or graduate student

- employed by a college or university that is responsible for their institution's delegation in the event of an emergency.
2. Each institution sending delegates to the annual conference is required to have an advisor registered.
  3. Once conference registration is closed, the conference staff shall check to ensure each school has an advisor registered with their delegation.
  4. If a school is unable to send an advisor, an advisor from another NACURH institution that is in attendance at the conference can be recruited and be listed as the advisor of record. This may only be done with permission of the host institution of the advisor of record, and with the permission of the school that is unable to attend an advisor. This is contingent upon the advisor of record taking responsibility for the delegation. If this is the case, the NCC must submit a statement with this information to the conference chair, the conference advisor, and the NACURH CRC.
  5. An advisor of record should have access to the following information for the additional school they are advising:
    - a. Emergency contact information for delegates
    - b. Host institution information in the event of an emergency
    - c. Any medical concerns for all delegates.
    - d. Conference registration information, payment, school affiliation, and any other information that may be necessary for the purposes of conference check-in.

## Section 9.

### Trading Spaces

1. 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 10.

### Non-Conference Persons at the NACURH Annual Conference

1. 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 NACURH annual conference.
2. Non registered individuals will not be permitted to stay in conference housing.
  - a. This includes, but is not limited to, dependents and family members of attendees.
  - b. A request or exception can only be made after consultation with the NACURH Conference Resource Consultant.
3. The annual conference host institution shall be required to enforce this policy at all conference functions by providing adequate safety and security.

- Section 11. Liability of NACURH and Disclaimer Statement**
1. Each individual attending a Regional and Annual Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the Annual and Regional Conferences.
- Section 12. Conference Waiver**
1. The Waiver, Photo/Media Release and Conference Drug and Alcohol Policy must bear the signature of the delegate attending the conference. Each signature must be dated.
  2. This statement must be signed by each person attending the Annual Conference to be recognized as an officially registered delegate of the conference. Refer to Title 14 to obtain a copy of the waiver.
  3. The Conference Resource Consultant or designee will provide the Annual Conference Staff with the waiver.
- Section 13. Conference Drug and Alcohol Policy**
1. Alcohol and illicit drugs are 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, NACURH Advisor, the NACURH Chairperson, the Regional Advisor, and Regional Director from the region the student represents.
  2. Each delegate to the conference must sign a Conference Waiver which includes the Photo/Media Release and Conferences Drug and Alcohol Policy acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. The Conference Resource Consultant or designee will provide the Annual Conference Staff with the waiver.
- Section 14. Conference Fair Housing Policy**
1. Attendees with mobility impairments, physical impairments, and visual impairments will be housed on floors other than the traditionally accessible floors (first floor) at regional and annual conferences. If, however, the host school does not have the facilities, the host school will work together with the attendee to discuss the attendee’s housing options.
- Section 15. Gender Inclusive Housing**
1. Conference sites are not required to provide Gender Inclusive Housing, but shall abide by the following policies if they are able

- to provide this option.
2. Gender Inclusive Housing will be provided through and opt-in process. By opting into Gender Inclusive Housing, the Annual Conference Staff will not take gender into account when assigning rooms. Priority will be given to placing students from the same delegation in housing together.

## Section 16.

### Gender Inclusive Housing Disclaimer Statement

1. I, \_\_\_\_\_(Name) in consideration of the National Association of College and University Residence Halls, Inc. (NACURH) and \_\_\_\_\_(Annual Conference Host School) providing the opportunity to opt into Gender Inclusive Housing at the NACURH \_\_\_\_ (Year) Conference hereby agree to the following: I understand that gender will not be taken into consideration with my housing assignment and that I may be sharing a bathroom and/or bed with a person who identifies with another gender than my own gender identity. I also understand that opting into Gender Inclusive Housing does not guarantee that I will be placed with a person who identifies with another gender than my own gender identity.
2. The above statement must bear the signature of the delegate opting into Gender Inclusive Housing, as well as the delegation Advisor. Each signature must be dated. Changes to the Gender Inclusive Housing Disclaimer statement by an Annual Conference host school must be approved by the CRC prior to sending out registration packets.

## Section 17.

### Corporate Partners & Corporate Sponsors

1. 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" or "Corporate Sponsor" , nor claim endorsement of NACURH, Inc. Conference Sponsors will not present in the Corporate Boardroom or to the NBD without approval of the NACURH Chairperson. Corporate Partners and Corporate Sponsors may also sponsor the Annual Conference.

## Section 18.

### Advertisements

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

## Section 19.

### Regional Banners

1. Regional banners will be present at the NACURH Annual Conference's Mass Gatherings to note where the regions will sit during the Mass Gatherings.



2. The Annual Conference Staff will be responsible for holding the regional banners and transitioning them to the subsequent Annual Conference Staff.
3. The cost of shipping shall be budgeted into the Annual Conference Budget.

**Section 20.**

**Annual Conference Insurance Policies**

1. Annual conference host institutions are required to purchase a special event liability policy covering the cost of their affiliated conference or provide proof that the purchase is being processed within the next 30 days of being selected. Coverage includes but is not limited to: Facilities Damage, States of Emergencies, Weather Related Incidents, etc.
  - a. The minimum coverage requirements should be as follows:
    - i. Commercial General Liability | \$1,000,000.00/Occurrence
    - ii. Rental Damage | \$3,000,000.00/Occurrence
    - iii. Medical Expenses | \$5,000.00-\$7,500.00/Person
    - iv. Personal Injury | \$1,000,000.00
    - v. General Aggregate | \$3,000,000.00
    - vi. Products - Comp | \$2,000,000.00
    - vii. Sexual Molestation | \$50,000.00/Occurrence and \$100,000.00 Aggregate
    - viii. Third Party Property Damage | \$1,000,000.00 Limit and \$1,000.00 Deductible
  - b. In the event that an institution already has a liability policy that meets NACURH requirements as determined by NACURH, host institutions may be exempt from purchasing an additional special event liability policy, as approved by the CRC and other members of the Executive Committee.
  - c. In the event that a special event liability policy is not purchased for the affiliated conference or proof of purchase being in progress within 30 days after selection, the conference in question is subject to removal.
  - d. This requirement shall be waived if the conference is hosted in a virtual format.

**ARTICLE III.**

**CONFERENCE FINANCES**

**Section 1.**

**Host School Acknowledgement**

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

**Section 2.**

**Liability Insurance**

1. Annual conference host institutions are required to purchase a special event liability policy covering the cost of their affiliated

conference or provide proof that the purchase is being processed within the next 30 days of being selected. Coverage includes but is not limited to: Facilities Damage, States of Emergencies, Weather Related Incidents, etc.

- a. In the event that an institution already has a liability policy that meets NACURH requirements as determined by NACURH, host institutions may be exempt from purchasing an additional special event liability policy, as approved by the CRC and other members of the Executive Committee.
- b. In the event that a special event liability policy is not purchased for the affiliated conference or proof of purchase being in progress within 30 days after selection, the conference in question is subject to removal.

### Section 3.

#### Conference Accounts

1. Conference hosts shall open separate accounts from NACURH, Inc., which all conference related revenues and expenses shall operate from.
  - a. These accounts shall be campus bank accounts unless institutional policy prohibits.
2. No entity of NACURH, Inc. shall collect payments on behalf of a conference, unless the conference has been closed at the appropriate sixty (60) day mark.

### Section 4.

#### Annual Conference Budget Framework

1. The budgets for the Annual Conference must be based on estimated attendance projections as established by the NBD. Each conference bid shall have budgets based on 1200, 1425, and 1650 delegates.
2. The break- even point for an Annual Conference should be set at 1425 delegates.
3. All Conference budgets shall be created in the host institution's currency, but all conference registration fees shall be denoted in all NACURH member school currencies.
4. Conference budgets may include no more than one line item labeled "Contingency" for miscellaneous expenses that shall not exceed 1% of budgeted expenses.
  - a. No other line items may account for unexpected expenses or revenues and must be budgeted for as accurately as possible.
5. Budgets contained in bids for the Annual Conference must use the NACURH conference budget format.
  - a. This format can be obtained from the NACURH Associate for Operations.

### Section 5.

#### Conference Add-On Fee

1. The Annual Conference will have a minimum \$8USD/delegate fee to be included as a line item in the Annual Conference Budget.

- a. This fee includes delegates and advisors, excluding the NACURH Executives, NACURH Board of Directors, NACURH NRHH Board of Directors, guests, Annual conference host staff, and conference volunteers.
2. This shall be paid to NACURH prior to the last day of the Annual Conference

## Section 6.

### Monitoring of the Annual Conference Budget

1. The NAO will be responsible for monitoring the Annual Conference Budget and working with the Annual Conference Finance Chair and Annual Conference Staff in budget management and planning.
  1. The NACURH Executive Committee should be informed and have access to the Annual Conference budget throughout the hosting process.
  2. Once the budget is approved, the NACURH Executive Committee and NBD will have access to the Annual Conference budget and be informed of any shifts in the budget that impacts the delegate cost.
2. The Annual Conference Finance Chair will be required to submit a conference budget update by the first day of every month to the NAO, CRC, and NACURH Advisors for review.
3. This shall continue from the time that the conference is awarded to the host site through submission of the wrap-up report.

## Section 7.

### Annual Conference Loan

1. Each Annual Conference Host School can request a loan of up to five thousand US dollars (\$5,000.00USD) from the NBD to cover start-up expenses for the conference.
2. The NACURH Associate for Operations has the authority to make this loan without NBD approval if they determine that funds are available for such.
3. This loan amount must not be included in the financial statement as conference profit.
4. The total amount loaned is due on the first day of the Annual Conference.
5. A host school has up to one-hundred and twenty (120) days after receiving the bid to request the conference loan.
  - a. If the bank account used for the conference finances uses a currency other than US Dollars, then the Annual Conference Loan must be paid back to NACURH using the actualized amount from the original deposit of the loan into the bank account used for the conference's finances.

## Section 8.

### Delegate Fees for Annual Conference

1. The maximum delegate fees will be established by the host school after consulting with the NACURH Board of Directors with final approval by the NBD at the Semi-Annual Business Meeting.

2. The host school shall publish the delegate and advisor fees in all currencies used by current member schools at the exchange rate of the day that the Annual Conference Budget is approved. The NAO will work with the Finance Chair to make sure these fees are correct.
  - a. The fees should be published within thirty (30) days of the Semi-Annual Business Meeting, and no less than 1 week before registration for the Annual Conference opens.
3. Registration for the Annual Conference shall not open until after the Delegate Fees have been set in all currencies. This cost must be equal to or less than the maximum fees established at the Semi-Annual Business Meeting.
4. Annual Conference Hosts must accept payments in all currencies used by current member schools, unless explicitly prohibited by the policies of their host institution.
5. The Annual Conference Budget will include a Bank Fees Line Item to cover the cost of depositing conference fee payments into the bank account used for the conference's finances, including the cost of credit card processing fees, the cost of exchanging currencies other than the currency used by the conference host, as well as any other bank fees associated with receiving funds into the conference's accounts.

## Section 9.

### **Non-Affiliate School Delegate Add-On Fee**

1. Non-affiliated schools and NACURH schools in bad standing shall pay a \$50.00 USD per delegate add-on fee at the Annual Conference.

## Section 10.

### **Distribution of Conference Registration**

1. Annual Conference Registration materials are to be distributed by email and/or made available on the Annual Conference website. This includes registration packets, confirmation packets, and educational session confirmations.

## Section 11.

### **Conference Registration Late Fee Charge**

1. Conference late registration fees will be established by the Annual Conference Staff, to be approved by the NBD at the Semi-Annual Business Meeting.

## Section 12.

### **Walk-In Conference Fees**

1. The Annual Conference shall charge all delegates who register as "walk-ins" an additional fee of \$10.00 USD.

## Section 13.

### **Alternate Delegate Policy**

1. Conference hosts may provide the option for institutions to register for alternate delegates during the conference registration period.
2. The registration for alternate delegates follows the same

- processes and guidelines as that for general delegates, but alternate delegates are not guaranteed admission to conferences.
3. Institutions registering alternate delegates should be aware that potentially all alternate delegates will be accepted. Accepted alternate delegates of the respective conference must be prepared to attend and pay in full.

## Section 14.

### No Pay - No Key Policy

1. The Annual Conferences will provide housing (keys) only to those delegations whose conference fees are paid, in addition to the established late registration fees.
2. Promissory Note
  - a. In the event that an institution does have payment for the conference prior to or during conference check-in, the institution's advisor, the NAO, the NACURH Chairperson, and the NACURH Advisor/or CRC must sign a NACURH promissory note promising payment within thirty (30) days of the conference. If payment is not received within thirty (30) days, the institution will be placed into bad standing until such debt is resolved.

## Section 15.

### Promissory Note Late Fees

1. In the event that an institution signs a promissory note and fails to meet the prescribed thirty (30) day deadline, a late fee of 5.00% per month, with a maximum of twelve (12) months, of the principal value of the promissory note be assessed.
  - a. The NAO, in communication with the annual conference staff, is responsible for providing institutions with an updated invoice every two weeks, or upon request by the institution.

## Section 16.

### Promissory Note Denial

1. The Annual Conference staff — in consultation with the NACURH CRC, NAO, and Chairperson — may require that an institution pay the full cost of registration before arriving to conference and not be allowed to take out a promissory note if the institution in question meets one or more of the following criteria:
  - a. The institution has missed two promissory note deadlines over the past four conferences of any type (Regional Leadership Conference, Regional Business Conference, or NACURH Annual Conference).
  - b. The institution currently owes conference fees and the promissory note deadline has passed.
2. If an institution meets the criteria for denial of promissory notes, the Annual Conference staff must make the respective institution(s) aware of their restricted status no longer than ten (1) business days prior to the start of registration.

## Section 17.

### Conference Fee Refunds

1. Cancellations of delegates after the closing of the Annual Conference registration is strictly prohibited. Any delegates registered for the conference at the close of registration must be paid in full.
  - a. Cancellations will be accepted until a time set by the Annual Conference.
  - b. Conference delegates who are unable to attend may be replaced by other delegates with consideration of gender as set by the annual conference staff.
  - c. The Annual Conference Staff will set a date by which ghost delegates must be identified if they are allowed during initial registration.
2. Delegates who paid a registration fee, but did not attend conference, can request to have the variable cost portion of their registration refunded if the conference does not incur a deficit
3. No fixed cost portions can be refunded
4. The school or individual must submit a written request to the conference staff and the NAO within thirty (30) days of the close of conference
5. Refund payments can only be addressed to the entity that paid the conference registration

## Section 18.

### Responsibility of the Annual Conference Budget for the NACURH Semi-Annual Business Meeting

1. The following people shall have their Semi-Annual Business Meeting registration costs paid for by the Annual Conference Budget:
  - a. NACURH Chairperson
  - b. NACURH Associate for Operations
  - c. NACURH Associate for NRHH
  - d. NACURH Associate for Engagement
  - e. NACURH Advisors
  - f. NACURH Consultants
  - g. The Eight (8) Regional Directors
  - h. The Eight (8) Associate Directors for NRHH
  - i. The Eight (8) Regional Associate Directors for Administration & Finance
  - j. Eight (8) Regional Level Advisors
    1. Each entity shall select one Regional Advisor to attend.
  - k. (1) NCO Director
  - l. (1) NCO Advisor
  - m. Additional compensated delegates, as defined by any official NACURH agreements, contracts, memorandums of understanding, etc. and confirmed by the NACURH Chairperson and NACURH Associate for Operations.
2. The following people shall be invited, but not required, to attend

the Semi-Annual Business Meeting. Their registration costs shall be paid for in a manner determined by their respective Regional or Office Budgets:

- a. Regional Level Advisors
    1. The registration costs for one (1) Regional Level Advisor per entity will be covered by the Annual Conference Budget. Additional Regional Level Advisors in attendance will have their registration costs paid for in a manner determined by their respective Regional Budget.
  - b. (1) NCO Director
  - c. The NCO Associate Director for Finances and Order Management
  - d. The NCO Associate Director for Marketing and Product Design
  - e. The NCO Associate Director for Affiliation and Recruitment
  - f. The NCO Associate Director for Assessment and Transition
  - g. The NCO Associate Director for Recognition and NRHH
  - h. The NCO Associate Director for History and Publications
  - i. (1) NCO Advisor
3. Registration fees for the Semi-Annual Business Meeting for the above individuals will be released prior to the opening of registration, which must occur at least sixty (60) days prior to the first day of the Semi-Annual Business Meeting.
  4. The CRC, in conjunction with the NACURH Chairperson and NACURH Associate for Operations, shall give the host school a list of NACURH Corporate Partners and any other guests that will be in attendance.

## Section 19.

### Responsibility of the Annual Conference Budget for NACURH Annual Business Meeting

1. The following people shall have their Annual Business Meeting fees paid for by the Annual Conference Budget:
  - a. NACURH Chairperson
  - b. NACURH Associate for Operations
  - c. NACURH Associate for NRHH
  - d. NACURH Associate for Engagement
  - e. NACURH Advisors
  - f. NACURH Consultants
  - g. The Eight (8) Regional Directors
  - h. The Eight (8) Associate Directors for NRHH
  - i. The Eight (8) Regional Associate Directors for Administration & Finance
  - j. (2) Regional Level Advisors
  - k. (1) NCO Director
  - l. (1) NCO Advisor
  - m. Additional compensated delegates, as defined by any official NACURH agreements, contracts, memorandums of

- understanding, etc. and confirmed by the NACURH Chairperson and NACURH Associate for Operations.
2. The following people shall be invited, but not required, to attend the Annual Business Meeting. Their registration costs shall be paid for in a manner determined by their respective Regional or Office Budgets:
    - a. NCO Advisor(s)
    - b. Regional Level Advisor Elects
    - c. (1) NCO Director
    - d. The NCO Associate Director for Finances and Order Management
    - e. The NCO Associate Director for Marketing and Product Design
    - f. The NCO Associate Director for Affiliation and Recruitment
    - g. The NCO Associate Director for Assessment and Transition
    - h. The NCO Associate Director for Recognition and NRHH
    - i. The NCO Associate Director for History and Publications
  3. The following people shall have their pre-conference fees paid for by the Annual Conference Budget:
    - a. Coordinating Officers from the eight (8) regional affiliates
    - b. Regional Conference Chairs
  4. Fees shall only be covered for official days of business for NACURH, as determined by the NACURH Chairperson
  5. The CRC, in conjunction with the NACURH Chairperson and NACURH Associate for Operations, shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance.

**Section 20. Responsibility of Region and Office Budgets for the Annual Conference**

1. All Regional Officers and NACURH Corporate Office Staff shall have their Annual Conference registration fees paid for by their respective Regional or Office budgets.

**Section 22. Annual Conference Staff Expenditures**

2. The Annual Conference staff shall have a budget for retreats, workshops, awards, and other staff development initiatives
3. The cost for these expenditures shall be included in the Annual Conference Budget
  - a. The budget for these items shall not exceed more than \$1.00 USD per delegate at the Annual Conference break-even point
4. No monies may be spent for the purpose of travel by the Annual conference staff unless approved in advance by the NACURH Board of Directors.

**Section 23. Conference Staff Costs**

1. Actual costs for staff members during the Semi-Annual Business



Meeting, Annual Business Meeting, Annual 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.

2. Semi-Annual Business Meeting
  - a. 100 Beds
  - b. 100 Breakfasts
  - c. 100 Lunches
  - d. 120 Dinners
    - i. These numbers assume a Semi-Annual Business Meeting scheduled for five (5) nights and six (6) days, with a conference staff of twenty (20) people.
      1. The Annual Conference staff can deviate from these assumptions, but cannot purchase more meals than the above-mentioned limits.
    - ii. If these are not used they cannot be carried into other areas of the conference without the approval of the Conference Resource Consultant and NAO.
2. Pre/Post Conference + Conference = TOTAL
  - a. 340 Breakfasts + 400 Breakfasts = 740 Breakfasts
  - b. 340 Lunches + 400 Lunches = 740 Lunches
  - c. 340 Dinners + 400 Dinners = 740 Dinners (including Banquet)
  - d. 340 Beds + 400 Beds = 740 Beds
    - i. Assumptions
      1. The Annual Conference staff can deviate from these assumptions, but cannot purchase more meals than the above-mentioned limits
      2. Pre/Post Conference:
        - a. Meals and beds for 20 people for six (6) days and six (6) nights
        - b. Meals and beds for 30 people for two (2) days and two (2) nights
        - c. Meals and beds for 80 people for two (2) days and two (2) nights
        - d. Pre/Post Conference suggested breakdown:
          - i. Pre-Conference day 1 (all conference staff) - 20 people
          - ii. Pre-Conference day 2 (some volunteers and all conference staff) - 50 people
          - iii. Pre-Conference day 3 (all volunteers and conference staff) - 100 people
          - iv. Pre-Conference day 4 (all volunteers and conference

- staff) - 100 people
  - v. Post Conference day 1 (some volunteers and all conference staff) - 50 people
  - vi. Post Conference day 2 (all conference staff) - 20 people
3. Annual Conference:
- a. Meals and beds for 100 people for four (4) days and four (4) nights, on any day where conference activities take place
    - i. Annual Conference Day 1
    - ii. Annual Conference Day 2
    - iii. Annual Conference Day 3 (including banquet)
    - iv. Annual Conference Day 4
  - i. NOTE: These costs can be utilized however needed. Staff has the total number of costs to work with at Pre-conference, Conference, and any Post-conference time necessary.

**Section 24. Payment For Awards**

1. The cost of plaques for all awards named within Article I (Bid Awards) and Article II (Annual Conference Awards) shall be incorporated into the Annual Conference Budget.

**Section 25. NACURH Accessibility Fund**

1. The NACURH, Inc. Accessibility Fund shall cover any costs for accessibility needs in compliance with the Americans with Disabilities Act of 1990 (ADA) or national law equivalent that the Annual Conference is unable to cover.
  - a. Amplified sound is required in conference business and mass gathering spaces, and relevant costs to obtain microphones, speakers, and other materials may be covered by the Accessibility Fund if they are not already available at the host institution for usage.
  - b. Additional accessibility needs outside of standard ADA or national law equivalent may be covered by this fund on a case by case basis as deemed necessary by the NACURH Executive Committee. Possible accommodations may include but are not limited to:
    - i. Accommodations for NACURH leadership travel to the NACURH Annual Conference
    - ii. Lodging accommodations at the NACURH Annual Conference
    - iii. Dietary accommodations at the NACURH Annual Conference
2. All bids for the Annual Conference must include information on

- ADA compliance or national law equivalent at the conference.
3. The Accessibility Conference Add-on Fee is due to the NACURH Executives at the close of each conference that it is in use and will be added to NACURH, Inc.'s Accessibility Fund
  4. The Accessibility Conference Add-on Fee shall be set by the NACURH Executives, but may be no smaller than \$3.00USD and no larger than \$10.00USD. The NACURH Executives may increase their Accessibility Conference Add-on Fee above \$10.00USD for any individual conference with a 2/3 approval of the NACURH Board of Directors.
  5. Two 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 Accessibility Fund reach \$15,000.00 USD, the NACURH Executives may choose to no longer charge the Add-on Fee.
      - ii. If the Accessibility Fund drops below \$10,000.00 USD, the NACURH 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 Accessibility Fund.
      - iii. NACURH, Inc. must contribute 25% of any conference excess to the Accessibility Fund until the Accessibility Fund fund exceeds \$3,000.00 USD.
  3. NACURH, Inc. may contribute additional funds to the Accessibility Fund as long as they continue to comply with the above policy.

## Section 26.

### Financial Transaction Wrap-Up

1. The Annual Conference host institution must assume responsibility for concluding all financial transactions associated with the conference no later than one-hundred and twenty (120) days following the end of the conference using funds generated by the conference.
  - a. After this time, the host institution will assume responsibility for any additional expenses incurred by the conference.

## Section 27.

### Annual Conference Deficit

1. The host institution shall pay the first \$500.00 USD of the conference deficit.
2. The remainder of the deficit shall be paid 50% by the host institution and 50% by the NACURH Contingency Fund.
3. The host institution shall be thorough and responsible in preparing a sound budget.
4. 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 28.

### Annual Conference Excess

1. Any conference excess is property of NACURH, Inc. and shall be forwarded to the NAO no later than one-hundred and twenty (120) days following the end of the conference.
2. In the event that there is a Annual Conference excess of up to \$5,000.00 USD or more, NACURH, Inc. will award a gift of 30% or up to \$5,000.00 USD, whichever is lower, to the Annual Conference host institution's RHA contingent upon the host institution fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by the CRC, NACURH Executive Committee., and the Past NACURH Chairperson.
  - a. This gift is intended as a maximum amount in either starting or adding to an RHA leadership scholarship fund.
3. If the bank account used for the conference finances is in a currency other than US Dollars then the conference excess shall be forwarded to the NAO in the currency used by the Annual Conference Host.

## Section 29.

### Annual Conference Financial Wrap-Up

1. A complete wrap-up of each Annual Conference is required within one-hundred and twenty (120) days of the close of the conference.
  - a. All bills should be paid, accounts closed out and the conference excess turned over to the NAO.
    - i. Any unpaid bills should be handled using the "bill forwarding" policies
  - b. Any bills that are discovered after this period must be paid by the host school.
  - c. NACURH, Inc. conference host schools who do not comply with the one-hundred and twenty (120) day policy shall be declared "bad standing" with NACURH, Inc. and the relevant regional affiliate until the wrap-up is complete.

## ARTICLE IV.

### MEETINGS AT CONFERENCES

#### Section 1.

#### Semi-Annual Business Meeting of the NBD

1. The Semi-Annual Business Meeting, held usually in January, will be at the upcoming Annual Conference site.
2. Arrangements should be made with the NACURH Chairperson regarding accommodations, food, use of equipment, etc.

#### Section 2.

#### Annual Business Meeting of the NBD

1. The NBD will begin meeting several days prior to and during the Annual Conference.
2. Arrangements should be made with the NACURH Chairperson regarding accommodations, food, use of equipment, etc.

### Section 3.

#### Corporate Information Session

1. This is held at least twenty-four (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.
2. This meeting will be chaired by the NACURH Chairperson 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.
3. 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.
4. 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 complaint. After this meeting is complete, Regional Directors are encouraged to host regional breakouts to discuss proposed legislation.
5. The NCO will distribute placards prior to the Corporate Business Meeting.
6. The importance of this Informational Meeting, and its requirement for schools to be eligible for voting rights, shall be clearly advertised to schools through:
  - a. Materials provided to delegates at the Annual Conference.
  - b. A clear and visible disclaimer on the registration venue.
  - c. The RBD shall make every effort to educate their voting population about corporate business prior to the corporate business meeting.
7. Failure to follow the explicit rules described in Section 3.6 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.
8. Arrangements should be made with the NACURH Chairperson regarding use of equipment, set up, etc.
9. The NCO 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 chairperson.

### Section 4.

#### NACURH Corporate Business Meeting

10. The NACURH Corporate Business Meeting will be held during the

Annual Conference each year.

11. The following items must be placed on the agenda for the Corporate Business Meeting:
  - a. Presentation of last year's financial statements
  - b. Presentation of next year's budget
  - c. Any changes in the Bylaws
  - d. Any other items the NBD feels necessary
12. The NACURH Chairperson shall develop the agenda for the Corporate Business Meeting. The NACURH Chairperson has the right to limit debate on any discussion item.
13. Arrangements should be made with the NACURH Chairperson regarding this meeting.
14. 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**

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

## **Section 6. President's Informational Session/Roundtable**

1. An informational session will be offered at the Annual 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 Educational Session Time Slots**

1. One educational session time slot will be reserved during the Annual Conference for presentation by the NACURH/ACUHO-I Program of the Year Award recipient.
2. One time slot will be reserved for the ACUHO-I Careers in Housing Luncheon or Dinner. The NACURH Advisor shall work with the conference staff to plan speakers and be the primary NBD contact.
3. The CRC will work with the Conference Chairperson to arrange the number of time slots they shall need to conduct training sessions, bid presentations, and roundtables.
4. One time slot will be reserved for the NRHH Business meeting.
5. One educational session time slot will be reserved for each corporate sponsor scheduled in separate educational sessions. The conference staff should work with each corporate sponsor to schedule their session.
6. One time slot will be reserved for the CO Training program, to be facilitated by the NAA in consultation with the Annual Conference staff.
7. Educational session time slots for NCC training shall be reserved

for immediately following that NCC informational meeting. These reservations will be made by the Chairperson in consultation with the conference staff.

8. Educational session time slots for Advisor sessions shall be reserved in parallel with regular educational session time slots of the Annual Conference. The ART Standards Committee will work with the Annual Conference Chairperson to arrange the number of time slots needed to conduct necessary ART sessions.

## ARTICLE V.

## CONFERENCE PUBLIC RELATIONS & PUBLICATIONS

### Section 1.

#### Conference Public Relations and Promotional Plan

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

### Section 2.

#### Annual Conference Booklet

1. A conference booklet will be published and 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 NACURH Chairperson including a welcome, key educational session 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:
    - i. Parking;
    - ii. Information desk capabilities, hours;
    - iii. Telephone service information;
    - iv. Name tag information;
    - v. Emergency numbers;
    - vi. T-shirt and photograph information (if applicable);
    - vii. Alcohol, quiet floor, and visitation information;
    - viii. Check-out responsibilities and procedures;
    - ix. Hospitality Information;
    - x. 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 educational sessions listing by session time. This should include educational sessions by whatever defined category, with size limits, session presenter, location title, etc.;
  - l. Any other pertinent educational session 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.
  - o. International Relations
    - i. The conference staff is responsible for displaying the national flags of all schools in attendance whenever a national flag is displayed at the conference.
2. The conference staff is responsible for playing the national anthems of all schools in attendance whenever a national anthem is played as a part of the conference.

## ARTICLE VI.

## RISK MANAGEMENT

### Section 1.

### Annual Conferences

1. All in-person business meetings will end no later than midnight.
2. All virtual business meetings will end no later than midnight, Eastern Time.
3. All other conference events will end no later than 1 AM.
4. No conference event, excluding breakfast, will begin prior to 8 AM.
5. No in-person business meeting will be held prior to 8:00 AM or 9 hours after the end of the prior day's business, whichever occurs later.
6. No virtual business meeting will be held prior to 12:00PM, Eastern Time.
7. Conference teams are required to end the distribution of caffeinated beverages prior to 11 PM.
8. Conference teams are required to create a schedule to ensure they get ample rest.



9. Host schools are responsible for knowing and following their institution policies regarding vehicle use.

## ARTICLE VII. ANNUAL CONFERENCE WRAP-UP REPORT

### Section 1.

#### Annual Conference Monthly Reports

1. Every Annual Conference Chair must complete a monthly report which includes:
  - a. What were your tasks/goals for the month, and how/did you accomplish them;
  - b. Who did you work with;
  - c. What went well;
  - d. What challenges faced;
  - e. What are areas of focus for the next month;
  - f. Additional comments/notes;
  - g. In the final month of the conference, the following would be added:
    - i. Overall Feedback on the Conference;
    - ii. What suggestions for the future within the position/area;
    - iii. What suggestions for the future over conference overall;
    - iv. Advice for the next chair.

### Section 2.

#### Annual Conference Wrap-Up Report

1. 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.
2. All documents must be located on the Annual Conference (Year) Shared Drive for future reference.
3. A final report should contain the following information in order.
  - a. Introductory Letter from Conference Chair/Team
  - b. Conference Team Overview (structure, position description and list of individuals in the roles);
  - c. Conference Schedule;
  - d. Conference Attendance List;
  - e. Financial Statement/Ledger;
  - f. Final Budget;
  - g. Evaluation/Feedback;
  - h. Locations for where documents can be found;
4. The Monthly Report Submissions must be provided on the shared drive for the next conference team.
2. All information contained between sections (1)(a) and (1)(h) should be made available in a shared location for all conference staff members, e.g., a shared Google Drive or designated filing location in an accessible office space.
  - a. Any information necessary to the creation of the Annual

Conference Wrap-Up Report that is not made available to all members of the conference staff by the appropriate chair may constitute a failure to complete their portion of the Annual Conference Wrap-Up Report as detailed in section (6).

- b. The only exception shall be monthly reports, which should be submitted through the same forms as members of NACURH Leadership.
  3. Within thirty (30) days following the close of the conference, an Annual Conference Wrap-Up Coordinator will be selected.
    - a. The Annual Conference Wrap-Up Coordinator will be a single individual tasked with distributing the Annual Conference Wrap-Up Report as described below in section (7).
    - b. The selection of the Annual Conference Wrap-Up Report Coordinator shall be communicated in an email sent to the Conference Chair, Conference Advisor, NACURH Chairperson, and NACURH CRC by the individual who will be filling that position.
      - i. If the Annual Conference Wrap-Up Report Coordinator is also the Annual Conference Chair, their email should be sent to the NBD Liaison in lieu of themselves.
      - ii. In the event that the Annual Conference Wrap-Up Report Coordinator role must be reassigned to a new individual, a new email should be sent following the guidelines listed in sections (3)(b) and (3)(b)(i).
4. The Annual Conference Chair will be responsible for collecting the conference chair reports described in section (1)(l)(i).
  - a. If a conference chair is unable to complete their report, the Annual Conference Chair should collect as much information as possible and assign that report to another member(s) of the conference staff.
5. The Annual Conference Advisor will be responsible for collecting the advisor reports described in section (1)(l)(i).
  - a. If an advisor is unable to complete their report, the Annual Conference Advisor should collect as much information as possible and assign that report to another advisor(s).
6. If any member of the conference staff fails to complete their portion of the Annual Conference Wrap-Up Report, the Annual Conference Chair and/or the Annual Conference Advisor should inform the Annual Conference Wrap-Up Coordinator, the NACURH

Chairperson, and the NACURH CRC.

- a. An individual who fails to complete their portion of the Annual Conference Wrap-Up Report shall be ineligible to hold a NACURH Leadership position, obtain ART credits, or to be inducted into the NACURH Advancement Society for a period of three years.
  - b. Any individual who becomes ineligible as described in section (6)(a) may petition the NACURH CRC and NACURH Chairperson for re-eligibility before the end of their three years; such an appeal should include a description of any extenuating circumstances that may have affected their ability to perform the duties of their position.
7. The wrap-up report should be distributed by the Annual Conference Wrap-Up Report Coordinator via email in the following manner: one copy to the NCO, one copy to the NACURH CRC, one copy to the NACURH Chairperson, and one copy to the NAO.

#### Section 4.

#### Host School Benefits

1. Upon receipt of an acceptable wrap-up report, the NCO shall waive the institution's dues for the upcoming academic year.

#### Section 5.

#### Forwarding Unpaid Bills

1. Any outstanding invoices or unpaid bills in the Annual Conference Staff's possession at the time of submitting the wrap-up report shall be simultaneously forwarded to the NAO and the CRC with the following documentation:
  - a. Copy of an itemized purchase order (if available)
  - b. Copy of an itemized invoice (if available)
    - i. Upon receipt of official invoice, the Annual Conference Staff shall forward the document to the NAO within five (5) business day
  - c. The estimated total cost of the invoice
  - d. Explanation of invoice lateness including any digital communications with vendor regarding the invoicing timeline
2. The entire amount of the Annual Conference excess shall be given to NACURH.
  - a. The host institution will be responsible for paying the bill.
  - b. NACURH will reimburse the host institution upon proof of payment of the unpaid bill.
3. The total amount of unpaid bills shall be removed from the excess prior to disbursement by policy into the NACURH Budget.
  - a. The sum of the unpaid bill shall be allocated to the Unpaid Bills Sub-Line Item
  - b. The amount shall stay in NACURH Budget for the remainder of that fiscal year, plus one additional fiscal year.

- c. Upon the expiration of the above timeline above, any money remaining in the Unpaid Bills sub-line item shall be moved to the NACURH Reserves Account at which point, the unpaid bill is fully on the responsibility of the host school.
  - d. In the event that the Annual Conference Excess does not cover the entire cost of the bill, or an Annual Conference Deficit is incurred, the annual conference host shall pay the entirety of the invoice, and the NAO shall follow Annual Conference Deficit policy, reimbursing the Annual Conference host for NACURH's portion of the deficit.
4. Failure to comply with the above policies will result in full assumption of responsibility for payment by the Annual Conference Host Site.

## Section 6.

### Transition of Annual Conference Materials

1. The following Annual Conference materials will be transitioned to the new host site within 120 days after the end of the annual conference, including:
  - a. Two (2) copies of the Annual Conference Booklet
  - b. Two (2) copies of the NACURH History Book
  - c. The Regional Banners
  - d. The flags of all NACURH affiliated nations
2. The following Annual Conference materials will be transitioned to the new host site 120 days after the end of the Annual Conference, including:
  - a. Email account information

## ARTICLE VIII.

### NACURH POLICIES GOVERNING REGIONAL CONFERENCES

## Section 1.

### Bidding Process

1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC).
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services they have available to assist in bidding for the conference.
3. 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.
4. 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.
5. Once a conference bid has been awarded, the incoming conference host is required to forward an electronic copy or a notarized letter to the CRC, verifying the school is insured.

- a. The electronic copy or notarized letter must state the amount the host school is insured for.
  - b. The electronic copy or notarized letter must be submitted to the CRC no later than thirty (30) days after the conference bid has been awarded.
6. At least ninety (90) days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Administration & Finance the CRC, and the Regional Advisor. A Delegation Bracket budget will minimally include the break-even point. At the discretion of the Regional Associate Director for Administration & Finance and Regional Director additional delegate attendance increments may be added.
7. All bids submitted for regional conferences should include one electronic copy, in a format dictated by the NCO and the respective RBD, for the purpose of being stored in the NACURH Connection.

## Section 2.

### Online Selection of Conferences

1. All conferences should be selected during in-person meetings of a region's voting representatives.
2. Should a conference site not be selected after two (2) in-person meetings of a region's voting representatives, that region may elect to enter online selection of a conference host site.
  - a. This requirement may be waived by the CRC in consultation with the NACURH Chairperson.
3. The Regional Director shall notify both the Chairperson and CRC of their plans to enter online selection of a conference host site prior to doing so.
4. Online conference selection shall follow all applicable regional and NACURH guidelines.

## Section 3.

### Content of Bid

1. 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 NACURH 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:
  - ii. Sleeping rooms
  - iii. Educational session rooms/facilities
  - iv. NCC, NRHH, Sub-regional meeting rooms
  - v. Social gathering rooms
- i. Dining and Banquet options
- j. Safety and security plans and/or staffing pattern
- k. Budget should include, but no be limited to, the following:
  - i. Add-On Fees
    - 1. Regional Add-On Fee
    - 2. Accessibility Add-On Fee
  - ii. Accessibility Expenses
  - iii. Administrative Costs - phone, copies, postage, office supplies, reports (including wrap-up report)
  - iv. Awards
  - v. Bank Fees
  - vi. Conference Booklets
  - vii. Dining/Food
  - viii. Entertainment
  - ix. Facilities
  - x. Hospitality
  - xi. Housing
  - xii. Insurance
  - xiii. Nametags
  - xiv. Philanthropy or Service Projects
  - xv. Educational Sessions
  - xvi. Safety
  - xvii. Signage
  - xviii. Socials
  - xix. Speakers
  - xx. Spirit
  - xxi. Transportation
  - xxii. T-Shirts/Souvenirs
  - xxiii. Website
  - xxiv. Volunteers
  - xxv. Compensated Spot/Conference Guest Expenses (RBD, NACURH Executive, NCO, Corporate Partners, etc.)
    - 1. Dining/food
    - 2. Housing
    - 3. Must not include any fixed expenses covered by paying delegates and advisors since Conference Guests are not included in the break-even point
  - xxvi. Conference Staff Compensated Expenses

1. Dining/food
  2. Housing (only if needed)
  3. Apparel (only if needed)
  4. Recognition
  5. Must not include any fixed expenses covered by paying delegates and advisors since conference staff are not included in the break-even point
- l. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
  - m. Appendix – could include registration forms, educational session proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used.

#### Section 4.

#### Trading Spaces

1. 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 5.

#### Advisor Liability

1. An advisor is defined as a professional or graduate student employed by a college or university that is responsible for their institution's delegation in the event of an emergency.
2. Each institution sending delegates to the annual conference is required to have an advisor registered.
3. Once conference registration is closed, the conference staff shall check to ensure each school has an advisor registered with their delegation.
4. If a school is unable to send an advisor, an advisor from another institution that is in attendance at the conference can be recruited and be listed as the advisor of record. This may only be done with permission of the host institution of the advisor of record, and with the permission of the school that is unable to attend an advisor. This is contingent upon the advisor of record taking responsibility for the delegation. If this is the case, the NCC must submit a statement with this information to the conference chair, the conference advisor, and the Regional Advisor.
5. An advisor of record should have access to the following information for the additional school they are advising:
  - a. Emergency contact information for delegates
  - b. Host institution information in the event of an emergency
  - c. Any medical concerns for all delegates.
  - d. Conference registration information, payment, school

affiliation, and any other information that may be necessary for the purposes of conference check-in.

## Section 6.

### Non-Conference Persons at NACURH Affiliated Conferences

1. 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 NACURH affiliated conference.
2. Non registered individuals will not be permitted to stay in conference housing.
  - e. This includes, but is not limited to, dependents and family members of attendees.
  - f. A request or exception can only be made after consultation with the NACURH Conference Resource Consultant.
3. The conference host institution shall be required to enforce this policy at all conference functions by providing adequate safety and security.

## Section 7.

### NACURH Swap Guests at Regional Conferences

1. A NACURH swap guest shall be defined as an individual representative from an outside region that is selected to attend Regional Leadership or Business conference on behalf of their respective entity for the purpose of networking opportunities, information sharing, conference support, etc.
2. Any member of NACURH Leadership is eligible to attend any NACURH regional conference as a swap guest.
3. The process for selecting NACURH swap conference guests shall be selected and facilitated by the NACURH Chairperson or NACURH Executive Committee at the beginning of each conference season.
4. The NACURH conference swap selection process must conclude at least twenty one (21) days prior to the close of the first regional conference registration.
5. No individual shall attend more than two (2) regional conferences each semester.
6. All NACURH swap guests are to submit a report to their entity Director and the Regional Director of the region to which they were a NACURH swap guest within three (3) weeks following the close of the regional conference they attended. This report is to include, but is not limited to. the following criteria:
  - a. Why did you apply to swap to another entity?
  - b. What did you gain or enjoy from your swap experience as an individual and/ or as a leader within NACURH?
  - c. What, from your swap experience, do you plan to bring back to your entity?
  - d. What is some advice you would give to individuals interested in swapping in the future?



- e. A thank you note to the region that hosted you.

**Section 8. Liability of NACURH and Disclaimer Statement**

1. 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 9. Conference Waiver**

1. The Waiver, Photo/Media Release and Conference Drug and Alcohol Policy must bear the signature of the delegate attending the conference. Each signature must be dated.
2. This statement must be signed by each person attending a regional conference to be recognized as an officially registered delegate of the conference.
3. The Conference Resource Consultant or designee will provide the Regional Conference Staff with the waiver.

**Section 10. Conference Drug and Alcohol Policy**

1. Alcohol and illicit drugs are 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.
2. Each delegate to the conference must sign a Conference Waiver which includes the Photo/Media Release and Conferences Drug and Alcohol Policy acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. The Conference Resource Consultant or designee will provide the Regional Conference Staff with the waiver.

**Section 11. Conference Fair Housing Policy**

1. Attendees with mobility impairments, physical impairments, and visual impairments will be housed on floors other than the traditionally accessible floors (first floor) at regional and annual conferences. If, however, the host school does not have the facilities, the host school will work together with the attendee to discuss the attendee’s housing options.

**Section 12. Gender Inclusive Housing**

1. Conference sites are not required to provide Gender Inclusive Housing, but shall abide by the following policies if they are able to provide this option.
2. Gender Inclusive Housing will be provided through and opt-in

process. By opting into Gender Inclusive Housing, the Annual Conference Staff will not take gender into account when assigning rooms. Priority will be given to placing students from the same delegation in housing together.

### Section 13.

#### Gender Inclusive Housing Disclaimer Statement

1. I, \_\_\_\_\_(Name) in consideration of the \_\_\_\_\_ Affiliate of College and University Residence Halls, Inc. and \_\_\_\_\_ (Conference Host School) providing the opportunity to opt into Gender Inclusive Housing at the \_\_\_\_ACURH \_\_\_\_ (Year and Leadership/Business) Conference hereby agree to the following: I understand that gender will not be taken into consideration with my housing assignment and that I may be sharing a bathroom and/or bed with a person who identifies with another gender than my own gender identity. I also understand that opting into Gender Inclusive Housing does not guarantee that I will be placed with a person who identifies with another gender than my own gender identity.
2. The above statement must bear the signature of the delegate opting into Gender Inclusive Housing, as well as the delegation Advisor. Each signature must be dated. Changes to the Gender Inclusive Housing Disclaimer statement by a Regional Conference host school must be approved by the CRC prior to sending out registration packets.

### Section 14.

#### Corporate Partners

1. 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 Partners" nor claim endorsement of NACURH, Inc.

### Section 15.

#### Reserved Educational Session Time Slots

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

### Section 16.

#### Risk Management

1. All in-person business meetings will end no later than midnight.
2. All virtual business meetings will end no later than midnight in the latest time zone that meets both of the following conditions:
  - a. The latest time zone of the US state or Canadian province/territory contained in the regional affiliate's charter.

- b. At least one institution in that time zone is in attendance of the regional conference.
- 3. All other conference events will end no later than 1 AM.
- 4. No conference event, excluding breakfast, will begin prior to 8 AM.
- 5. No in-person business meeting will be held prior to 8:00 AM or 9 hours after the end of the prior day's business, whichever occurs later.
- 6. No virtual business meeting will be held prior to 9 hours after the end of the prior day's business.
  - a. Regions containing multiple time zones will work to ensure that business does not begin unreasonably early in the region's earliest time zone.
- 7. Conference teams are encouraged to end the distribution of caffeinated beverages prior to 11 PM.
- 8. Conference teams are encouraged to have a schedule created for them regarding on and off periods to ensure that they get ample rest.

## Section 17.

### International Relations

- 1. The conference staff is responsible for displaying the national flags of all schools in attendance whenever a national flag is displayed at the conference.
- 2. The conference staff is responsible for playing the national anthems of all schools in attendance whenever a national anthem is played as a part of the conference.

## Section 18.

### Regional Conference Insurance Policies

- 1. Conference host institutions are required to purchase a special event liability policy covering the cost of their affiliated conference or provide proof that the purchase is being processed within the next 30 days of being selected. Coverage includes but is not limited to: Facilities Damage, States of Emergencies, Weather Related Incidents, etc.
  - a. The minimum coverage requirements should be as follows:
    - i. Commercial General Liability | \$1,000,000.00/Occurrence
    - ii. Rental Damage | \$3,000,000.00/Occurrence
    - iii. Medical Expenses | \$5,000.00-\$7,500.00/Person
    - iv. Personal Injury | \$1,000,000.00
    - v. General Aggregate | \$3,000,000.00
    - vi. Products - Comp | \$2,000,000.00
    - vii. Sexual Molestation | \$50,000.00/Occurrence and \$100,000.00 Aggregate
    - viii. Third Party Property Damage | \$1,000,000.00 Limit and \$1,000.00 Deductible
  - b. In the event that an institution already has a liability policy that meets NACURH requirements as determined by

- NACURH, host institutions may be exempt from purchasing an additional special event liability policy, as approved by the CRC and other members of the Executive Committee.
- c. In the event that a special event liability policy is not purchased for the affiliated conference or proof of purchase being in progress within 30 days after selection, the conference in question is subject to removal.
  - d. This requirement shall be waived if the conference is hosted in a virtual format.

## ARTICLE IX. NACURH POLICIES GOVERNING REGIONAL CONFERENCE FINANCES

### Section 1. Monitoring of Regional Conference Budget

1. Conference Advisor and Regional Advisor(s) will work in conjunction with Regional Associate Director for Administration & Finance and the Conference Financial Chair, and together will be responsible for monitoring the Conference Budget.
2. Any increase or decrease in the conference budget of \$250.00USD or more must be reported to the Regional Associate Director for Administration & Finance, and Regional Advisor(s) for approval.
3. The Conference Chair shall be required to submit to the Regional Associate Director for Administration & Finance, Regional Director, and Regional Advisor(s), a fully updated conference budget each month beginning at most thirty (30) days after winning the conference bid and continuing all the way through the conference closing.
4. A Conference Host should create their budget in the host institution's currency.

### Section 2. Promissory Note Late Fees

1. In the event that an institution signs a promissory note and fails to meet the prescribed thirty (30) day deadline, a late fee of 5.00% per month, with a maximum of twelve (12) months, of the principal value of the promissory note be assessed.
  - a. The ADAF, in communication with the regional conference staff, is responsible for providing institutions with an updated invoice every two weeks, or upon request by the institution.

### Section 3. Promissory Note Denial

1. The Regional Conference staff — in consultation with the Regional Director, ADAF, and Regional Advisor — may require that an institution pay the full cost of registration before arriving to conference and not be allowed to take out a promissory note if the institution in question meets one or more of the following criteria:

- a. The institution has missed two promissory note deadlines over the past four conferences or any type (Regional Leadership Conference, Regional Business Conference, or NACURH Annual Conference).
  - b. The institution currently owes conference fees and the promissory note deadline has passed.
2. If an institution meets the criteria for denial of promissory notes, the Regional Conference staff must make the respective institution(s) aware of their restricted status no longer than ten (1) business days prior to the start of registration.

#### Section 4.

#### **Alternate Delegate Policy**

1. Conference hosts may provide the option for institutions to register for alternate delegates during the conference registration period.
2. The registration for alternate delegates follows the same processes and guidelines as that for general delegates, but alternate delegates are not guaranteed admission to conference.
3. Institutions registering alternate delegates should be aware that potentially all alternate delegates will be accepted. Accepted alternate delegates of the respective conference must be prepared to attend and pay in full.

#### Section 5.

#### **No Pay - No Key Policy**

1. Regional Conferences will provide housing (keys) only to those delegations whose conference fees are paid in full.
2. Promissory Note
  - a. In the event that an institution does have payment for the conference prior to or during conference check-in, the institution's advisor, the Regional Associate Director for Administration & Finance, the Regional Director, and the Regional Advisor must sign a NACURH promissory note promising payment within thirty (30) days of the conference. If payment is not received within thirty (30) days, the institution will be placed into bad standing until such debt is resolved.

#### Section 6.

#### **Conference Fee Refunds**

1. 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 7.

#### **Waiver of Regional Conference Fees for NBD Members**

1. The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for

granting fee waivers.

## Section 8.

### Regional Conference Budget Framework

1. Conference budgets may include no more than one line item labeled "Contingency" for miscellaneous expenses that shall not exceed 1% of budgeted expenses.
  - a. No other line items may account for unexpected expenses or revenues and must be budgeted for as accurately as possible.

## Section 9.

### Regional Conference Deficit

1. Should a conference deficit be incurred, the host school shall pay the first \$500.00 USD 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 Title 10, Article IX, Section 1, the host school will be responsible for one-hundred (100) percent of any debt incurred by the conference.

## Section 10.

### Conference Excess

1. 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.
2. If the conference host uses a currency other than US Dollars then the conference excess must be paid in the alternative currency using the actualized final amount from the conference's final balance.

## Section 11.

### Regional Conference Break-Even Point

3. 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 guests, members of the Regional Board of Directors, and Conference Guests whose fees are absorbed by the conference budget.
4. The break-even point shall be used to set the registration costs for the conference.
5. A regional board may submit a request to the NACURH Executive Committee to increase the break-even factor for an individual regional conference up to 95%.
  - a. 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.

- b. The request must be submitted at least 120 days prior to the conference to the NACURH Chairperson and must include the following information:
    - i. Conference excess for the last three conferences.
    - ii. Conference attendance for the last three conferences
    - iii. Updated Regional Budget and Account Totals
    - iv. A tentative conference budget
  - c. The NACURH Chairperson shall discuss the request with the NACURH Executive Committee and respond to the Regional Director within twenty-five (25) days.
6. In the case of an emergency, the Regional Board may reduce the break-even factor for an individual conference any time prior to the finalization of a conference budget.

## Section 12.

### Conference Add-On Fee

1. 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.
2. If the conference host uses a currency other than US Dollars, the Regional Add-on Fee payment may be issued in the alternative currency, using the exchange rate at the time the Conference Fees were set.

## Section 13.

### Non-Member School Delegate Fee Surcharge at Regional Conferences

1. Non-affiliated schools and NACURH schools in bad standing shall pay a \$50.00 USD per delegate surcharge on delegate fees at all Regional Conferences.

## Section 14.

### Regional Conference Accessibility Add-On Fee

3. The Accessibility Add-On 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 Accessibility Fund.
  - a. Amplified sound is required in conference business and mass gathering spaces, and relevant costs to obtain microphones, speakers, and other materials may be covered by the Disability Accommodations Compliance Fund if they are not already available at the host institution for usage.
  - b. Additional accessibility needs outside of standard ADA or national law equivalent may be covered by this fund on a case by case basis as deemed necessary by the Regional Board of Directors. Possible accommodations may include but are not limited to:
    - i. Accommodations for Regional leadership travel to regional conferences

- ii. Lodging accommodations at regional conferences
- iii. Dietary accommodations at regional conferences
- 4. The Accessibility Compliance Conference Add-on Fee for each Region shall be set by each Regional Board but may be no smaller than \$3.00 USD and no larger than \$10.00 USD a Region may increase their Accessibility Compliance Conference Add-on Fee above \$10.00 USD for any individual conference with a two-thirds (2/3) approval of their NCCs.
- 5. Two 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 Accessibility Compliance Fund reach \$12,000.00USD, the Regional Board may choose to no longer charge the Add-on Fee.
    - ii. If the Accessibility Compliance Fund drops below \$10,000.00 USD, 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 Regional Accessibility Fund.
  - i. The Region must contribute 25% of any conference excess to the Regional Accessibility Fund until the Regional Accessibility Fund exceeds \$3,000.00 USD.
- 6. Regions may contribute additional funds to the Regional Accessibility Fund as long as they continue to comply with the above policy.

## Section 15.

### Regional Conference Monthly Reports

1. Every Regional Conference Chair must complete a monthly report which includes:
  - a. What were your tasks/goals for the month, and how/did you accomplish them;
  - b. Who did you work with;
  - c. What went well;
  - d. What challenges faced;
  - e. What are areas of focus for the next month;
  - f. Additional comments/notes;
  - g. In the final month of the conference, the following would be added:
    - i. Overall Feedback on the Conference;
    - ii. What suggestions for the future within the position/area;
    - iii. What suggestions for the future over conference overall;
    - iv. Advice for the next chair.

## Section 16.

### Conference Wrap-Up

1. A complete wrap-up, including a written report outlined below, of



each regional conference is required within sixty days (60) 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 discovered after this period the host school will pay. Conference host schools who do not comply with the sixty day policy shall be declared "bad standing" with NACURH, Inc. and the relevant regional affiliate or until the wrap-up is complete.

## Section 17.

### Wrap-Up Report

1. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty days (60) following the end of the conference.
2. All documents must be located on the Regional or Spring Leadership/Business Conference (Year) Shared Drive for future reference.
3. A final report should contain the following information in order.
  - a. Introductory Letter from Conference Chair/Team
  - b. Conference Team Overview (structure, position description and list of individuals in the roles);
  - c. Conference Schedule;
  - d. Conference Attendance List;
  - e. Financial Statement/Ledger;
  - f. Final Budget;
  - g. Evaluation/Feedback;
  - h. Locations for where documents can be found;
4. The monthly report submissions must be provided on the shared drive for the next conference team.
5. The final copy of the wrap-up report should be distributed by the conference staff in the following manner: one copy to the NCO, one copy to the CRC, one copy to the Regional Associate Director for Administration & Finance, one copy to the Regional Director, one copy to the next conference host staff, one copy to the Regional Advisor, and one copy to the Chairperson and one copy to the NAO.

## Section 17.

### Setting Conference Fees

1. At least sixty (60) days prior to the Conference, a break-even point must be set and maximum conference fees must be established. Between the time the maximum fees are chosen and the opening of Conference Registration, the fees for the conference may be reduced, but cannot exceed the maximum fees that were established. All regular policies requiring approval of the Regional Associate Director for Administration & Finance for changes to the conference budget must be followed during this period. Conference fees may only be increased by a two-thirds (2/3) majority of the region's Regional Board of Directors. These must be set and disbursed to the region prior to registration opening.
2. At least forty-five (45) days prior to the Conference, registration

- must be opened
3. Finalized Conference Fees must be set prior to the opening of registration.
  4. Conference Fees should be set and advertised in all currencies used by current member schools of the Regional Affiliate, using the current day's exchange rate on the day the fees are set, in consultation with the Regional Associate Director for Administration & Finance.
  5. Conference Fee Payments should be accepted in any currency used by current member schools of the Regional Affiliate, unless explicitly prohibited by the policies of the conference host's institution. If a Conference host cannot accept Conference Fee payments in all of the currencies used by current member schools of the Regional Affiliate, then they will advertise this when opening registration.
  6. A Regional Conference Budget will include a Bank Fees Line Item to cover the cost of depositing conference fee payments into the bank account used for the conference's finances, including the cost of credit card processing fees, the cost of exchanging currencies other than the currency used by the conference host, as well as any other bank fees associated with receiving funds into the conference's accounts.

## Section 18.

### Affiliation Communications Requirements

1. All institutions hosting regional conferences, in coordination with the regional board, will remind member institutions about the requirement to affiliate by the start of the conference in order to have full member institution rights as well as avoid the delegate fee surcharge in all conference communications.

## ARTICLE X.

### NACURH POLICIES GOVERNING REGIONAL RETREATS

#### Section 1.

#### Regional Retreats

1. A regional retreat shall be defined as an in-person event in which members of the respective Regional Board of Directors, regional conference staff, and/or retreat host institutions come together for the purpose of conference planning, regional business, relationship development, review and evaluation, training and transition, etc.
2. Regional Directors are encouraged to plan in-person retreats in coordination with the respective Regional Board of Directors throughout their term.
3. Retreat attendees shall be determined by regional policy or at the discretion of the respective Regional Director.

#### Section 2.

#### Regional Retreat Requirements

1. Regions may have no more than four (4) regional retreats per year, when financially feasible, with a recommendation that one occur prior to the Fall Regional Leadership Conference, one occur prior to the Spring Regional Conference, and one occur prior to the NACURH Annual Conference.
  - a. It shall be the responsibility of the Associate Director for Administration and Finance, in coordination with the Regional Director and Regional Advisor, to determine the financial feasibility of an in-person retreat.
2. The respective Regional Advisor must be present during the entirety of the regional retreat.
  - a. In the case of an unforeseen circumstance, such as illness, family emergency, or other extenuating circumstance, an exception could be granted by the NACURH Chairperson to have a proxy advisor present in place of the Regional Advisor for the duration of the retreat.
3. All policies regarding NACURH-affiliated in-person events or business meetings shall be enforced for regional retreats, including, but not limited to:
  - a. Travel
  - b. Risk management
  - c. Gender inclusive housing
  - d. Drugs and alcohol

## ARTICLE XI.

## NACURH DAYS OF SERVICE

### Section 1.

### NACURH Days of Service

1. The NACURH Days of Service will be two days, planned bi-annually, dedicated to intentional service and community contributions by members of NACURH affiliated institutions.
  - a. NACURH Residence Hall Month (NRHM) Day of Service shall be coordinated by the NAE in conjunction with Service Week of NRHM during the month of November.
  - b. NRHH Day of Service shall be coordinated by the NAN in conjunction with NRHH Founder's Day during the month of April
2. Through involvement in the Days of Service, member students and institutions schools shall come together and showcase the impacts they have made within their respective communities through social media competitions, service tracker submissions, etc.

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# TITLE 11

## AWARD POLICIES

ARTICLE I  
BID AWARDS

ARTICLE V  
OF THE MONTH AWARDS

ARTICLE II  
ANNUAL CONFERENCE  
AWARDS

ARTICLE VI  
SPOTLIGHT AWARDS

ARTICLE III  
SCHOLARSHIPS & GRANTS

ARTICLE VII  
LEADERSHIP EDUCATION &  
DEVELOPMENT PROGRAM

ARTICLE IV  
PIN AWARDS

ARTICLE VIII  
PLAGIARISM

ARTICLE IX  
CHANGES IN AWARD  
POLICIES

# ARTICLE I.

# BID AWARDS

## Section 1.

### Award Bidding Policies

1. Bid Timeline
  - a. Program of the Year
    - i. All bid criteria must be distributed to member schools by the NACURH Chairperson by no later than September 1.
    - ii. All bids must be submitted by December 10 at 11:59 PM EST.
    - iii. Policy checks must be completed within five (5) days of bid submission. Bids with policy violations must be submitted no later than December 18 at 11:59 PM EST.
  - b. Individual Awards, School Awards, & Distinct Awards
    - i. All bid criteria must be distributed to member schools by the NACURH Chairperson by no later than March 1.
    - ii. All bids must be submitted by the deadline specified by the NACURH Chairperson no later than thirty (30) days prior to the start of the Annual Conference at 11:59 PM EDT.
    - iii. Policy checks must be completed within five (5) days of bid submission. Bids with policy violations must be submitted no later than twenty-three (23) days prior to the start of the Annual Conference at 11:59 PM EDT.
2. Bids Selected at the NACURH Semi-Annual Business Meeting
  - a. The following bid categories shall be awarded annually at the NACURH Semi-Annual Business Meeting:
    - i. NACURH/ACUHO-I Daniel Siler Program of the Year Award
3. Bids Selected at the NACURH Annual Conference
  - a. The following bid categories shall be awarded annually at the NACURH Annual Conference:
    - i. NACURH Distinguished Service Award
    - ii. NACURH First Year Experience Award
    - iii. NACURH Hallenbeck Service Award
    - iv. NACURH NCC of the Year Award
    - v. NACURH Outstanding Advocacy Initiative Award
    - vi. NACURH RHA President of the Year Award
    - vii. NRHH President of the Year Award
    - viii. NACURH RHA Building Block of the Year Award
    - ix. NACURH School of the Year Award
    - x. NACURH Student of the Year Award
    - xi. NACURH Dr. Valerie Averill Advisor of the Year Award
    - xii. Dr. Jen O'Brien NRHH Advisor of the Year Award
    - xiii. NRHH Building Block Chapter of the Year Award
    - xiv. NRHH Outstanding Chapter of the Year Award
    - xv. NRHH Outstanding Member of the Year Award

#### 4. Selection

- a. The following bids are selected by the NACURH Board of Directors at the NACURH Semi-Annual Business Meeting:
  - i. NACURH/ACUHO-I Daniel Siler Program of the Year Award
- b. The following bids are selected by the NACURH Awards Selection Committee at the NACURH Annual Conference:
  - i. NACURH Distinguished Service Award
  - ii. NACURH Hallenbeck Service Award
  - iii. NACURH NCC of the Year Award
  - iv. NACURH Student of the Year Award
  - v. NACURH Valerie Averill Advisor of the Year Award
- c. The following bids are selected by the NACURH Board of Directors at the NACURH Annual Conference:
  - i. NACURH RHA Building Block of the Year Award
  - ii. NACURH School of the Year Award
- d. The following bids are selected by the NACURH NRHH Board of Directors at the NACURH Annual Conference:
  - i. Dr. Jen O'Brien NRHH Advisor of the Year Award
  - ii. NRHH Building Block Chapter of the Year Award
  - iii. NRHH Outstanding Chapter of the Year Award
  - iv. NRHH Outstanding Member of the Year Award
  - v. NRHH President of the Year Award
- e. The following bids are selected at the NACURH Annual Conference by a CO Awards Selection Committee, consisting of one CO from each region, appointed annually by that region's Director and not from a bidding school:
  - i. NACURH Outstanding Advocacy Initiative Award
  - ii. NACURH First Year Experience Award
  - iii. NACURH President of the Year Award

#### 5. General Eligibility

- a. Non-voting, ex-officio members of the Regional Boards of Directors are eligible to bid at the NACURH levels for awards.
- b. Current student members of NACURH Leadership are only eligible to receive the following awards:
  - i. The NACURH Service Award
- c. Current Regional, Annual Conference, and Office Advisors are only eligible to receive the following awards:
  - i. NACURH Hallenbeck Service Award
  - ii. Stoner Distinguished Service Award
- d. Current student members of NACURH Leadership may not participate in the writing or presentation of NACURH Award bids.
- e. Regional Directors, or a designee from the Regional Board of Directors, may write a letter of support on behalf of their region for each of the regional nominees for NACURH Awards. Regional letters of support shall be limited to one page and are not included in the page count.

- f. Current members of NACURH Leadership may only participate in the writing of the following awards:
  - i. The NACURH Service Award
  - ii. NACURH Hallenbeck Service Award
  - iii. Stoner Distinguished Service Award
- 6. Bid Submission
  - a. Files of each bid must be submitted electronically through a method communicated by the NACURH Chairperson when bid criteria are distributed (see Title 12, Article I, Section 1.1).
  - b. The NACURH Chairperson shall determine the file type for award bid submission. If a school is unable to submit the bid in the file type selected, they will make alternate submission arrangements with the NACURH Chairperson.
  - c. All bids (position, conference, award, etc.) submitted to NACURH or its regional affiliates should include one electronic copy, in a format dictated by the NCO and NBD, to be sent to the NCO for the purpose of being stored in the NACURH Connection.
- 7. Awards
  - a. Unless otherwise specified, a maximum of one (1) recipient may be awarded annually.
  - b. The winner of each award shall receive a plaque and recognition at the NACURH Annual Conference closing ceremony.
- 8. Policies Affecting Award Bids
  - a. Only affiliated schools in good standing with NACURH are eligible to submit bids for and be selected for NACURH Awards.
  - b. Content
    - i. The body text for any award bid shall be 10-12 point type.
    - ii. All bids shall contain page numbers on all pages counting toward the page limit.
    - iii. A page is defined as a side with print. Pages shall be formatted to 8.5 by 11 inches. Title pages are not included in the page count. Dividers are included in the page count.
    - iv. No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video.
    - v. Title pages must include the following:
      - 1. Award Name
      - 2. Nominee Name
      - 3. Institution (if different from the nominee name)
      - 4. Region
      - 5. Chapter Name (for NRHH Awards)
    - vi. Letters of Support

1. Letters of support must occupy the same page size as if they were placed in the bid as text.
- vii. All content should be assembled by students.
- viii. All content not created by the bidding school/individual must be accompanied by proper citation on a citation page at the end of the award bid which shall not be counted in the page limit. The NACURH Chairperson shall determine the proper citation method and communicate the method of these requirements when the bid criteria are distributed.
  1. Citations should be in the following format:  
Title of content piece [page number on which content piece appears]: Source Name (Source URL if applicable).
  2. Citation examples and guidelines shall be included in the NACURH Award Bid Guide and updated annually.

#### 9. Accessibility Requirements

- i. Bids must be created using universal design principles, which is the design and composition of a bid so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of ability status. This includes, but is not limited to:
- ii. All font must be minimum of 12 points in size
- iii. Content font must be readable, with recommend fonts including:
  1. Arial
  2. AvantGarde MD BT
  3. Avenir LT Std
  4. Century Gothic, Regular
  5. Franklin Gothic
  6. Frutiger LT
  7. Futura Std
  8. Futura MdCn BT
  9. Gill Sans Std
  10. Helvetica
  11. Interstate-Regular
  12. Myriad Pro
  13. Rotis Sans Serif Std
  14. SansSerif
  15. Stone Sans ITC
  16. Swis721 BT
  17. Trebuchet
  18. Verdana
  19. Vag Rounded
- iv. Text must be placed on solid color backgrounds or



- in solid color text boxes on decorative backgrounds
- v. Designs must be universally colored
- vi. All images must have an image description.
  - 1. Image descriptions, also known as captions, further clarify what is happening in an image.
  - 2. Image descriptions must be visible to all readers.
- vii. Bids must be screen reader accessible

10. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.

- a. Category Limits
  - i. Any individual may only be nominated for one NACURH award.
  - ii. For individual award categories, only one nominee per region, and only a region's selected nominee, may be submitted.
  - iii. For school awards, any member schools may submit a bid.
- b. Bids awarded at the NACURH Semi-Annual Business Meeting and NACURH Annual Conference will be posted to the NACURH website.

#### 11. Bid Ineligibility & Policy Checks

- a. The following may result in the disqualification of an award bid at the discretion of the NACURH Chairperson:
  - i. Failure to submit a bid by the deadline outlined in policy.
  - ii. Failure to submit a bid in the proper file type.
  - iii. Failure to meet eligibility requirements as outlined in policy.
  - iv. Failure to include required elements as outlined in policy.
  - v. Policy Checks
    - i. All submitted bids will undergo a check for policy violations conducted by the NACURH Chairperson or their designee.
      - a. Policy checks shall be conducted in accordance with the timeline outlined in Title 11 Article I, Section 1.
      - b. Any submitted bid with policy violations shall be returned to the bidding school to be corrected by the deadline outlined in policy. Bidding schools may only adjust material in violation of policy,

- spelling errors, syntax, and grammatical errors that do not alter the meaning of the piece.
- c. The following items may be cited in a policy check:
  - a. Content criteria outlined in Title 11, Article I, Section 8 (body text, page numbers, page count, multimedia material, title page requirements, and letter of support size).
  - b. File type of submission.
- d. If a bidding school fails to make all necessary corrections or fails to resubmit by the deadline, the bid may be disqualified at the discretion of the NACURH Chairperson.
- e. Policy checks are a service provided to bidding schools. Failure of the policy check process to identify a policy violation does not excuse the violation and may result in subsequent bid disqualification at the discretion of the NACURH Chairperson.

## 12. Bid Selection

- a. Bids are to be selected based on the content of the information provided.

## Section 2.

### Individual Awards

#### 1. NACURH Distinguished Service Award

- a. Purpose
  - i. This NACURH Distinguished Service Award recognizes distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
- b. Eligibility
  - i. Any individual who has been an enrolled student during the year of nomination and who has lived in a residence hall is eligible for this award. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered.
- c. Pages
  - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH Distinguished Service Award bid must be limited to sixteen (16) pages.
- d. Selection
  - i. The NACURH Distinguished Service Award shall be

- selected by the NACURH Awards Selection Committee.
- e. Required Elements
    - i. The bid must include a letter of support from a full-time professional-level advisor or residence hall staff member.
    - ii. The bid must include a letter of support from a resident directly impacted by the nominee.
    - iii. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
    - iv. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
  - f. Criteria for Selection
    - i. Campus level involvement, goals, and accomplishments.
    - ii. Regional and NACURH level involvement, goals, accomplishments, and participation in services.
    - iii. Attendance and participation in leadership conferences.
    - iv. Recognition received through awards.
    - v. Impact and legacy on the campus, regional, or NACURH levels.
2. NACURH First Year Experience Award
- a. Purpose
    - i. This NACURH First Year Experience 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. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
  - b. Eligibility
    - i. Only students in their first year living in a residence hall, or who have just completed their first year within sixty days of the Annual Conference, are eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH First Year Experience Award bid must be limited to eight (8) pages.
  - d. Selection
    - i. The NACURH First Year Experience Award shall be selected by a CO Awards Selection Committee.
  - e. Required Elements

- i. The bid must outline the nominee’s plans to return to the residence halls or university housing for the following semester.
      - ii. The bid must include a letter of support from a full-time professional or graduate-level advisor or residence hall staff member.
      - iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
    - f. Criteria for Selection
      - i. Campus level accomplishments and involvement.
      - ii. Regional and NACURH level accomplishments and involvement.
      - iii. Academic honors.
      - iv. Community involvement.
      - v. Motivation for involvement in residential leadership.
      - vi. Goals and objectives.
      - vii. Personal and professional growth and development through experiences.
      - viii. Plans and goals for the nominee’s future in residential leadership.
3. NACURH Hallenbeck Lifetime Service Award
- a. Purpose
    - i. Named after Dr. Dan Hallenbeck, former NACURH Advisor, the NACURH Hallenbeck Lifetime Service Award recognizes outstanding and continuous service to NACURH by a full-time housing or student affairs professional.
  - b. Eligibility
    - i. Only full-time housing or student affairs professionals with more than ten (10) years of full-time professional-level experience are eligible for this award.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH Hallenbeck Service Award bid must be limited to sixteen (16) pages.
  - d. Selection
    - i. The NACURH Hallenbeck Service Award shall be selected by the NACURH Awards Selection Committee.
  - e. Required Elements
    - i. The bid must include a letter of support from a student/students directly impacted by the nominee.
    - ii. The bid must outline all professional roles held by the nominee.
    - iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page

- limits, and required criteria.
- f. Criteria for Selection
  - i. Campus level role, goals, achievements, and long-term impact.
  - ii. Regional and NACURH level involvement, achievements, contributions, and participation in services.
  - iii. Recognition received through awards.
  - iv. Attendance and participation in leadership conferences.
  - v. Roles and contributions in housing or student affairs professional organizations.
- 4. NACURH NCC of the Year Award
  - a. Purpose
    - i. The NACURH NCC of the Year Award recognizes outstanding service to NACURH and its affiliates by an individual who has been directly affiliated with the organization as an NCC.
  - b. Eligibility
    - i. Only individuals who have served as an NCC or equivalent as prescribed by the constitution of the host institution's governing body within the Affiliation Year are eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH NCC of the Year Award bid must be limited to eight (8) pages.
  - d. Selection
    - i. The NACURH NCC of the Year Award shall be selected by the NACURH Awards Selection Committee.
  - e. Required Elements
    - i. The bid must include a letter of support from a full-time professional or graduate-level advisor of residence hall staff member.
    - ii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
  - f. Criteria for Selection
    - i. Campus level role, goals, and accomplishments.
    - ii. Regional level goals, involvement, and accomplishments.
    - iii. Attendance and participation in regional and NACURH conferences.

- iv. Participation in regional and NACURH services and correspondence.
  - v. Participation in regional and NACURH level leadership experiences and opportunities.
  - vi. Participation in regional and NACURH level business.
  - vii. Development of connections between the campus level and the regional and NACURH levels.
  - viii. Recognition received through awards.
5. NACURH RHA President of the Year Award
- a. Purpose
    - i. The NACURH President the Year Award recognizes outstanding service to a campus organization, NACURH, and its affiliates by an individual who has been directly affiliated with the organization as an RHA president.
  - b. Eligibility
    - i. Only individuals who have served as an RHA President or equivalent as prescribed by the constitution of the host institution's governing body within the Affiliation Year are eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH President of the Year Award bid must be limited to eight (8) pages.
  - d. Selection
    - i. The NACURH President of the Year Award shall be selected by a CO Awards Selection Committee.
  - e. Required Elements
    - i. The bid must include a letter of support from an full time professional or graduate-level advisor or residence hall staff member.
    - ii. The bid must include a letter of support from a student representative of the residential housing organization over which the nominee presides.
    - iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
  - f. Criteria for Selection
    - i. Service to residential housing organization, including delegation, communication, goal-setting, and execution of goals.
    - ii. Connections formed with the nominee's board and the residential housing community.

- iii. Demonstration of leadership, motivation, enthusiasm, and creativity.
  - iv. Success or growth of the organization.
  - v. Recognition received through awards.
  - vi. Regional and NACURH-level involvement.
  - vii. Attendance and participation in leadership conferences.
6. NRHH President of the Year Award
- a. Purpose
    - i. This award recognizes the outstanding service of an NRHH President at an affiliated school who has had a direct positive impact on their school, region, and NACURH.
  - b. Selection
    - i. Recipients will be selected by the NNBD or their designee.
  - c. Criteria
    - i. Refer to the NRHH Policy Book for more information.
7. NACURH Student of the Year Award
- a. Purpose
    - i. The NACURH Student of the Year award recognizes outstanding service to NACURH and academic success and achievement by an individual who has been directly affiliated with the organization as a residential student.
  - b. Eligibility
    - i. Any student living in a residence hall, that has not served as an NCC, NRHH President, or RHA President during the year of nomination, is eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH Student of the Year Award bid must be limited to eight (8) pages.
  - d. Selection
    - i. The NACURH Student of the Year Award shall be selected by the NACURH Awards Selection Committee.
  - e. Required Elements
    - i. The bid must include a letter of support from a full time professional or graduate-level advisor or residence hall campus staff member.
    - ii. Refer to the Award Bidding Policies listed in Article I

Section 1 for more information on eligibility, page limits, and required criteria.

- f. Criteria for Selection
  - i. Academic success, achievements, and honors.
  - ii. Campus level leadership involvement, goals, and achievements.
  - iii. Regional and NACURH level leadership involvement, goals, and achievements.
  - iv. Roles and contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee's area of academic focus.
  - v. Attendance and contributions to academic or leadership conferences.
- 8. NACURH Dr. Valerie Averill Advisor of the Year Award
  - a. Purpose
    - i. The NACURH Dr. Valerie Averill Advisor of the Year Award recognizes outstanding service by an advisor of a residence hall student leadership group.
  - b. Eligibility
    - i. Only housing or student affairs professionals or graduate students who serve in an advising capacity for a student leadership group with a primary focus in the residence halls are eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
    - ii. The nominee for this award may not also be considered for the NRHH Advisor of the Year award.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH Valerie Averill Advisor of the Year Award bid must be limited to eight (8) pages.
  - d. Selection
    - i. The NACURH Valerie Averill Advisor of the Year Award shall be selected by the NACURH Awards Selection Committee.
  - e. Required Elements
    - i. The bid must include the position description for the nominee's advisor role.
    - ii. The bid must include a letter of support from a student representative of the residence hall student leadership group that the nominee advises.
    - iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
  - f. Criteria for Selection



- i. Nominee’s approach to advising and advising style.
  - ii. Nominee’s experience advising students and groups through challenges.
  - iii. Campus level involvement, goals, and achievements as an advisor.
  - iv. Regional and NACURH-level involvement as an advisor.
  - v. Recognition received through awards.
  - vi. Training and certifications by campus, regional, national, or international organizations.
- 9. Dr. Jen O’Brien NRHH Advisor of the Year Award
  - a. Purpose
    - i. The Dr. Jen O’Brien NRHH Advisor Of the Year Award recognizes outstanding service by an advisor to a NRHH chapter.
  - b. Selection
    - i. Recipients will be selected by the NNBD or their designee
  - c. Policy
    - i. Refer to the NRHH Policy Book for more information
- 10. NRHH Outstanding Member of the Year Award
  - a. Purpose
    - i. This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations as a member of NRHH. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
  - b. Eligibility
    - i. The NRHH Outstanding Member of the Year Award shall be selected by the NACURH NRHH Board of Directors.
  - c. Policy
    - i. Refer to the NRHH Policy Book for more information on eligibility, page limits, required criteria, and suggested criteria.

### Section 3.

#### School Awards

##### 11. NACURH RHA Building Block of the Year Award

- a. Purpose
  - i. The NACURH RHA Building Block of the Year Award recognizes an RHA that has made significant steps in the development of their organization. The award is designed to honor the RHA that displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present. The award is sponsored by On Campus Marketing. Each winner shall

receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.

b. Eligibility

- i. Any RHA is eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.

c. Pages

- i. The content pages (which exclude the cover page and regional letter of support) of the NACURH RHA Building Block of the Year Award bid must be limited to twenty (20) pages.

d. Selection

- i. The NACURH RHA Building Block of the Year Award shall be selected by the NACURH Board of Directors.

e. Required Elements

- i. The bid must include demonstrable comparisons between the previous and current academic years in all criteria.
- ii. The bid must include a letter of support from a professional staff member at an Assistant Director level (or equivalent) or higher of the institution's Housing or Residence Life department.
- iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.

f. Criteria for Selection

- i. Campus Level (65%)
  1. Purpose and Goals
    - i. Achievement of organization purpose.
    - ii. Goals and objectives of the organization.
    - iii. Measurable results of goal achievement.
  2. Structure
    - i. Structure of organization, executive officers, and membership.
    - ii. Changes in and improvements to organization structure.
  3. Resident Involvement
    - i. Recruitment methods and achievements.
    - ii. Role of residents in developing the organization's vision, goals, and objectives.
    - iii. Role of residents in activities and achievements of the organization.
  4. Programming, Initiatives, and Accomplishments
    - i. New and traditional programs, including challenges and results
    - ii. Development of new initiatives, including challenges and results.
    - iii. Program and initiative evaluation tools.

- iv. Other accomplishments and successes.
    - 1. Challenges
      - a. Challenges faced by the organization and results.
  - 5. Communication
    - i. Communication with residents.
    - ii. Communication with NRHH Chapter (if one exists) and other organizations on campus.
    - iii. Communication with residence hall staff and administration.
  - 6. Budget
    - i. Source, structure, and use of organization budget.
    - ii. Budget growth, changes, and improvements.
  - ii. Regional Level (25%)
    - 1. Regional Conferences
      - i. Representation at regional conference in and out of boardrooms.
      - ii. Impact of conference attendance on organizational growth and campus level achievement.
    - 2. Regional Communication
      - i. Communication with regional representatives and institutions.
      - ii. Impact of regional communication on organizational growth.
    - 3. Involvement in regional projects/initiatives/committees
      - i. Level of involvement in regional projects/initiatives/committees.
      - ii. Impact of involvement on organizational growth.
  - iii. NACURH Level (10%)
    - 1. NACURH Annual Conference
      - i. Representation at the NACURH Annual Conference in and out of boardrooms.
      - ii. Impact of conference attendance on organizational growth and campus level achievement.
    - 2. NACURH Communication
      - i. Communication with NACURH representatives and institutions.
      - ii. Communication with the NCO.
      - iii. Participation in NACURH projects/initiatives/committees.
      - iv. Impact of NACURH communication on organizational growth.
    - 3. NRHH (if a chapter exists)
      - i. Relationship between RHA and NRHH Chapter.
      - ii. Impact of NRHH Chapter on organizational growth.
      - iii. Schools bidding for the NACURH RHA Building Block of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.
12. NACURH School of the Year Award

- a. Purpose
  - i. The NACURH 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 NACURH levels.
- b. Eligibility
  - i. Any school is eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
- c. Pages
  - i. The content pages (which exclude the cover page and regional letter of support) of the NACURH School of the Year Award bid must be limited to thirty (30) pages.
- d. Selection
  - i. The NACURH School of the Year Award shall be selected by the NACURH Board of Directors.
- e. Required Elements
  - i. The bid must include a letter of support from an professional staff member at an Assistant Director level (or equivalent) or higher of the institution's Housing or Residence Life department.
  - ii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.
- f. Criteria for Selection
  - i. Campus Level (45%)
    - 1. Purpose and Goals
      - 1. Achievement of organization purpose.
      - 2. Goals and objectives of the organization.
      - 3. Measurable results of goal achievement.
    - 2. Structure
      - a. Structure of organization, executive officers, and membership.
      - b. Benefits of the organizational structure on achievements.
    - 3. Resident Involvement
      - a. Recruitment methods and achievements.
      - b. Role of residents in developing the organization's vision, goals, and objectives.

- c. Role of residents in activities and achievements of the organization.
  - 4. Programming, Initiatives, and Accomplishments
    - a. New and traditional programs, including challenges and results
    - b. Development of new initiatives, including challenges and results.
    - c. Program and initiative evaluation tools.
    - d. Community service and community partnerships.
    - e. Benefit of residential community from programs, initiatives, and accomplishments.
    - f. Resident perception of benefits from programs, initiatives, and accomplishments.
    - g. Other accomplishments and successes.
  - 5. Social Justice and Inclusion Initiatives
    - a. Tangible and intangible support provided to specific underrepresented identity students or student groups on campus.
    - b. Goals and challenges related to organization's approach to social justice and inclusion.
    - c. Educational initiatives around social issues nation and worldwide.
    - d. Work with on campus student unions and alliances.
  - 6. Challenges
    - a. Challenges faced by the organization and results.
  - 7. Communication
    - a. Communication with residents.
    - b. Communication with NRHH Chapter (if one exists) and other organizations on campus.
    - c. Communication with residence hall staff and administration.
  - 8. Budget
    - a. Source, structure, and use of organization budget.
    - b. Budget growth, changes, and improvements.
- ii. Regional Level (30%)
  - 1. Regional Conferences

1. Representation at regional conference in and out of boardrooms.
  2. Regional Communication
    - c. Communication with regional representatives and institutions.
  3. Involvement in regional projects/initiatives/committees
    1. Level of involvement in regional projects and initiatives.
    2. Involvement and achievements in regional committees.
  4. Regional Awards
    - a. Bids submitted for regional awards.
    - b. Regional award recognition and achievement.
    - c. Regional OTM submissions and success.
  5. Hosting
    1. Hosting a regional officer.
    2. Hosting a regional conference.
- iii. NACURH Level (25%)
1. NACURH Annual Conference
    1. Representation at the NACURH Annual Conference in and out of boardrooms.
  2. NACURH Communication
    - a. Communication with NACURH representatives and institutions.
    - b. Communication with the NCO.
    - c. Participation in NACURH projects/initiatives/committees.
    - d. Impact of NACURH communication on organizational growth.
  3. NACURH Awards
    - a. Bids submitted for NACURH awards.
    - b. NACURH award recognition and achievement.
    - c. NACURH OTM submissions and success.
  4. Hosting
    - a. Hosting a NACURH officer.
    - b. Hosting a NACURH office.
    - c. Hosting a NACURH conference.
  5. NRHH (if a chapter exists)
    1. Goals and achievements of the NRHH Chapter.
    2. Relationship between RHA and NRHH Chapter.

3. Impact of NRHH Chapter on organizational success.
4. Schools bidding for the NACURH School of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.

### 13. NACURH Outstanding Advocacy Initiative Award

#### a. Purpose

- i. The Outstanding Advocacy Initiative Award recognizes a student-initiated commitment to advocating for their residents. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community- wide level.

#### b. Eligibility

- i. Any student-initiated advocacy initiative is eligible for this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.

#### c. Pages

- i. The content pages (which exclude the cover page and regional letter of support) of the NACURH Outstanding Advocacy Initiative Award must be limited to sixteen (16) pages.

#### d. Selection

- i. The NACURH Outstanding Advocacy Initiative Award shall be selected by a CO Awards Selection Committee.

#### e. Required Elements

- i. The bid must include a letter of support from a representative of the organization or group that initiated the advocacy initiative.
- ii. The bid must include a letter of support from a full-time professional or graduate-level advisor, residence hall staff member, or administrator.
- iii. Refer to the Award Bidding Policies listed in Article I Section 1 for more information on eligibility, page limits, and required criteria.

#### f. Criteria for Selection

- i. Introduction
  1. Campus and organization needs and characteristics relevant to the area of advocacy.
  2. Origin of advocacy initiative.
  3. Method of identifying the area of advocacy for this initiative.

4. Organization's approach to and support of this advocacy effort.
5. Level of student involvement in the advocacy initiative.
- ii. Goals
  1. Organization goals for the initiative.
  2. Level of student involvement in goal creation.
  3. Measurable results of goal achievement.
  4. Goals not achieved by the advocacy initiative.
- iii. Implementation
  1. Step-by-step process for the execution of this initiative.
  2. Detailed timeline of the initiative.
  3. Initiative budget requirements and uses.
  4. Level of student, group, and professional involvement in initiative implementation.
  5. Degree to which advocacy efforts met the needs of the student population.
- iv. Evaluation
  1. Evaluation methods and tools.
  2. Successes and failures of the initiative.
  3. Level of student participation in the initiative.
  4. Short- and long-term impact of the advocacy initiative and campus.
  5. Publicity and notoriety received from the initiative.
- v. Conclusion
  1. Organizational achievement and growth as a result of the initiative.
  2. Suggestions for improvement in future initiatives.
  3. Suggestions for implementing similar initiatives at different institutions.

#### 14. NRHH Building Block Chapter of the Year Award

##### a. Purpose

- i. 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. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.

##### b. Eligibility

- i. The NRHH Building Block Chapter of the Year Award shall be selected by the NACURH NRHH Board of Directors.



- c. Policy
    - i. Refer to the NRHH Policy Book for more information on eligibility, page limits, required criteria, and suggested criteria.
15. NRHH Outstanding Chapter of the Year Award
- a. Purpose
    - i. The NRHH Outstanding Chapter of the Year Award is given to the chapter that shows outstanding growth and development during the year of nomination.
  - b. Eligibility
    - i. NRHH Outstanding Chapter of the Year Award shall be selected by the NACURH NRHH Board of Directors.
  - c. Policy
    - i. Refer to the NRHH Policy Book for more information on eligibility, page limits, required criteria, and suggested criteria.
16. NACURH/ACUHO-I Daniel Siler Program of the Year Award
- a. Purpose
    - i. Named after Daniel Siler, whose programs were consistently winners of Top Program Awards, the NACURH/ACUHO-I Daniel Siler Program of the Year (POY) Award recognizes the most outstanding student-implemented residence life program. This award was created in an effort to recognize the high level of initiative and professionalism essential to student programming.
      - 1. The excellence of this recipient is also recognized and co- sponsored by the Association of College and University Housing Officers–International (ACUHO-I), who, along with NACURH, will provide a means by which the POY
  - b. Eligibility
    - i. Any school may submit one program per year to be considered for this award. The program must have occurred from October 2–October 1 of the year that the bid is due (for example, bids for the 2022 POY award must have occurred from October 2, 2020 to October 1, 2021). The program may be of a community service, leadership development, diversity, educational, or social nature; regardless, the bid must include some indication of how the program was educational for students or student leaders.
  - c. Pages
    - i. The content pages (which exclude the cover page and regional letter of support) of the

NACURH/ACUHO-I Program of the Year Award must be limited to twenty (20) pages.

d. Selection

i. The Program of the Year Award shall be selected by the NACURH Board of Directors in the following manner:

1. The NACURH/ACUHO-I Program of the Year award shall be selected by the NACURH Board of Directors at the NACURH Semi-Annual Business Meeting. The selection process, including but not limited to promotion, form creation and distribution, confirmation of bid receipt, coordination with the NBD and schools regarding disqualifications, provision of access to bids, and coordination of presentations at the NACURH and ACUHO-I conferences, is the responsibility of the NACURH CRC. The NACURH Chairperson shall decide on the overall process for screening bids.

e. Required Elements

i. Required Elements Accompanying the Bid

1. Application Form

1. Bidding schools must submit an Application Form in a manner determined by the NACURH CRC. The Application Form includes all necessary information about the program and the presenters.

2. Presenter's Commitment Verification Form

1. Bidding schools must submit a Presenter's Commitment Verification Form in a manner determined by the NACURH CRC. The Presenter's Commitment Verification Form verifies the presenter's commitment to attend the NACURH and ACUHO-I Annual Conferences to present the program, if selected. Those completing this form accept responsibility for travel, lodging, and meals at the conferences if selected to present. The student presenter and school's advisor must complete this form.

3. Newsletter Article

1. Bidding schools must submit a 500-1,000 word newsletter article in

a manner determined by the NACURH CRC. The article must describe the who, what, where, why, when, and how of the program. 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.

- f. Required Elements Within the Bid
  - i. The bid must contain a Table of Contents that clearly lists, at minimum, the following required sections.
  - ii. Each section and elements included below must be labeled; failure to properly label sections and elements below will result in bid disqualification.
  - iii. Section One: Introduction & Overview (30%)
    - 1. Summary
      - a. The bid must include a one-paragraph summary of the program nomination that could be used in describing the nomination as a conference program session.
    - 2. Program Origination
      - a. The bid must describe how the program originated.
    - 3. Educational Component
      - a. The bid must describe the educational benefits of the program.
    - 4. Audience
      - a. The bid must describe the target audience for whom the program was designed.
    - 5. Goals
      - a. The bid must describe the goals and objectives of the program.
    - 6. Student Needs
      - a. The bid must describe the specific and demonstrated student needs that the program is designed to address.
  - iv. Section Two: Planning & Implementation (45%)
    - 1. Program Basics
      - a. The bid must describe the program (who, what, why, when, where, and how).
    - 2. Student Involvement
      - a. The bid must describe how students

were involved in the conception, planning, and implementation of the program.

3. Marketing
  - a. The bid must describe how the program was marketed.
4. Resources
  - a. The bid must describe the resources used in developing and implementing the program, including information on each of the following:
    1. Budget: The bid must include a line item budget and funding sources.
    2. Supplies: The bid must include a list of supplies used to implement the program.
    3. Personnel: The bid must include information on the number of students involved and their specific roles in program conception, planning, and implementation.
    4. Campus/Community Resources: The bid must describe any campus or community resources used to develop and implement the program.
- v. Section Three: Evaluation (20%)
  1. Evaluation Tools
    - a. The bid must describe the program (who, what, why, when, where, and how).
  2. Successes
    - a. The bid must describe the successes of the program.
  3. Challenges
    - a. The bid must describe the challenges faced in developing and implementing the program, how the challenges were addressed, and suggestions for overcoming challenges in the future.
  4. Student Impact
    - a. The bid must describe the effect on students who attended the program and the lasting impact on the



Ken Stoner, past NACURH President and past NACURH Advisor, recognizes distinguished service and dedication to the NACURH organization. The nomination may be made by any member of NACURH Leadership. 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. Eligibility
    - i. There are no additional eligibility requirements.
  - c. Pages
    - i. There is no page limit.
  - d. Selection
    - i. The Stoner Distinguished Service Award shall be selected by the NACURH Board of Directors.
  - e. Criteria for Selection
    - i. Distinguished service and dedication to the NACURH organization.
2. NACURH Service Award
- a. Purpose
    - 1. The NACURH Service Award recognizes leadership within the NACURH organization. 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. The nomination may be made by any member of NACURH Leadership.
  - b. Eligibility
    - 1. Only elected or appointed officers currently serving on the regional or NACURH level may be nominated for this award.
  - c. Pages
    - 1. The text of the NACURH Service Award must be limited to one (1) page.
  - d. Selection
    - 1. The NACURH Service Award shall be selected by the NACURH Executives.
  - e. Criteria for Selection
    - 1. Leadership and service to the NACURH organization and its regional affiliates.

## ARTICLE II.

## ANNUAL CONFERENCE AWARDS

### Section 1.

#### Annual Conference Awards

- 1. Note: The following awards are announced at the closing banquet of the Annual Conference.
- 2. Best School Banner
  - a. The NACURH 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:

1. Creativity/originality – 40%
  2. Aesthetic value/general appearance – 20%
  3. Relation to conference theme – 30%
  4. Visibility of school name and/or RHA – 10%
3. Best Regional Roll Call
- a. The Annual Conference Staff will select the Best Regional Roll Call Award winner. The following criteria will be used to judge roll calls:
    1. Unity: does the roll call demonstrate the unity of the region?
    2. Participation: is the entire region actively involved in the skit?
    3. Theme: does the skit reflect the subject assigned by the conference staff?
    4. Preparedness: does the roll call appear well rehearsed?
    5. Motivation: is the roll call skit uplifting, devoid of racial or sexist connotation and does it excite the delegates?
4. Best Case Study
- a. The award for Best Case Study shall be awarded to the top evaluated case study submitted to the conference staff.
  - b. All aspects of the case study competition will be the responsibility of the conference staff or representatives thereof.
  - c. The case study will be distributed to delegates at a time no later than conference check-in.

## ARTICLE III. SCHOLARSHIPS & GRANTS

### Section 1.

#### Eligibility

1. Any NACURH member school in good standing may submit an application for the NACURH Programming Grant Award, or the NACURH Advocacy Grant. Any individual living on campus and enrolled full-time at a NACURH-affiliated institution may submit an application for a NACURH Scholarship or Grant.
2. Any institution in good standing with NACURH, regardless of affiliation status, may submit an application for the NACURH Annual Conference Scholarship.

### Section 2.

#### Payment Requirements

1. Any scholarship, grant, honorarium, or fund at the regional or NACURH level whose primary purpose is providing financial relief for the sole purpose of a student's academics must follow the recipient's institution policy for outside scholarships.

2. Any scholarship, grant, honorarium, or fund at the regional or NACURH level whose primary purpose is not to provide financial relief for the sole purpose of a student's or institution's academics or other similar reasons must follow a reimbursement process wherein the recipient must provide receipts and proof of payment for necessary expenses no later than thirty days (30) after receiving confirmation of being selected as a recipient. Extensions may be granted at the discretion of the NAO and the regional ADAF, depending on the level at which the award is granted. The regional ADAF or NAO reserves the right to adjust the timeline up in order to avoid any conflicts with the end of the Fiscal Year.
3. Excess sponsorships and Annual Conference or Regional Conference Host Awards are exempt from these requirements.

### Section 3.

#### NACURH Annual Conference Scholarship

1. Purpose
  - a. This annual scholarship shall provide up to five institutions \$1,000.00 USD each to pay for the registration of the winning school's delegation, including three (3) student representatives and one (1) advisor for the NACURH Annual Conference to attend the NACURH Annual Conference. Should any amount of the \$1,000.00 USD scholarship be unused, NACURH will retain those remaining funds.
2. Selection
  1. Recipients will be selected by a committee comprised of one representative of each region and the NACURH Chairperson.
3. Criteria
  1. Candidates will be judged on the basis of an application distributed by the NACURH Chairperson.

### Section 4.

#### NACURH Programming Grant Award

1. Purpose
  - a. The NACURH Programming Grant's purpose is to aide in the programming efforts of member schools as they pertain to NACURH's mission. A maximum of \$1,000.00 USD dollars will be awarded annually to assist affiliated member schools in programming that demonstrates a clear commitment to leadership, diversity, community building/development, advocacy, safety and education. Programs should embody the mission and vision statement of NACURH, Inc. and its Regional Affiliates.
2. Selection
  - a. Recipients will be selected by a committee established by the NACURH NRHH Board of Directors (NNBD) at the Semi-Annual Business Meeting. The committee shall divide up the funds between applicants however the committee feels best supports the mission and vision of NACURH, Inc.



and its Regional Affiliates, and the purpose outlined in subsection A, provided the total amount of money awarded does not exceed \$1,000.00 USD.

3. Criteria
  - a. Applications for the Programming Grant will be judged on the basis of an application distributed by the NACURH Chairperson.
4. Timelines
  - a. Applications for the Programming Grant will be due at a date decided by the NACURH Chairperson but no later than December 1. Recipients of the Programming Grant shall be chosen no later than January 31. Checks for the NACURH Programming Grant shall be dated no later than February 7. All selected schools will be made aware that they need to cash their checks by March 31, the end of NACURH's Fiscal Year, even if the program is happening later in the year.

## Section 5.

### Program of the Year Conference Attendance Grant

1. Purpose
  - a. This grant, awarded annually to the institution that is selected as the NACURH/ACUHO-I Daniel Siler Program of the Year Award recipient, will provide up to \$3,000.00 USD reimbursement for travel, lodging, and/or meals for ACUHO-I Annual Conference & Exposition or travel expenses to the NACURH Annual Conference, provided by NACURH as well as two (2) conference registrations for the ACUHO-I Annual Conference & Exposition, provided by ACUHO-I.
2. Selection
  - a. The selection process for this grant will coincide with that of the NACURH/ACUHO-I Daniel Siler Program of the Year Award selection process outlined in NACURH Policy, Title 12, Article 1.
3. Criteria
  - a. The recipient institution must be selected as the NACURH/ACUHO-I Daniel Siler Program of the Year Award winner by the NACURH Board of Directors and meet all policy requirements outlined in NACURH policy.
  - b. To receive the grant the recipient institution or institutional representatives must submit receipts for expenses accrued.
  - c. Receipts for purchases must be turned into the NAO for reimbursement.
4. Timeline
  - a. The NACURH/ACUHO-I Daniel Siler Program of the Year Award recipient will be notified at a date decided by the NACURH Chairperson but no later than February 15.

Presenters attending ACUHO-I shall be confirmed registered at least (twenty) 20 days before the conference. All receipts shall be submitted to the NAO no later than August 1. Checks for the honorarium shall be dated and disbursed no later than August 15.

## Section 8.

### NACURH Advocacy Grant

#### 1. Purpose

- a. The purpose of the NACURH Advocacy Grant is to aide in the development of student-run advocacy initiatives occurring at affiliated member schools. All considered initiatives should create support for a group of people on campus while embodying the mission and vision statement of NACURH, Inc. and its Regional Affiliates. NACURH will purchase advocacy pins and revenue generated from that pin will fund the grant.

#### 2. Sale and Inventory

- a. The advocacy pins will be purchased every January and will be sold for \$7-\$10 at all NACURH affiliated conferences. The official price for the pin will be decided by the NACURH Associate for Engagement (NAE) in conjunction with the NACURH Associate for Operations (NAO). The NAO reserves the right to allocate the necessary funds into the upcoming Fiscal Year budget for approval by the NACURH Board of Directors at the Semi-Annual Business Conference. The NACURH Corporate Office will handle the inventory of the pin and will be responsible for selling the pins online and bringing pins to each conference to be sold.

#### 3. Selection

- a. The NACURH Advocacy Grant selection committee shall be composed of the group of COs that work most directly with RHA Presidents and chaired by the NACURH Associate for Engagement.
  - i. In the event that this group is not formally assembled, the NAE (or their designee) shall create, and chair, a task force comprised of one representative of each region for the purpose of selecting this award.
- b. Funding for the NACURH Advocacy Grant may be divided (as deemed appropriate by the selection committee) between all qualified applicants based on eligibility and need. A minimum of \$1,000 of profit must be earned before grants can be allocated. If the minimum is met, then up to 2/3rds of the profit can be allocated for scholarships while 1/3rd will roll over into next year's profit. The selection committee will decide on the amount of grants that will be allocated and their dollar amount.

#### 2. Criteria

- a. Applications for the Advocacy Grant will be judged on the basis of an application distributed by the NACURH Chairperson and the eight Regional Directors.
4. Timeline
- a. Applications for the Advocacy Grant will be due at a date decided by the selection committee, this date must be no later than December 1. Recipients of the Advocacy Grant shall be chosen no later than January 31. Checks for the NACURH Advocacy Grant shall be dated no later than February 7. All selected schools will be made aware that they need to cash their checks by March 31, the end of NACURH's Fiscal Year, even if the advocacy initiative is happening later in the year.

## Section 9.

### Identity Network Grant

#### 1. Purpose

- a. The Identity Network Grant is intended to support members from NACURH-affiliated institutions who hold identities represented by the Identity Networks. NACURH aims to provide financial support for academic or personal needs in order to recognize the barriers that individuals holding marginalized identities face.

#### 1. Award

- a. The Identity Network Grant will consist of at least one grant per Identity Network.
- b. The grant, awarded annually, will be funded using revenue from the Identity Network pins.
  - i. A minimum of \$600 of profit must be earned before grants can be allocated. If the minimum is met, then up to 2/3rds of the profit can be allocated for grants while 1/3rd will be used to purchase updated pins or rollover into next year's profit. The Identity Network Chairs, in coordination with the NACURH Executive Committee will decide on the amount of grants that will be allocated and their dollar amount.

#### 1. Selection

- a. Recipients of the grant will be decided by the Identity Network Chairs, in coordination with the NACURH Executive Committee.

#### 1. Criteria

- a. Candidates will be judged based on an application sent out by the NACURH Chairperson. Required criteria includes:
  - i. Status as a full-time, on-campus student at a NACURH-affiliated institution.
  - ii. Individual identifies with one (or more) of the Identity Networks.

- b. Additional criteria will vary for each Identity Network, and will be outlined in the grant application that is sent out.

## Section 10.

### Daniel Ocampo Academic Scholarship

1. Purpose
  - a. This scholarship will be awarded annually to at least three individuals who are selected as the Daniel Ocampo Academic Scholarship recipients, and will provide \$1,000 USD for the recipients' academic expenses. This scholarship shall be awarded to individuals who come from underrepresented groups and demonstrate a clear commitment to their academic and collegiate experiences despite adversities they have faced.
2. Selection
  - a. Recipients shall be selected by a committee comprised of at least one representative of each region and the NACURH Chairperson.
3. Eligibility
  - a. Recipients must plan to enroll in academic courses for the term following their selection.
4. Criteria
  - a. Candidates will be judged on the basis of an application distributed by the NACURH Chairperson. Required criteria shall include, but is not limited to:
    1. Impact of personal identity on college experience
    2. Commitment to academics
    3. Commitment to collegiate experience
    4. Commitment to the on-campus residence hall community
5. Timeline
  - a. Applicants shall be notified of their selection status by no later than the close of the NACURH Annual Conference.

## Section 11.

### Conference Swap Travel Scholarship

1. Purpose
  - a. This scholarship exists to lessen the financial burden of RBD members swapping to other regions' conferences. Up to \$1,000 total per conference season (RLC and RBC) may be distributed across any amount of recipients in the hope that this beneficial part of NACURH leadership may be more accessible to all.
2. Selection
  - a. The NAO shall review all applications and select, in cooperation with the NACURH execs, the recipient(s).
3. Eligibility
  - a. Any RBD or NCO member selected to swap to another region may apply.

4. Criteria
  - a. Applicants will be judged based on the quality of their application. Priority will be assessed based on financial need. The application will also include questions about the amount of swap conferences attended in the past and how much money is being requested.
5. Timeline
  - a. Applications for the scholarship will open for swap participants no later than two days following their notification of being accepted to swap. The application will remain open for no longer than two weeks, though it may be extended for a reasonable time as necessary if there is low interest. The NAO will inform the applicants of the result within one week of the application's closing.

## ARTICLE IV.

## PIN AWARDS

### Section 1.

### NACURH FOUR-YEAR SERVICE PIN

1. The NACURH Four-Year Service Pin Award recognizes those students who have spent four years of their collegiate careers living in the residence halls, constantly striving to enhance their residential living environments and NACURH. Recipients will receive a pin at the closing banquet of the annual conference. Nominations must be submitted to the Regional Director by April 1
  - a. Note: Form may be found on the NACURH website or can be obtained from the NACURH Chairperson
2. 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 their campus residence life for at least four years. This need not be consecutive years, but four years total. They may also be at different institutions if all other criteria are met.
  - c. Recipient must have had at least two years involvement with their campus residence hall association or NACURH related entity. The other two years may be served in other residential life capacities (resident assistant, desk attendant, program assistant, etc.)
  - d. Recipient must have attended at least four NACURH-related conferences. These need not be consecutive, just total conferences attended. At least one must be a NACURH annual conference.
    - i. Involvement with a NACURH level task force or initiative may be substituted for Annual Conference attendance, if the four NACURH affiliated conference requirement is still met.
  - e. An application, created by the NACURH Chairperson,

- containing the qualifications, must be submitted to the NACURH Chairperson.
  - 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
3. The award will be given out at the NACURH annual conference.

**Section 2.**

**Gold Links Pin Award**

1. The Gold Links Pin Award is a NACURH award given at the NACURH Chairperson's discretion. The pins shall be awarded to individuals who have provided leadership and direction to NACURH. NBD members may recommend individuals in writing to the NACURH 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 Links Pin Award**

1. The Silver Links 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 NACURH at a price determined by the NAO. 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 Links Pin Award**

1. The Bronze Links 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 NCO at a price determined by the NAO. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

**Section 5.**

**Turtle Pin Award**

1. The Turtle Pin award is a NACURH award given to individuals within NACURH who have shown outstanding leadership and service to NACURH and have assisted in the organizational accomplishments of a NACURH Executive giving the award.
- a. The NACURH Executives will each have three (3) pins per term to announce at the RBD/Staff Recognition Ceremony at the Annual Conference.
  - b. NACURH Advisor, NACURH NRHH Advisor, and Conference Resource Consultant will each have three (3) pins per year to be announced at the RBD/Staff Recognition Ceremony at the Annual Conference.

**Section 7.**

**Outstanding Leadership Pin**

1. May be purchased from the NCO at a price determined by the NAO.
2. Refer to the NRHH Policy Book for more information.

## Section 8.

### Positional Bar Pins

1. The Positional Bar Pin Award is a NACURH award given to individuals who hold specific positions as outlined below. The pins may be purchased from the NCO at a price determined by the NAO. All positional bar pins must be produced by the NCO and placed into policy by the NBD. The pins shall be awarded to individuals who have served in outlined roles at the Annual Conference by the NACURH Executives or Regional/Office Directors at their discretion.
  - a. NBD Bar Pin
    - i. The NBD Bar Pin is a recognition pin given to individuals who served as a as a member of the NBD as outlined in the NACURH Bylaws.
  - b. NNBD Bar Pin
    - ii. The NNBD Bar Pin is a recognition pin given to individuals who serve as a member of the NNBD as outlined in the NRHH Bylaws.
  - c. RBD Bar Pin
    - iii. The RBD Bar Pin is a recognition pin given to individuals who served as a member of a Regional Board of Directors as outlined in their respective regional policy.
  - d. NCO Bar Pin
    - iv. The NCO Bar Pin is a recognition pin given to individuals who served as a member of the NCO Staff.
  - e. NCC Bar Bin
    - v. The NCC Bar Pin is a recognition pin given to individuals who served a NACURH member institutions as a National Communications Coordinator.
  - f. RHA Bar Pin
    - vi. The RHA Bar Pin is a recognition pin given to individuals who served one of NACURH's member institutions as an RHA President or equivalent.
  - g. NRHH Bar Pin
    - i. The NRHH Bar Pin is a recognition pin given to individuals who served one of NACURH's member institutions as a NRHH Representative or President.

## Section 9.

### NACURH Annual Conference Staff Pin

1. The NACURH Annual Conference Staff Pin is designed to recognize NACURH Annual Conference Staff Members. The pins shall be awarded to conference staff members by NACURH. Staff

members recognized will be determined by the NACURH Executives in consultation with the Annual Conference Chair and Annual Conference Advisor. The pins may be purchased from the NCO by NACURH at a price determined by the NAO.

## ARTICLE V. OF THE MONTH AWARDS

### Section 1. Of the Month Awards

1. 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 NACURH 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 NACURH 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.
2. OTM Traveling Award
  - a. The OTM Traveling Award will be presented at the annual conference. The recipient will receive the OTM Traveling Award plaque and a certificate personalized for the member school. The NAN is responsible for making sure the award is ordered, the certificate is printed, and for calculating the points each month after the NACURH winners have been announced. Points are a running total from March to March and will be calculated as follows:
    - i. Campus Winner – 5 points
    - ii. Regional Winner – 10 points
    - iii. NACURH Winner – 25 points
  - b. The recipient of the award is responsible for getting the traveling award plaque to the next NACURH Annual Conference, even if they will not be in attendance.

## ARTICLE VI. SPOTLIGHT AWARDS

### Section 1. Director of the Year Award

1. The Director of the Year Award is an award given to a Director who has gone above and beyond during their term of office. The NACURH Chairperson shall determine the recipient and present to them a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.

### Section 2. Finance Officer of the Year Award

1. The Finance Officer of the Year Award is given to a Associate Director for Administration & Finance who has gone above and beyond during their term of office. The NACURH Associate for



Operations shall determine the recipient and present to them a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.

**Section 3.**

**Associate Director for NRHH of the Year Award**

1. The Associate Director for NRHH of the Year Award is given to an AD- NRHH who has gone above and beyond during their term of office. The NACURH Associate for NRHH shall determine the recipient and present to them a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference

**Section 4.**

**Coordinating Officer of the Year Award**

1. The Coordinating Officer of the Year Award is given to up to four COs who have gone above and beyond during their term of office. The NACURH Executive Committee shall determine the recipient(s) in consultation with Regional & Office Directors and present to them a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.

**Section 5.**

**Conference Chair of the Year Award**

1. The Conference Chair of the Year Award is given to up to two (2) Conference Chairs who have gone above and beyond during their term of office. The NACURH Chairperson shall determine the recipient(s) in consultation with the Regional Directors and present to them a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.
  - a. Only Conference Chairs representing a conference of the current affiliation year shall be under consideration for this award.
  - b. Annual Conference Chairs cannot receive the Conference Chair of the Year Award.

**Section 7.**

**NACURH Corporate Office Staff Member of the Year Award**

1. The NACURH Corporate Office (NCO) Staff Member of the Year Award is given to a staff member of the NCO who has gone above and beyond during their term in office. The NACURH Associate for Operations and NACURH Associate for Engagement shall determine the recipient in consultation with the rest of the NACURH Executive Committee; and the NCO Advisor(s). The award will be presented to them as a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.
  - a. Only members of the NCO during the current affiliation year shall be considered for this award.

**Section 8.**

**Advisor of the Year Award**

1. The Advisor of the Year Award is given to up to two(2) advisors

within NACURH Leadership who have gone above and beyond during their term in office. The NACURH Advisor and NACURH NRHH Advisor shall determine the recipient in consultation with the rest of the NACURH Executive Committee. The award will be presented to them as a certificate during the RBD/Staff Recognition Ceremony at the Annual Conference.

- a. Only advisors during the current affiliation year shall be considered for this award.
- b. Only advisors for regional affiliates, the NACURH Corporate Office, and the NACURH Identity Networks shall be considered for this award.

## ARTICLE VIII. PLAGIARISM

### Section 1.

#### Definition

1. All formatting, structure, content, and/or theme of a bid is expected to be original work, and not plagiarized.
  - a. Plagiarism shall be defined as the practice of taking someone else's work or ideas and passing them off as one's own and will not be tolerated.
  - b. All plagiarism identified based on the above definition will be considered a policy violation for all submitted work to NACURH or its regional affiliates.
  - c. Plagiarism for all award bids submitted at the NACURH level will be addressed at the discretion of the NACURH Chairperson.

## ARTICLE IX. CHANGES IN AWARD POLICIES

### Section 1.

#### Definition

1. The NBD may not vote on changes in award criteria without a written proposal in front of them.

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# TITLE 12

## FINANCES

ARTICLE I  
FINANCES

ARTICLE VIII  
CONTINGENCY FUND

ARTICLE II  
BANK ACCOUNTS

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ARTICLE VI  
FINANCIAL ACCOUNTABILITY

ARTICLE XIII  
NACURH INVESTMENT  
POLICY

ARTICLE VII  
CONFERENCES

## ARTICLE I.

## FINANCES

### Section 1.

#### Fiscal Year Definition and Record Keeping

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 years. The respective Associate Director for Administration & Finance shall dispose of records outside of this period between the end of fiscal year and the end of their term in office.

### Section 2.

#### General Merchandise Markup Policy

1. NACURH, its offices, and regional affiliates shall factor in a profit margin on all sales of inventory to external consumers.
2. Sales of pins must include a minimum of 40% markup on the total cost of the item (the item itself, applicable shipping from manufacturer to the NACURH entity, setup fees, processing fees, etc.).
3. Apparel and all other items must include a minimum of 30% markup on the total cost of the item (the item itself, applicable shipping from manufacturer to the NACURH entity, setup fees, processing fees, etc.).
4. The respective Associate Director for Administration & Finance shall be responsible for seeking out quality, cost effective vendors in order to ensure fair pricing for consumers and adequate, sustainable profit for the organization.
5. Exceptions to this policy may be made by a  $\frac{2}{3}$  vote of the NACURH Board of Directors.
6. This policy does not apply to shipping costs from the NACURH entity to consumer and internal purchases such as board apparel, recognition items, pin purchases, etc.
7. After two full fiscal years have passed since the purchase of items for sale by regional entities, the sale price may be reduced without consideration to the markup policy after consultation and approval by the Regional Director and Associate Director for Administration and Finance.
8. After two full fiscal years have passed since the purchase of items for sale by the NACURH Corporate Office, the sale price may be reduced without consideration to the markup policy after consultation and approval by the NACURH Chairperson and NACURH Associate for Operations.
9. Any approval of a reduction in price must be recorded in writing and retained for one year.

## ARTICLE II.

## BANK ACCOUNTS

### Section 1.

#### NACURH, Inc. Bank Accounts

1. The NACURH bank account must be within a reasonable travel distance of one of the NACURH Advisor's host institutions. The NACURH bank shall be able to accept and exchange all currencies of member schools.
2. The NACURH Advisors shall be responsible for helping incoming leadership in gaining appropriate account access and authority.
3. The bank statements for NACURH shall be accessed online and distributed to the respective Region or Office Director, ADAF, and Advisor(s) by the NACURH Advisors each month.

### Section 2.

#### Responsibility and Authority of Account Users

1. The authorized signers on all NACURH, Inc. accounts shall be the NACURH Advisors.
2. The NACURH Advisors and the NACURH Associate for Operations shall serve as the Bank Program Administrators for all NACURH level accounts.
  - a. In the event of a recall or vacancy of the NACURH Associate for Operations position, the NACURH Advisor shall have the authority to add, remove, or change Bank Program Administrator.
3. Each regional affiliate and NACURH must have two account users on their respective accounts. Account users can be any Director, Associate Director, and Advisor of the respective entity, as long as one student and one advisor minimally have account user access.
  - a. NACURH entities will provide the NACURH Executive Committee and NACURH Advisors a list of those they would like to have listed as account users at the beginning of Affiliation Year.
4. At the beginning of each Affiliation year, corporate cards may be issued or removed from any Advisor, Consultant, Executive Committee member, Regional/Entity Director and Regional/Entity Finance Officer by the NACURH Advisors and NACURH Associate for Operations.
  - a. Corporate card guidelines and expectations are set annually by the NACURH Associate for Operations in conjunction with the NACURH Advisors.

### Section 3.

#### Responsibility of Account Users

1. The Associate Director for Administration & Finance shall be responsible for maintaining the financial integrity and documentation of their respective region or office.
2. Any expense, deposit, or transfer carried out signatory must be accompanied by the respective transaction form as designated by the NACURH Associate for Operations.
  - a. Any check deposited into NACURH's financial institution

- must be maintained for record-keeping purposes.
  - b. If a check is in a currency other than the US Dollar, the amount in the alternative currency as well as the actualized amount in US Dollars must be clearly indicated.
  - c. All transactions recorded in this manner must be documented, with the appropriate paperwork stated above.
3. All transactions that occur within a NACURH-held account must be appropriately entered into the respective banking software, or other specified electronic documentation system and reconciled each month.
  4. At any time, the NACURH Associate for Operations may choose to audit the banking software of an entity to ensure that all policies and procedures are being followed. Failure to comply with policies and procedures will result in an individual evaluation by the NACURH Executives to determine if the individual will have their name removed from all regional or office financial accounts.
  5. Failure to complete these procedures will result in an individual evaluation by the NACURH Executives, and that individual may be subject to additional accountability measures.

#### Section 4.

#### Financial Integrity & File Sharing

1. Any financial documents with sensitive, privileged bank information such as bank accounts, routing numbers, credit and debit card numbers, etc. must not be stored on Google Drive, websites, or other digital platforms.
2. If such documents must be stored virtually, all such information must be redacted beforehand.
3. No sensitive financial documents will be shared with persons or domains outside of NACURH other than individuals authorized by the NAO and NACURH Advisor, such as accountants, client managers, etc.
4. Each entity will be audited annually by the conclusion of the Semi Annual Business Conference to ensure compliance. Any documents with such information that are found must be removed immediately.
5. The NACURH Advisors shall retain copies of the bank statements and any necessary supplemental documents. The NACURH Advisors shall retain these files for at least seven (7) years before being destroyed.

#### Section 5.

#### Accountability for NACURH Level Account Users

1. At any time, the NACURH Associate for Operations may choose to audit documentation of a region or NACURH entity to ensure that all policies and procedures are being followed.
2. Failure to complete these procedures will result in an individual evaluation by the NACURH Executives at the discretion of the NACURH Associate for Operations and NACURH Advisors.

3. In the event that an evaluation of an account user is needed, the following process shall occur:
  - a. Any concerns or violations on behalf of an account user shall be sent to the NACURH Associate for Operations who will then determine the need for an evaluation based on the information presented.
    - i. In the event that an NACURH Executive Committee member being evaluated, the list of violations must be received by the NACURH Advisors. The NACURH Advisors will then determine the need for an evaluation based on the information presented and shall be responsible for carrying out the evaluation process.
4. A formal notice of the evaluation shall be sent to the individual as well as the respective region or entity Advisor(s).
5. All results of the evaluation, including a list of violations, must be shared by the NACURH Associate for Operations and NACURH Advisors with the individual as well as the respective region or office Advisor within one week of the conclusion of the evaluation process.
6. In the event that an NACURH Executive Committee member is being evaluated, the results of the evaluation and list of violations must be shared by the NACURH Advisors.
7. Upon conclusion of a formal evaluation, the user may be subject to the consequence of having their access removed from all financial accounts, as well as, removed from their respective position.

## Section 6.

### Transactions in Alternative Currencies

1. NACURH will accept payments by check in any currency used by a current member school.
2. In a situation where cash payments are permitted, they will be permitted in any currency used by a current member school.
3. NACURH and its affiliates/offices will cover the cost of any bank fees resulting from the need to exchange monies between currencies used by NACURH member schools in order to process a deposit into one of NACURH's accounts.
4. The Financial Deposit Form for a deposit in a currency other than the US Dollar deposited into NACURH's financial institution shall indicate both the original amount in the alternative currency and the actualized amount in US Dollars.
5. Receipts submitted for reimbursements in currencies other than the US Dollar shall indicate clearly the currency on the receipt.
6. Reimbursement for purchases in currencies other than the US Dollar shall be issued in US Dollars using the current days exchange rate. The Financial Transaction Forms for such reimbursements shall clearly indicate the amount in both the alternative currency and in US Dollars.
7. Each individual financial transaction form may contain only

receipts from one currency. If multiple receipts are submitted for the same financial transaction form, they must use a single currency, otherwise multiple financial transaction forms must be used.

8. It will be the responsibility of the person or organization being reimbursed to cover the cost of converting the reimbursement into another currency should that be required.

## ARTICLE III.

## MEMBERSHIP

### Section 1.

#### NACURH Membership Dues

1. The Full Membership fee for NACURH shall be \$200.00 USD per year
  - a. \$100.00 of this fee shall go toward the NACURH budget
  - b. \$80.00 of this fee shall go toward the regional budget
  - c. \$20.00 of this fee shall go toward the NCO budget.
2. The New Affiliate membership fee shall be \$70.00 USD per year
  - a. \$30.00 of this fee shall go toward the NACURH budget
  - b. \$40.00 of this fee shall go toward the regional budget.
3. The Partial Membership fee shall be \$120.00 USD
  - a. 100% of this fee shall go toward the NACURH budget.
4. The Individual Membership fee shall be \$50.00 USD
  - a. 100% of this fee shall go toward the NACURH budget.

### Section 2.

#### Discounts to Membership Dues

1. Minority Serving Institutions (MSIs) will be given a 20% discount on their affiliation fee
  - a. NACURH defines MSIs as having at least one (1) of the following institution indicators:
    - i. Asian American Native American Pacific Islander Serving Institutions (AANAPISIs)
    - ii. Alaska Native and Native Hawaiian Serving Institutions (ANNHs)
    - iii. Historically Black Colleges and Universities (HBCUs)
    - iv. Hispanic Serving Institutions (HSIs)
    - v. Native American Serving Non-Tribal Institutions (NASNTIs)
    - vi. Predominantly Black Institutions (PBIs)
    - vii. Tribal Colleges and Universities (TCUs)
  - b. An institution will indicate its MSI indicator(s) within the NACURH Affiliation Census Questions.

### Section 3.

#### Depositing Membership Dues

1. The NCO Associate Director for Finances and Order Management shall deposit membership dues into the NACURH checking account by the first of every month. They then shall send a list of the schools whose checks were deposited listed by region to the NAO no later than the fifth of the month.



2. Should the NCO at any time possess stale or void checks from member schools, the Associate Director for Finances and Order Management 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 NAO.
3. The NAO shall deposit membership dues allocations into regional accounts on September 15, December 15, and March 15.

#### Section 4.

#### Depositing of Funds Sent to the NCO

1. The NCO Associate Director for Finances and Order Management shall deposit any funds collected into the NCO checking account no later than the first of the month. They then shall send a list of the schools whose checks were deposited listed by region to the NAO no later than the fifth of every month.
2. Should the NCO at any time possess stale or void checks from members schools, the Associate Director for Finances and Order Management 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 NAO.

### ARTICLE IV.

### ACCOUNTING

#### Section 1.

#### Chart of Accounts

1. NACURH, Inc. and all affiliates of NACURH, Inc. will use the following chart of accounts for external reporting purposes:
  - a. Revenue
    - i. Conference Fees
    - ii. Dividend Income
    - iii. Donations
    - iv. Late Fees
    - v. Interest Income
    - vi. Miscellaneous
    - vii. Product Endorsement
    - viii. Sale of Assets
    - ix. Sale of Inventory
    - x. Sale of Investments
    - xi. Transfers In
  - b. Expenses
    - i. Advertising
    - ii. Bank Charges
    - iii. Charitable Contributions
    - iv. Conference Expenses
    - v. Conference Registrations
    - vi. Equipment
    - vii. Initiatives
    - viii. Insurance
    - ix. Inventory
    - x. Meals and Entertainment
    - xi. Merchant Fees

- xii. Miscellaneous
- xiii. Postage & Freight
- xiv. Printing
- xv. Professional Development & Benefits
- xvi. Professional Fees
- xvii. Recognition
- xviii. Rentals
- xix. Repairs & Maintenance
- xx. Scholarships and Grants
- xxi. Subscriptions
- xxii. Supplies
- xxiii. Taxes & Licenses
- xxiv. Software
- xxv. Transfers Out
- xxvi. Travel

## Section 2.

### Budget Development

1. The operating funds for the NCO are partially funded through the NACURH Budget and the NACURH Officers (Chairperson, NAO, NAN, NAE, NACURH Advisor, NACURH NRHH Advisor, and CRC) are fully funded through the NACURH Budget. This budget will be developed by the NAO and voted on during the Semi-Annual Business Meeting.
2. Any expenditure of the funds 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 NACURH Chairperson. The NAO shall not disburse any funds that are not so authorized unless dictated by policy..
3. The estimated projection of each region's membership for the NACURH Budget shall be based on the number of member schools each region has at the time of the Annual Conference.
4. The NACURH Budget and both office budgets shall be made available by the NAO in all currencies used by current NACURH member schools, at the exchange rate current at the time budget is passed.
5. The Regional Associate Director for Administration & Finances 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.

### Business Authorizations for Independent Services of NACURH, Inc.

1. Any compensated services provided through NACURH, its eight (8) Regional Affiliates, or the NACURH Corporate Office must be reported to the NACURH Associate for Operations to ensure accurate filing of any relevant 1099 Tax Forms.

- a. If compensation of services occurs directly through NACURH, Inc. or any of its affiliated entities the following documents must be collected and submitted to NACURH's accountant by the NACURH Associate for Operations.
    - i. Official invoice
    - ii. Official W-9
    - iii. Primary contact first name and last name
    - iv. Primary contact email address
    - v. Primary contact phone number
  - b. Any fees associated with delayed submissions be absorbed by the entity responsible for contracting of the compensated service(s).
  - c. The tax forms of record will be addressed to one of the NACURH Advisors, to ensure continuity of documentation.
2. This does not include services such as payments to corporations or payments by host institutions.
  3. This does include, but is not limited to, services such as photographers, interpreters, conference speakers, etc.
  4. Compensated services reported to the NACURH Associate for Operations must then be reported to the NACURH Advisor and NACURH's accountant.

#### Section 4.

#### Individual NACURH Corporate Office Budget

1. It will be the duty of the NACURH Corporate Office to prepare a budget submission each year. This budget must be submitted to the NAO by the date they establish.
2. The NCO budget will be presented to the NACURH 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.
3. For approval of the office budgets, a 2/3 majority of those Regional Directors voting shall be required for passage.
4. The approved office budgets shall be presented to the NCCs at the Corporate Business Meeting.
5. The approved office budgets will be made available to the NACURH Board of Directors throughout the entire fiscal year.

#### Section 5.

#### Individual Regional Affiliate Budgets

1. 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 NAO for review by the date they establish. This date must be at minimum two (2) weeks prior to the respective Regional Business Conference/Spring Leadership Conference or one (1) week after the last day of the Semi-Annual Business Meeting, whichever is later.
2. Regional budgets will be approved by a 2/3 vote of the Regional

Affiliate's NCCs at the respective Regional Affiliate's Spring Conference.

3. Each region's approved budget will be made available to the member schools of that region throughout the entire fiscal year.
4. Regions will send in their approved budgets to the NAO no later than two (2) weeks after the closing of the respective Regional Business Meeting at which the budget was approved.

## Section 6.

### Presentation of the NACURH Budget

1. The NACURH budget shall be presented to the NACURH Board of Directors and NACURH Corporate Office 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.
2. For approval of the NACURH Budget, a 2/3 majority voting membership of the NBD shall be required for passage.
3. The approved NACURH Budget shall be presented to the NCCs at the NACURH Corporate Business Meeting.

## Section 7.

### Budget Format

1. All budgets of NACURH, Inc. including Annual, 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 NACURH Associate for Operations is responsible for providing this budget format to the regional affiliates and offices.

## Section 8.

### Excess Funds

1. Any income that is not already committed in the NACURH Budget shall be placed in the NACURH Capital Budget. All General expenditures from the Capital Budget shall follow the policies of Article X.

## Section 9.

### Transfer of Funds Between Line Items

1. Funds within a NACURH Office's budget are divided into line items. The NAO can authorize the transfer of funds from one line item to another not to exceed \$50.00 USD per line item per fiscal year. A majority vote of the NACURH Executive Committee can authorize any change in the line item distribution up to \$300.00 USD.

## Section 10.

### NACURH Office and Regional Spending Limits

1. Approval is required to spend the following amounts over budgeted line items:
  - a. \$0.00 - \$100.00 USD: At the Director and ADAF's Discretion

- b. \$100.01 - \$250.00 USD: Director and ADAF will seek Advisor's approval
- c. \$250.01+ USD: NCC approval will be needed via the method(s) determined by the Regional Director.
  - i. The NCO will need to gain the approval of the NACURH Board of Directors.

**Section 11. NACURH Budget Spending Limits**

1. Approval is required to spend the following amounts over budgeted line items:
  - a. \$0.00 - \$100.00 USD: At the Chairperson and NAO's Discretion
  - e. \$100.01 - \$250.00 USD: Majority vote of NACURH Executives
  - f. \$250.01+ USD NBD Approval required
2. For expenditures that are required by the NACURH Policy Book that result in overspending a line item, approval is not needed.

**Section 12. Voting Requirements for Allocation of Funds**

1. For approval of any special allocations over \$100.00 USD, a two-thirds (2/3) majority of those Regional Directors voting shall be required.
2. For approval of any special allocations under \$100.00 USD, a simple majority of those Regional Directors voting shall be required.

**Section 13. Reimbursements**

1. Reimbursements shall be defined as monies expended from a NACURH entity for re-compensation of services purchased on behalf of NACURH using non-NACURH funds.
2. Reimbursements can only be issued through a physical check authorized by any one (1) of the following individuals (individuals approving reimbursements must be authorized account signatories regardless of position):
  - a. NACURH Level Accounts
    - ii. NACURH Associate for Operations
    - iii. NACURH Chairperson
    - iv. NACURH Advisor
    - v. NACURH Conference Resource Consultant
  - b. Regional Level Accounts
    - i. Associate Directors for Administration & Finance
    - ii. Regional Directors
    - iii. Regional Advisors
    - iv. NACURH Associate for Operations
    - v. NACURH Chairperson
    - vi. NACURH Advisor
    - vii. NACURH Conference Resource Consultant
  - c. Office Level Accounts

- i. Associate Directors for Administration & Finance
  - ii. Office Directors
  - iii. Office Advisors
  - iv. NACURH Associate for Operations
  - v. NACURH Chairperson
  - vi. NACURH Advisor
  - vii. NACURH Conference Resource Consultant
3. Requests for reimbursements through an electronic transfer or wire must be approved by the NACURH Associate for Operations or NACURH Advisors. All associated fees will be absorbed by the entity associated with the request if approved. All requests will be made in writing to the NACURH Associate for Operations and the NACURH Advisors.
  4. The NACURH Advisors hold the primary authorization for all reimbursement checks for NACURH.
    - a. Associate Directors of Administration and Finance must be consulted before a reimbursement check is issued on behalf of their Region or Entity. The NACURH Associate for Operations must be consulted before a reimbursement check is issued on behalf of NACURH.
  5. Individuals who are issued a reimbursement check from NACURH, or any of its affiliated entities, are required to deposit by March 20th of each Fiscal Year or within 15 days, whichever is first, to ensure proper closeout for their entity's books unless otherwise approved by the NACURH Associate for Operations.
    - a. Should a check fail to be deposited prior to the March 20th deadline, the Finance Officer, in coordination with the NACURH Associate for Operations, shall have the ability to deny any pertaining reimbursement of funds.
  6. Any reimbursements issued from any NACURH level account, regional level account, or Office level account require proper receipts which reflect the amount(s) being issued.

## Section 14. Loans & Grants to Financially Troubled Regions & Offices

1. 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 months. Each region/office may receive only one grant or loan per fiscal year. Loans shall not be given or granted to individuals, be they current or former NACURH or Regional Board members, Directors, Executives, or Advisors.

## Section 15. Depreciation Policy

1. Purchases of tangible property less than \$2,500.00 per invoice or item will be expensed and not capitalized and depreciated in the organization's financial records.
2. The above item shall not apply to items purchased for resale, such as inventory.

3. Any tangible property purchases that must be capitalized and depreciated must be disclosed to NACURH's accountant in writing when financial records are provided to the accountant by either the NACURH Associate for Operations, NACURH Advisor, or regional Associate Directors for Administration and Finance for preparation of the annual tax return.

## Section 16.

### Promissory Notes

1. The NAO 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 NAO.

## Section 17.

### Distribution of Funds

1. Any office that needs some of its funds disbursed must complete a check request form and present it to the NAO. Upon receipt of the check request, the NAO shall determine if funds are available for that purpose. If funds are available, the NAO shall present a check to the requesting office.
2. All checks over the amount of \$100.00 USD will be mailed by use of certified mail and all checks over the amount of \$200.00 USD will make use of return receipt.
3. After receiving a check, the office must present receipts accounting for the funds. This must be done before the NAO can disburse any more funds to that office. The office presenting receipts should retain copies of such receipts.
4. Should the individual spending funds be reimbursed but not provide the Associate Director for Administration & Finance with receipts within thirty (30) days, that individual will be required to return any and all funds to NACURH, Inc., its affiliates, or NACURH Office respectively and may not be reimbursed for the expenditure.
5. Individuals serving as account signatories may never write checks to direct family members.
6. Individuals serving as account signatories may never write checks to themselves.
7. No funds shall be used to purchase apparel items unless considered to be inventory, which will be completely sold and exhausted.

## Section 18.

### Concluding Finances

1. Failure to return Financial Expenditure Forms to the appropriate Associate Director for Administration & Finance 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.

## Section 19.

### Trademarks

1. Every five (5) years, beginning in FY21, the NACURH Budget shall include \$1500 in the Taxes and Licenses line item for the purpose

of renewing NACURH registered trademarks.

## **ARTICLE V. TRAVEL**

### **Section 1. Travel Authorization**

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

### **Section 2. Travel Arrangements & Payment**

1. Actual arrangements for travel shall 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 NAO will determine, with the office, what is reasonable given current economic situations.

### **Section 3. Semi-Annual and Annual Business Meeting Travel**

1. NACURH shall pay transportation costs for the NACURH Chairperson, the NAO, the NAN, the NAO, the NACURH Advisor, the NACURH NRHH Advisor, and the CRC to the Semi-Annual and Annual Business meetings.

### **Section 4. NACURH Executive Travel to Regional Conferences**

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

### **Section 5. Semi-Annual and Annual Registration Fees**

1. See Title 10, Article III, Section 18 "Responsibility of the NACURH Budget for the Semi-Annual Business Meeting of the NBD" and Section 19 "Responsibility of the Annual Conference Host School for Annual Business Meeting of the NBD."

### **Section 6. Payment for NACURH Swap Conference Travel**

1. Individuals who are selected to attend NACURH swap conferences shall be responsible for planning their own travel, in coordination with the Regional Director or Regional Advisor of the regional conference they are attending.
2. No additional NACURH or regional funding beyond the established NACURH swap scholarship shall be used to pay for the cost of travel related expenses for swap conference attendance, either in the form of direct payment or regional scholarship.

### **Section 7. Mileage Reimbursement**

1. The NAO or Region/Office ADAF shall pay the Charitable Organization rate per mile provided by the Internal Revenue Service and United States Department of Treasury, or pay an exact reimbursement for receipts provided, for travel on behalf of



**Section 8. Travel Booking**

1. All flight, train, and bus tickets financed by NACURH or its affiliates must be booked at least thirty (30) business days prior to the departure, except in extreme circumstances. Failure to adhere to this policy is grounds for denial of reimbursement as determined by the Finance Officer and Advisor.

**ARTICLE VI. FINANCIAL ACCOUNTABILITY**

**Section 1. NACURH Advisor**

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

**Section 2. NACURH Associate for Operations**

1. 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 Associate Director for Administration & Finance, recorded on the memo section of the check, and the appropriate financial deposit paperwork shall be completed.

**Section 3. Monthly Financial Reports**

1. An official monthly financial report shall be sent from each region and office Associate Director for Administration and Finance to all account signatories each month following a deadline set at the discretion of the NACURH Associate for Operations.
  - a. It is the responsibility of the NACURH Associate for Operations, in collaboration with NACURH's accountant, to inform the Associate Directors for Administration and Finance of the specific items that must be included in the required monthly financial reports. Financial reports must accurately and comprehensively reflect all financial activity conducted on behalf of the respective region or office.
2. Each region's monthly financial report shall be made available to their member institutions upon completion. The NCO monthly financial reports shall be made available to the NACURH Board of Directors upon completion.
3. In the event that an Associate Director for Administration and Finance fails to complete and submit their required monthly financial report by the deadline set by the NACURH Associate for

Operations, the following action(s) shall be taken:

- a. First deadline infraction: the involved Associate Director for Administration and Finance shall receive a warning of the missed deadline from the NACURH Associate for Operations. Each Associate Director for Administration and Finance will be allowed two warnings per academic year, with one warning allowed between July 1 and December 31 and one warning allowed between January 1 and June 30.
  - b. Second deadline infraction: an official notice of the late financial report shall be sent to the respective Associate Director for Administration and Finance, Region or Office Director, Region or Office Advisor, and the NACURH Advisor. This notice shall include a reminder of the of the financial report expectations and impending repercussions for missed financial deadlines.
  - c. Third deadline infraction: an official notice of temporary loss of the respective Regional or Office account access and other financial privileges as defined by the NACURH Associate for Operations shall be sent to the involved Associate Director for Administration and Finance, Region or Office Director, and Region or Office Advisor.
    - i. All financial privileges will be restored to the involved region or office upon completion of the late financial report at the discretion of the NACURH Associate for Operations.
    - ii. Upon completion and submission of the late financial report, the NACURH Associate for Operations will take the necessary steps to restore the region or office's access to their NACURH account within one (1) week of the report submission.
  - d. Fourth deadline infraction: an evaluation of the involved Associate Director for Administration and Finance, following the process outlined in Title 12, Article II, Section 3, shall occur
  - e. Should an Associate Director for Administration and Finance fail to complete and submit their required monthly financial report prior to the deadline set by the NACURH Associate for Operations, the involved region or office shall still be expected to submit their report within seven (7) days of the set deadline in addition to the above actions taking place.
4. Extensions for financial reports may be granted only by the NACURH Associate for Operations due to unforeseen or extenuating circumstances, and shall only be granted prior to the official deadline set by the NACURH Associate for Operations.
- a. Appeals for extensions must be sent by the Region or Office Associate Director for Administration and Finance, Director, or

## Section 4.

### Annual Financial Reports

1. An official annual financial report shall be sent from each region and office Associate Director for Administration and Finance to all account signatories that encompasses all activity for the entire fiscal year. The report must be submitted to the account signatories by the 15th and reviewed by the NACURH Associate for Operations and NACURH's accountant by the 22nd of the month following the end of the fiscal year.
  - a. It is the responsibility of the NACURH Associate for Operations, in collaboration with NACURH's accountant, to inform the Associate Directors for Administration & Finance of the specific items that must be included in the required annual financial reports.
2. Extensions for financial reports may be granted only due to unforeseen or extenuating circumstances. The NACURH Associate for Operations reserves the right to grant or deny any extension requests from a region or office.
  - a. In the case an extension is granted to an entity, the deadline for the annual financial report will be the 20th of the month following the end of the Fiscal Year. If the 20th of the month falls on a Saturday, Sunday, Religious Observance, or National Holiday, then the deadline will become the next business day.
3. It is the responsibility of all account signatories for an entity to ensure that the annual financial report is submitted prior to the respective deadline or all individuals will be subject to immediate removal from office.
4. In the event that an entity fails to complete and submit their required annual financial report, the following action(s) shall be taken:
  - a. The NACURH Associate for Operations, NACURH Chairperson, NACURH Advisor, and the NACURH Conference Resource Consultant reserve the right to make an official closure of the involved entity's accounts following the process outlined below:
    - i. The NACURH Advisor will be charged with officially removing the individuals in violation from all NACURH-owned accounts.
    - ii. All money will be transferred from the respective region or office accounts, including but not limited to the checking account, savings account, Vanguard account, etc., to the designated NACURH account.
    - iii. Transferred money will be moderated by the NACURH Advisor and NACURH Associate for Operations until the violation has been resolved. All interest earned will be property of the NACURH account.
    - iv. All fees associated with, but not limited to, closing, reopening, transferring of money, or returned checks due

- to insufficient funds or account closing will be the responsibility of the region or office involved.
- b. The NACURH Chairperson and NACURH Associate for Operations, in coordination with the NACURH Advisor, will be responsible for conducting an evaluation of the involved region or office account signatories to determine the possibility of termination from their role within the respective region or office.
- c. The NACURH Chairperson and NACURH Associate for Operations will assume responsibility of the outstanding annual financial report, ensuring that a complete report is submitted to the NACURH's accountant by the 22nd of the month following the end of the Fiscal Year.
- d. At the conclusion of the actions stated above, the NACURH Executive Committee will be responsible for any restorative actions required by the involved entity. Additionally, the NACURH Executive Committee reserves the right to appoint a Director and Associate Director for Administration and Finance from individuals currently serving on the respective Regional Board of Directors or Office Staff taking into account any current gavel order that exists in any regional policy and in collaboration with any remaining members of the Regional Board of Directors or Office Staff.
  - i. Candidates within a Regional Board of Directors must meet the qualifications of Regional Director or Regional Associate Director for Administration and Finance as outlined in their affiliated regional Policy Book in order to be eligible for appointment.

## Section 5.

### NACURH Funds Management

1. At the end of each fiscal year, all accounts considered to be part of the NACURH operating fund, Regional Savings Fund, and short-term reserve fund, as outlined in the NACURH Investment Policy, shall be adjusted as follows:
  - a. Operating Fund
    - i. Accounts may not exceed the budgeted amount for expenses of the upcoming fiscal year. Any excess above that amount shall be transferred into Regional Savings, the Short-Term Reserve Fund, or the Long-Term Reserve Fund.
  - b. Regional Savings Fund
    - i. Accounts may not exceed the average budgeted expenses from the past 3 fiscal years plus \$22,000. Any excess above that amount shall be transferred into either the Short-Term Reserve Fund or the Long-Term Reserve Fund.
    - ii. Any specifically allocated trusts or similar funds shall not be included in this maximum.
  - c. Short-Term Reserve Fund

- i. Accounts shall not exceed the average budgeted expenses from the past 3 fiscal years. Any excess above that average shall be transferred into Regional Savings or the Long-Term Reserve Fund.
- ii. Accounts shall not be less than half the average budgeted expenses from the past 3 fiscal years. If any account should fall beneath that average, the NAO in consultation with NACURH's accountant shall propose a course of action. Funds should only be drawn out of the Long-Term Reserve Fund under the advice of the NAO and NACURH's accountant with approval by the NACURH Finance Committee.

## Section 6.

### Accounts Receivable

1. On April 15, schools having outstanding debts to NACURH Offices or Regions shall be notified 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 7.

### Accounts Payable

1. Individual officer of a previous year must notify the appropriate Associate Director for Administration & Finance of all bills and outstanding debts that are to be paid no more than thirty 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 days will not have to be paid by NACURH, Inc., its regional affiliates, or the NACURH Offices.

## Section 8.

### Xero

1. Every Region/Office shall be required to use the same version of Xero. Upgrades are to be made upon the recommendation of the NAO, with consultation from NACURH's accountant.

## Section 9.

### Tax Return Review & Approval

1. The NACURH 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 NACURH 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 NACURH Board, not just the voting members.

## Section 10.

### Xero Back-Up Data

1. The Xero backup must be sent in a manner specified by the NAO.
2. The Xero backup must be submitted by April 22 to the NAO.
3. Before submitting the backup to the NAO, the Region or Office's

EOTY must be approved by the NAO. The NAO may grant an extension to the April 22 deadline if changes are required to the EOTY.

4. Any region or office that does not submit a Xero backup will have all region/office financial accounts frozen until the backup has been received by the NAO.
5. Each Associate Director for Administration & Finance shall be responsible for backing up all Xero files to a flash drive, hard drive, or other external storage device every month. This backup should be performed within one week of the completion of each monthly financial reconciliation report.

## Section 11.

### Engagement of Financial Contracts

1. 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 NAO, Advisor, and the Chairperson for NACURH, Inc.
2. 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 NAO, Advisor, and the Chairperson for NACURH, Inc.
3. If any individual knowingly engages in an oral or written contract that involves a financial transaction, they are liable for all cost incurred, as this will not be viewed as a valid contract for NACURH, Inc. and/or its affiliates/offices.
4. In order for an elected official to sign a written contract on behalf of NACURH, Inc., it must be reviewed by the NAO, NACURH Advisor, and the Chairperson.

## Section 12.

### Cash & Coin Policies

1. In the event that NACURH, Inc. and/or its affiliates offices collect cash or coin, the Associate Director for Administration & Finance, and Advisor, or Director must both count, confirm, and sign/verify the total amount of currency on the Cash Verification Form.
2. Should the Associate Director for Administration & Finance, Advisor, or Director receive cash while not in the presence of one another, a professional staff member of that individual's respective host institution must count, confirm, and verify the total amount of currency on the Cash Verification Form in addition to the individual elected official. If there is cash or coins in multiple different currencies, a separate Cash Verification Form must be used for each currency.
3. 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.
4. The cost of converting currency into US Dollars or into an appropriate negotiable financial instrument may be covered by the Bank Fees line item of the Chart of Accounts.

5. 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 Associate Director for Administration & Finance, Advisor, or Director to have the currency converted to a negotiable financial instrument prior to sending the deposit via mail.

**Section 13. No Pay - No Pin Policy**

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

**Section 14. Financial Transaction Form**

1. A "Financial Transaction" form shall be required for the expenditure of all funds. A Financial Transaction Form must be given to the NAO with receipts attached to justify the amount of the expenditure whenever funds are received from the NACURH Account. If the receipts are in a currency other than the US Dollar, this must be clearly indicated. Failure to return this form to the NAO within sixty days could result in the demand that all or part of the funds be returned to NACURH, Inc. (The NAO shall have the Financial Transaction Form for anyone who shall request a reimbursement.)

**Section 15. Corporate Risk & Liability**

1. NACURH shall possess Corporate Risk & Liability Insurance
2. The NACURH Advisor shall oversee the process of obtaining quotes and securing contracts with insurance providers

**Section 16. Balanced Budgets**

1. NACURH, the Regional Affiliates of NACURH, and the Offices of NACURH must present balanced operating budgets each Fiscal Year.
  - a. A balanced budget is defined as a situation where revenues equal expenses or where revenues exceed expenses, but not where expenses exceed revenues.
2. The Regional or Office Associate Directors for Administration & Finance will present this budget to the NAO for review on a timeline deemed appropriate by the NAO, prior to their formal proposals.
3. The NAO will present their budget to the Associate Directors for Administration & Finance and Executive Committee for review on a timeline deemed appropriate by the NACURH Chairperson, prior to their formal proposal.
4. Budgets are not permitted to be proposed to the Regional Affiliates if they are unbalanced, meaning expenses exceed revenues.

## ARTICLE VII. CONFERENCES

### Section 1. Annual Conference Loan

1. See Title 10, Article III, Section 7 "Annual Conference Loan."

### Section 2. Conference Add-On Fee

1. The Annual Conference will have a minimum \$15.00 USD/delegate fee to be included as a line item in the Annual Conference Budget. This fee includes delegates and advisors, excluding the NACURH Executives, NACURH Board of Directors, NACURH NRHH Board of Directors, guests, Annual conference host staff, and conference volunteers. This shall be paid to NACURH to the last day of the Annual Conference.

### Section 3. Annual Conference Excess

1. In the event that there is a Annual Conference excess of \$5,000.00 USD or more, NACURH, Inc. will award a gift of 30% or up to \$5,000.00 USD, whichever is lower, to the Annual 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 gift is intended as a maximum amount in either starting or adding to an RHA leadership scholarship fund.
2. The remaining Annual Conference excess funds will be divided up and allocated into the following areas:
  - a. 10% will be allocated to a "Technology Fund"
  - b. 10% will be allocated to a "Long Term Investment Fund"
  - c. 35% will be allocated to the NACURH Capital Budget
  - d. 10% will be allocated to the NACURH Contingency Account
  - e. 10% will be allocated to the NACURH Accessibility Fund
    - i. In the event that the NACURH Accessibility Fund exceeds \$3,000.00 USD, this 10% will be reallocated to the next annual conference host institution
  - f. 25% shall be turned over to the next annual conference to help lower delegate costs.
3. The "Long Term Investment Fund" will be used to insure that NACURH will have ample reserve funds.
4. 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.
5. The above breakdowns for the use of the Annual Conference budget will only be used if 10% of the average Annual Conference budget is currently present in NACURH's contingency account, as designated by the NAO.
6. This section shall apply only to the official conference excess as



reported in the conference wrap up report.

#### Section 4.

#### Annual Conference Deficit

1. If there is an Annual Conference deficit, the first \$500.00 USD must be paid by the host school, with the remainder, if any, shared equally by NACURH and the host school.

#### Section 5.

#### Concluding Finances

1. See Title 10, Article VII, "Annual Conference Wrap-Up."

#### Section 6.

#### NBD Representative Fee Waivers

1. The official NBD representative to a Regional Conference shall have their conference fees waived, provided three 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 7.

#### Unpaid Annual Conference Bills

1. If there is a conference deficit, all unpaid conference bills shall be invoiced by the NAO, with payments due to the NAO 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.
2. If the conference breaks even, or if there is conference excess, all unpaid conference bills over \$100.00 USD shall be invoiced by the NAO, with payments due to the NAO 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

1. For monies that the NACURH NBD would like to access, the following guidelines exist.
  - a. The NACURH contingency funds are for use in any situation deemed an extreme emergency by consensus agreement of the NBD.
  - b. The NACURH funds must be reimbursed in full as soon as possible.

- c. The signature of the NACURH Chairperson, NACURH Advisor, and NAO are required for removal of funds.
- d. Any use of NACURH portion of the contingency fund must be placed on the next agenda of the NBD meeting.
- e. Interest earned on the NACURH portion of the contingency will be placed in the general NACURH account.

**Section 2. Regional & Office Usage Guidelines**

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

**Section 3. Expenditure Guidelines**

- 1. At no time are contingency funds to be used for non-essentials.
- 2. 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**

- 1. The NACURH Advisor shall monitor the Contingency Fund via monies with the NACURH Advancement Society.

**ARTICLE IX. TECHNOLOGY**

**Section 1. NACURH Technology Package**

- 1. 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 \$300.00 USD per item. NACURH and its' affiliates shall only purchase new hardware and software.
- 2. All computers must have the following software:
  - a. MS Office
  - b. General Office Productivity
- 3. 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 and office publish all documents in a format that is accessible to everyone.
- 4. The NACURH Corporate Office (NCO) is in charge of maintaining the NACURH server(s) and is responsible for maintaining the following domain names: [www.nacurh.org](http://www.nacurh.org), [www.nacurh.com](http://www.nacurh.com) and [www.nacurh.net](http://www.nacurh.net). Any other domain names are left up to the discretion of the NBD and must be approved both by the NCO and the NBD to be maintained on the NACURH web server.
- 5. 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 NCO of any changes.

## Section 2.

### Technology Recycling

1. 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.
2. Before any laptop is recycled, all NACURH related data must be backed up and transferred to another NACURH storage device.
3. Before any laptop is recycled, the hard drive of the laptop must be securely erased beyond recovery.
4. Before any mass storage device is recycled, all data must be securely erased beyond recovery.
5. If reimbursement is rendered for recycled technology, it shall be allocated to future purchases. The appropriate Associate Director for Administration & Finance shall move the monies to the correct account and line. If received in a gift certificate form, it will be saved by the appropriate individual for future technology purchases.
6. 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.
7. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
8. Laptops to be recycled may not be utilized for personal gain or use.

## Section 3.

### Technology Liability

1. Any NACURH Executive Committee member, NACURH Annual Conference staff member, or NACURH Corporate Office staff member who are issued NACURH-owned technology shall be required to sign and submit a Technology Liability Form to the NACURH Associate for Operations within thirty (30) days of the close of the NACURH Annual Conference.
  - a. Should a new NACURH-owned technology item be provided to a NACURH Executive Committee member, NACURH Annual Conference staff member, or NACURH Corporate Office staff member during their term of office, a new Technology Liability Form must be signed within thirty (30) days of receiving the technology item.
2. In the event that NACURH-owned technology is not returned or returned with excessive physical damage or damage to software

from misuse, the person assigned to the respective technology will be required to reimburse NACURH for the cost of repair or replacement, whichever option is of lower cost. Repair or replacement of NACURH-owned technology must be approved by the NACURH Associate for Operations and NACURH Advisor.

3. If repair or replacement of NACURH-owned technology is deemed necessary, the NACURH Executive Committee member, NACURH Annual Conference staff member, or NACURH Corporate Office staff member must provide reimbursement to NACURH within thirty (30) days of an invoice being issued.
4. In the event that reimbursement is not provided by the NACURH Executive Committee member, NACURH Annual Conference staff member, or NACURH Corporate Office staff member assigned to the NACURH-owned technology within thirty (30) days of an invoice being issued, the NACURH Executive Committee member, NACURH Annual Conference staff member, or NACURH Corporate Office staff member's host institution may be held responsible for the cost of repair or replacement of the respective NACURH-owned technology item.

## ARTICLE X. NACURH Capital Budget

### Section 1. NACURH Usage Guidelines

1. The NACURH Capital Budget shall be used to facilitate one-time expenses and/or investments for the long-term benefit of NACURH and support of its services.
2. The NBD shall be responsible for the NACURH Capital Budget, including the management and use of its funds.
3. For monies that the NBD would like to access, the following guidelines exist:
  - a. The NACURH Capital Budget may be used at the discretion of the NBD to fund initiatives not included in the Operating Budget or to expand existing services.
  - b. The Capital Budget should not be used to offset a deficit in the Operating Budget unless the NBD determines it to be a necessary response to unexpected changes in the Operating Budget.
  - c. Transfers from the NACURH Capital Budget shall require a 2/3 majority vote of the NBD.
  - d. The signature of the NACURH Chairperson, NACURH Advisor, and NAO are required for removal of funds.
4. Interest earned on the NACURH Capital Budget shall be recorded as revenue on the account.

### Section 2. Regional & Office Usage Guidelines

1. The NBD is authorized to use the Capital Budget to support regional and/or Office initiatives under the guidelines in Section 1.

2. Regional and/or Office allocations from the NACURH Capital Budget do not need to be paid back, and do not constitute a loan from NACURH.
3. If any Region/Office is granted funding from the NACURH Capital Budget, they will be required to submit a report including details on how the funds were spent, impacts, and any problems encountered, no later than the close of the current fiscal year.
  1. This report shall be made available to the NACURH Boards and voting members of the region in question. If an Office receives the funds, the report shall be made available to all NACURH voting members.

### Section 3.

#### Funding Guidelines

1. The NBD should seek to maintain a moderate balance in the NACURH Capital Budget to allow for future expenses and the long-term sustainability of the Capital Budget.
2. It is the responsibility of the NAO to advise the NBD on the overall health and sustainability of the Capital Budget.
3. Any budgeted excess in the NACURH Operating Budget shall be allocated to the Capital Budget.
4. The NBD may further fund the Capital Budget as necessary through a 2/3 majority vote. The NAO may recommend such allocations in response to unexpected and unbudgeted revenues, or as fiscal conditions change throughout the year.

### Section 4.

#### Account Location

1. The NAO shall monitor the NACURH Capital Budget as a standalone account with NACURH's bank, and report on its status to the NACURH boards at the Semi-Annual and Annual Business Meetings.

## ARTICLE XI.

### ACCOUNTANT

1. The NACURH Associate for Operations and NACURH Advisor are responsible for recruiting and managing the services of an accountant as the need is determined by the NACURH Executive Committee or the NBD in accordance with NACURH fiscal operations.
2. The selected accountant will be responsible for filing NACURH's taxes annually.
3. In conjunction with the NAO and NACURH Advisors, monitor NACURH's investment accounts with the intent of creating a coherent investment strategy.
4. Shall be available to the NACURH Executives and advisors on corporate financial issues and concerns
5. The NACURH Associate for Operations shall notify the NACURH

Board of Directors in writing upon the agreement of an accountant's services and upon the termination of an accountant's services.

## ARTICLE XII. ADVANCEMENT SOCIETY

### Section 1.

#### Purpose

1. The purpose of the Advancement Society is to establish and recognize those who make individual monetary contributions to NACURH, Inc., providing an avenue to recognize others for their leadership in NACURH by donating on their behalf and generating interest money to support NACURH leadership development, recognition, scholarships, grants, honorariums and general financial support.

### Section 2.

#### Benefits

1. The primary benefit of the Advancement Society is to provide contributors with recognition of their support. NACURH will solicit the individual's name, institution, permanent email address, years of involvement and short summary of involvement.
2. Levels of Support & Recognition
  - a. Bronze Level | \$25.00 - \$49.00 USD
    1. NACURH Word Cloud Pin and Pen w/card about Advancement Society.
  - b. Silver Level | \$50.00 - \$99.00 USD
    1. NACURH Word Cloud Pin, Advancement Society Pin and pen.
  - c. Gold Level | \$100.00 - \$499.00 USD
    1. NACURH Word Cloud Pin, Advancement Society Pin, pen, and paperweight; recognized in annual conference book and on the NACURH website.
  - d. Platinum Level Over | \$500.00 +
    1. NACURH Word Cloud Pin, Advancement Society Pin, pen, paperweight, and plaque; recognized in annual conference book and on the NACURH website.
3. In addition to the specific benefits outlined in the above levels, the following benefits are available to all members of the Advancement Society:
  - a. Shall receive an invitation to attend and be recognized at each annual NACURH Conference.
  - b. Shall receive a digital copy of NACURH's major publications and the list of Advancement Society inductees.

### Section 3.

#### Advancement Society Fundraising Priorities

1. Prior to the start of each fiscal year, the NACURH Executive

- Committee shall identify fundraising goals for the upcoming fiscal year.
2. The Advancement Society Consultant shall work in conjunction with the NACURH Executive Committee to develop and implement fundraising strategies to meet the fiscal year fundraising goals.
  3. A progress report shall be presented at the semi-annual and annual business meetings related to funds raised and their uses.

## ARTICLE XIII. NACURH INVESTMENT POLICY

### Section 1.

#### Introduction

1. This statement of investment policy was adopted by the NACURH Board of Directors of the National Association of College and University Residence Halls, Inc. in August 2015, to provide for the creation of, and guidelines for the management of various funds held by the aforementioned organization. These policies supersede any and all prior actions regarding investment policies.

For the purposes of managing investment risk and to optimize returns within acceptable risk parameters, the following funds will be created and held as separate investment pools.

- a. Operating Fund
- b. Short-Term Reserve Fund
- c. Long-Term Reserve Fund(s)

### Section 2.

#### Procedures

1. The following procedures will be followed to ensure the investment policy statement is consistent with the mission of NACURH, Inc. and accurately reflects current financial conditions:
  - a. The Finance Committee, comprised of the NACURH Chairperson and the NACURH Advisor as ex-officio, non-voting members, and each regional Associate Director for Administration and Finance as well as the office Associate Director for Administration and Finance, chaired by the NACURH Associate for Operations, and advising by the corporate accountant as deemed necessary by the committee, shall meet and review this policy yearly.
  - b. The Finance Committee will recommend any changes in this policy to the NACURH Board of Directors, passable by a 2/3 majority vote.
2. The following procedures will be used to determine the dollar amount to be placed in each of the various funds.
  - a. The NACURH Associate for Operations will recommend the dollar amounts to be held in the Operating Fund and Short-Term Reserve Fund.
  - b. The Finance Committee will recommend the dollar

amounts to be held in the Long-Term reserve fund(s).

### Section 3.

#### Delegation of Authority

1. The Finance Committee is a fiduciary and is responsible for directing and monitoring the investment management of the various fund assets on behalf of NACURH. As such, the Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to Investment Management Consultants, Investment Managers, Custodians, and additional specialists. While this may not be necessary, the committee reserves any and all rights to do so. In the event that the services of a registered investment manager are sought to manage portions of the Long-Term Reserve, the following procedure shall be followed to engage a new or replace a current investment manager:
  - a. The Chairperson of the Finance Committee will recommend the hiring or replacing of an investment manager to the NACURH Board of Directors.
  - b. The Chairperson of the Finance Committee will nominate prospective candidates and send a request for proposal to each candidate.
  - c. The Chairperson of the Finance Committee will review proposals and interview candidates to determine appropriate investment manager(s).
  - d. The Finance Committee will make the hiring recommendation to the NACURH Board of Directors, who shall have the final approval with a 2/3 majority decision.

### Section 4.

#### Operating Fund

1. Purpose
  - a. The purpose of the Operating Fund is to provide sufficient cash to meet day-to-day obligations of NACURH in a timely manner.
2. Investment Objectives
  - a. The investment objectives of the Operating Fund are:
    - i. Liquidity
    - ii. Preservation of Capital
    - iii. To optimize the investment return within the constraints above
3. Investment Guidelines
  - a. Allowable Investments
    - i. The NACURH Associate for Operations and NACURH Advisor, if authorized by the NACURH Board of Directors, will invest the Operating Fund as follows:
      1. Demand Deposit Accounts (Checking)
      2. Interest-bearing DDA Accounts
  - b. Maturity
    - i. The maturities on investments of the Operating



Fund shall be immediate.

- c. Reporting
  - i. Finance Officers shall have direct access to account statements.

## Section 5.

### Regional Savings Fund

- 1. Purpose
  - a. The purpose of the Regional Savings Fund is to provide regions access to multi-year financial planning to advance initiatives and make necessary purchases.
- 2. Investment Objectives
  - a. The investment objectives of the Regional Savings Fund are:
    - i. Preservation of capital
    - ii. Liquidity
    - iii. To optimize the investment return within the constraints above
- 3. Investment Guidelines
  - a. Allowable Investments
    - i. The Regional Savings Fund shall be invested as follows:
      - 1. Savings Accounts
      - 2. Interest-bearing savings accounts
      - 3. Money Market accounts
  - b. Maturity
    - i. The maturities on investments of the Regional Savings Fund shall be 12 months or less.
  - c. Reporting
    - i. Finance Officers shall have direct access to account statements.
- 4. Contents
  - a. The Regional Savings Fund shall include the following sub-accounts: Accessibility Fund, Technology Fund, General Savings Fund.
  - b. Accessibility Fund
    - i. Shall follow the account balance policies defined in Title 10: Conferences and Events, Article IX, Section 14 of the NACURH Policy Book.
  - c. Technology Fund
    - i. Shall have a maximum balance of \$10,000.
  - d. General Savings Fund
    - i. May be further partitioned by regional policy.
    - ii. Shall be funded and spent according to regional policy.
    - iii. Shall have a maximum balance of the average budgeted expenses from the past 3 years.

## Section 6.

### Short-Term Reserve Fund

1. Purpose
  - a. The purpose of the Short-term Reserve Fund is to meet the expenses occurring as a result of unanticipated activities and to improve the return on the funds held for expenditure for up to five years.
2. Investment Objectives
  - a. The investment objectives of the Short-Term Fund are:
    1. Preservation of capital
    2. Liquidity
    3. To optimize the investment return within the constraints above
3. Specific Investment Goals
  - a. Over the investment time horizon established, it is the goal of the Short-Term Reserve Fund assets to realize a total return in excess of the rate of inflation, as measured by the Consumer Price Index. Additionally, these funds should be more aggressively invested beyond CDs with balanced mutual funds with the desire for income.
4. Diversification
  - a. Investment management of the assets of the Short-Term Reserve Fund shall be in accordance with the following asset allocation guidelines with the requirement that equity exposure be capped at 20%.
5. Investment Guidelines
  - a. Allowable Investments
    1. The NACURH Associate for Operations and NACURH Advisor, if authorized by the NACURH Board of Directors, will invest the Operating Fund as follows:
      - i. Interest bearing saving accounts
      - ii. Certificates of Deposit at insured banking institutions
      - iii. Money market funds that invest in government backed securities
      - iv. Interest bearing checking accounts
      - v. Direct obligations of the U.S. Government, its agencies and instrumentalities
      - vi. Mutual funds that invest in direct obligations of the U.S. Government, its agencies and instrumentalities
      - vii. Mutual Funds that invest in securities
  - b. Maturity
    1. The maturities on investments of the Short-Term Reserve Fund shall be 5 years or less.
  - c. Reporting
    1. The NACURH Associate for Operations or their designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:

- i. Schedule of investments which is to include a schedule of performance since inception, last 5 years, and since purchase
- ii. Interest income year to date
- iii. Current yield

## Section 6.

### Long-Term Reserve Fund

#### 1. Purpose

- a. The purpose of the Long-term reserve fund(s) is/are to provide secure long-term funding for the mission of NACURH. The assets of the Long-term reserve fund(s) shall be managed in such a way as to facilitate the organization's goals and objectives as outlined by the NACURH Board of Directors. Expenditure of the principal is board designated unless otherwise designated by any applicable donor(s) in part or in whole. Also, at the discretion of the NACURH Board of Directors, up to 100% of the yearly total return may be utilized for program and agency expenses unless restricted for specific purposes by the aforementioned donor(s).

#### 2. Investment Objectives

- a. In order to meet its needs, the investment strategy of the Long-term reserve fund(s) is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.
- b. Specifically, the primary objective of the Long-term reserve fund(s) shall be:
  - i. Long-Term growth in capital – to emphasize the Long-term growth of principal while avoiding excessive risk. Short-Term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.
  - ii. Preservation of purchasing power – to achieve returns in excess of the rate of inflation plus spending over the investment time horizon in order to preserve the purchasing power of agency.

#### 3. Investment Guidelines

##### a. General Principles

- i. Investments shall be made solely in the interest of NACURH and Long-term reserve fund(s).
- ii. The assets shall be invested with care, prudence and diligence under the circumstances then prevailing that a prudent investor in like capacity and familiar with matter would use in an investment of a like fund.
- iii. Investment of these funds shall be so diversified as to minimize risk of large losses, unless under the circumstances it is clearly prudent not to do so.

- iv. NACURH may employ one or more investment managers of varying styles and philosophies to attain the Fund's objective.
  - v. Cash is to be employed productively at all times by investments in Short-Term cash equivalents to provide safety, liquidity and return.
- b. Specific Investment Goals
- i. Over the investment time horizon established it is the goal of the Long-term reserve fund(s) assets to realize a total return in excess of the rate of inflation, as measured by the Consumer Price Index.
  - ii. The goal of the investment manager shall be to meet or exceed the market index selected and agreed upon by the Finance Committee that most closely corresponds to the general principles stated above.
4. Diversification
- a. Investment management of the assets of the Long-term reserve fund(s) shall be in accordance with the following asset allocation guidelines with the requirement that equity exposure be capped at 80%.
  - b. The Finance Committee may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate portfolio, such disciplines must fit within the overall asset allocation guidelines established in this statement.
  - c. The Finance Committee will meet annually to monitor and reevaluate investment allocation in reference to the Long-term reserve fund(s) asset classes.
5. Allowable Assets
- a. Cash Equivalents
    - i. Treasury bills
    - ii. Money Market Funds
    - iii. Commercial Paper
    - iv. Banker's acceptances
    - v. Repurchase Agreements
    - vi. Certificates of Deposits from insured banking organizations
  - b. Fixed-Income Securities
    - i. US Government and Agency securities
    - ii. Corporate notes and bonds (investment grade,  $\geq$  BBB)
    - iii. Mortgage-backed bonds
    - iv. Preferred stock
  - c. Equity Securities
    - i. Common stock (Securities representing equity ownership in a corporation, providing voting rights, and entitling the holder to a share of the company's

- success through dividends and/or capital appreciation)
      - ii. Convertible notes and bonds
      - iii. Convertible preferred stocks
      - iv. American Depository Receipts (ADRs)
    - d. Mutual Funds that invest in securities allowed in this statement.
    - e. To ensure marketability and liquidity, equity investments shall be executed through nationally recognized exchanges such as the New York Stock Exchange, American Stock Exchange and NASDAQ.
  - 6. Performance
    - a. The Long-Term Reserve Fund(s) will be evaluated at least semi-annually on a total return basis. The evaluation will be based on the stated investment goals. Comparisons will show results for the year-to-date. The report will be prepared by the NACURH Associate for Finance and will be presented to the Finance Committee at least semiannually. The Finance Committee will present a report to the NACURH Board of Directors at least annually.

## Section 7.

### Policies

1. Investment Income
  - a. Dividends and capital gains will not be reinvested into the long-term reserve fund(s) unless dictated by the Finance Committee.
  - b. Income from NACURH long-term reserve fund(s) will be transferred into the operating budget of NACURH, as presented by the NAO.
  - c. Income from NACURH long-term investment fund(s) will be transferred into the Regional/Office operating budgets, as presented by the Finance Officers. Income must be used solely for scholarships and/or grants.
2. Short-Term Reserve Accounts
  - a. Access to funds held within the Short-Term Reserve Funds by each region must be by means of a 2/3 majority vote of their regional voting representation and a concurring vote of 2/3 majority by the NACURH Board of Directors.
  - b. Access to funds held within the Short-Term Reserve Funds by NACURH must be by means of a 2/3 majority vote of the NACURH Board of Directors.
  - c. Access to these funds shall only be in the event of an emergency.
3. Long-Term Reserve Accounts
  - a. This fund is only to be used by the regions and NACURH if all other options are exhausted.
  - b. Access to funds held within the Long-term reserve fund(s) by NACURH must be through a 2/3 vote of the NACURH Board of Directors. Consultation with the Finance

Committee shall take place when possible.

- c. Financial Record Keeping
- d. The NACURH Associate for Operations shall maintain all records of allocation by each region, reporting this to the corporate accountant and NACURH Board of Directors yearly.
- e. Should funds be pooled, it is expected that the NAO keep proper records of percentages contributed by each region or NACURH itself.

## Section 8. Amendments to the Investment Policy

1. As the need may arise, the Finance Committee shall make official recommendations for revisions to the Investment Policy to the NACURH Board of Directors via a  $\frac{2}{3}$  vote of the Finance Committee.
2. Revisions to the Investment Policy may be made via a  $\frac{2}{3}$  vote of the NACURH Board of Directors.

# ARTICLE XIV. Accessibility Funds

## Section 1. NACURH Accessibility Fund

1. The NACURH, Inc. Accessibility Fund shall cover any costs for accessibility needs of NACURH in compliance with the Americans with Disabilities Act of 1990 (ADA) or national law equivalent.
  - a. Additional accessibility needs outside of standard ADA or national law equivalent may be covered by this fund on a case by case basis as deemed necessary by the NACURH Executive Committee. Possible accommodations may include but are not limited to:
    - i. Accommodations for NACURH leadership travel to the NACURH Executive Retreat
    - ii. Lodging and/or dietary accommodations for the NACURH Executive Retreat
    - iii. Additional accommodations for travel, lodging, and/or dietary accommodations needed for additional travel outside of regularly occurring conferences
    - iv. Reasonable accommodations for NACURH Leadership to be able to fulfill their role within NACURH
    - v. Purchase of use of any software/applications as an accommodation
2. The NACURH Inc. Accessibility Fund shall be maintained as outlined in Title 10: Conferences and Events, Article II, Section 23 of the NACURH Policy Book.

## Section 2. Regional Accessibility Funds

1. The Regional Accessibility Funds shall cover any costs for accessibility needs of each region in compliance with the Americans with Disabilities Act of 1990 (ADA) or national law equivalent.
  - a. Additional accessibility needs outside of standard ADA or national law equivalent may be covered by this fund on a case by case basis as deemed necessary by the Regional Board of Directors. Possible accommodations may include but are not limited to:
    - i. Additional accommodations for travel, lodging, and/or dietary accommodations needed for additional travel outside of regularly occurring conferences
    - ii. Reasonable accommodations for Regional Leadership to be able to fulfill their role within NACURH
    - iii. Purchase of use of any software/applications as an accommodation
2. The Regional Accessibility Funds shall be maintained as outlined in Title 10: Conferences and Events, Article IX, Section 14 of the NACURH Policy Book.

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# TITLE 13

## RISK MANAGEMENT

ARTICLE I  
PURPOSE & DEFINITIONS

ARTICLE II  
HUMAN RESOURCES ACCOUNTABILITY

ARTICLE III  
TRAVEL

ARTICLE IV  
CONFERENCES

ARTICLE V  
RECORDS RETENTION AND DESTRUCTION



## ARTICLE I. PURPOSE AND DEFINITIONS

### Section 1. Purpose

1. The purpose of these policies is to provide a professional environment that is free from harassment and discrimination in which diverse participants may learn, network, and otherwise participate in an environment of mutual respect. Each individual has the right to be in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.

### Section 2. Definitions

1. Risk Management
  - a. Risk management is defined as the identification, prioritization, minimization, and avoidance of possible risks involved. This policy is intended to assist NACURH, and its affiliates, in reducing the risk exposure of the region by taking actions designed to reduce the risk of acting in a negligent manner.
    - i. This policy is not a substitute for individual responsibility for any organizational members and should not be used as such.
2. Workplace
  - a. Workplace, hereinafter referred to as NACURH spaces, includes any place where NACURH Leadership performs work for the NACURH, including off-premise situations with a relationship to our work, such as, but not limited to: retreats, site visits, professional conferences, meetings (in-person or virtual), and certain social interactions.
3. Unprofessional Behavior
  - a. Unprofessional Behavior is unwelcome physical, verbal, or non-verbal conduct in NACURH Spaces that causes a

reasonable person to feel intimidated, threatened, humiliated, or demeaned. A person may experience Unprofessional Behavior even if the behavior is not aimed directly at them. If a person does not object to Unprofessional Behavior at the time it occurs, it does not mean that they are consenting to the behavior.

- i. Unprofessional Behavior in the Workplace may include, but is not limited to:
  1. inappropriate/ insensitive jokes;
  2. crass comments;
  3. inappropriate chats/ texts/ group emails;
  4. excessive alcohol consumption;
  5. public reprimands to embarrass or demean, or personal insults;
  6. repeated criticism on matters unrelated to the person's job performance or duties or abusive comments;
  7. spreading rumors and gossip regarding individuals;
  8. intimidation, bullying including yelling or shouting;
  9. making obscene or intimidating gestures, including impeding or blocking normal movement; or
  10. interfering with a person's ability to perform their job responsibilities, which can involve excluding or isolating a person from work-related activities, such as important meetings and/ or communications.

#### 4. Bias

- a. Bias involves any discriminatory act against an individual or a group based on their identity. Examples of identity include, but are not limited to: age, religion, disability (physical and/or mental), race, ethnicity, national origin, sex, gender identity, sexual orientation, marital status, veteran status, socioeconomic status, etc.

#### 5. Bullying

- a. Bullying is when someone aggressively uses their power, or perceived power, to target another individual with repeated, unwanted words or actions. Those targeted are hurt either physically or emotionally and have a hard time stopping what is happening to them.

#### 6. Discrimination

- a. Discrimination is treating a person or particular group of people differently, especially in a worse way from the way in which someone treats other people, because of their race, gender, sexuality, age, etc.

#### 7. Harassment

- a. Harassment is behavior through words and/or actions that

threatens, intimidates, or demeans a person including, but not limited to hazing, initiations within a virtual and/or in-person setting. Harassment is unwanted, uninvited, and unwelcome. Harassment causes nuisance, alarm, or substantial emotional distress.

#### 8. Discriminatory Harassment

a. Discriminatory Harassment is unprofessional behavior that is related to a person's race, color, religion, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity or expression, age, disability, marital status, medical condition, marital status, citizenship, physical appearance, body size, military or veteran status, or any other characteristic protected by law and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment, including in the Foundation's Workplace; (2) has the purpose or effect of interfering with an individual's performance or ability to participate in the Foundation's activities or events; or (3) otherwise affects an individual's ability to participate in the Foundation's activities or events.

i. Discriminatory Harassment may include but is not limited to:

1. denigrating jokes about particular groups of people based on one of the defined categories;
2. assigning work tasks to or assuming work tasks will be performed by persons based on
3. stereotypical assumptions related to their status as part of a defined category;
4. epithets, slurs, or negative stereotyping;
5. threatening, intimidating, or hostile acts; and
6. offensive texts, emails, or other messages.

#### 9. Sexual Harassment

a. Sexual Harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to offend or embarrass an individual. Sexual Harassment also includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical unwelcome conduct. Sexual Harassment includes but is not limited to:

- i. unwelcome physical contact, including inappropriate touching, fondling, kissing, or hugging;
- ii. displaying offensive material, objects, cartoons, or pictures;
- iii. offensive or sexually-explicit comments, jokes or questions whether verbal or written, including

- through social media; and
- iv. negative behavior after being rejected for unwelcome pursuits.

## ARTICLE II. HUMAN RESOURCES ACCOUNTABILITY

### Section 1. Accountability of NACURH Leadership

1. Each individual entering, or continuing in a role, within NACURH Leadership will be required to read and sign a NACURH Conduct Agreement prior to participation in any NACURH recognized activity or space.
  - a. This NACURH Conduct Agreement will outline the understanding of NACURH's commitment to the prevention of discrimination, harassment, and bullying of any kind and in any NACURH space. With signing, the member agrees to uphold such commitment in any NACURH recognized space including but not limited to: conferences, virtual and in-person meetings, retreats, site visits, email and social media communications, et cetera.
  - b. The contents of the NACURH Conduct Agreement will be crafted by the NACURH Chairperson and NACURH Advisors with consultation of the NACURH Executive Committee.
  - c. Failure to adhere to the expectations listed within the NACURH Conduct Agreement will result in the following:
    1. First Violation:
      - a. Upon the first violation of the NACURH Conduct Agreement, the individual in question will have a meeting with the NACURH Chairperson, a NACURH Advisor, and their entity advisor.
        - i. Within this meeting an action plan will be crafted to ensure the opportunity for education and growth.
    2. Second Violation:
      - a. Upon the second violation of the NACURH Conduct Agreement, the individual in question will have a meeting with the NACURH Chairperson, a NACURH Advisor, their entity Advisor, as well as their on-campus advisor.
        - i. Within this meeting the action plan will be examined, and a more detailed course of action will be taken. This can include, but is not limited to the following:

1. An advisor being present in all forms of communication from the individual such as:
  - a. An advisor being present in meetings or chats the individual is taking part in.
  - b. An advisor being CC'd in emails sent from the individual.
3. Third Violation:
  - a. Upon the third violation, and on, the individual in question will have an accountability meeting with the NACURH Chairperson, a NACURH Advisor, their entity advisor, as well as their on-campus advisor where the continuance of their term in NACURH Leadership will be discussed.
  - d. Violations will be determined and addressed by the NACURH Chairperson in consultation with the NACURH Advisors and NACURH Executive Committee, and will be addressed on a case-by-case basis.
    - i. Depending on the severity of the violation, this can immediately result in a meeting discussing the continuance of their term in NACURH Leadership.
      1. Violations can be submitted via the NACURH Incident Reporting Form made accessible to NACURH.
    - ii. In the event that any violation is carried out by the NACURH Chairperson the NACURH Advisors will address and assess the situation following the aforementioned process.
2. It is the obligation of NACURH as an organization to maintain a confidential record of all NACURH Leadership conduct violations and decisions.
  - a. Individuals with access to this confidential information will be required to adhere to the non-disclosure of information they are privy to within their position.
3. If previous members of NACURH Leadership have been asked to resign and/or have had removal proceedings conducted as a result of inappropriate actions, bullying, harassment, and/ or discrimination, and wish to return to any NACURH recognized leadership position, they must have a formal meeting with the NACURH Chairperson, NACURH Advisor, NACURH NRHH Advisor, the advisor of the entity they wish to become part of, as well as their on-campus advisor. Within this meeting the individual will be asked to craft an action plan for reentering NACURH Leadership with plans to engage in growth and education in the potential role.

- a. Having this meeting does not guarantee selection to any position, office or role.
- b. Depending on the severity of the actions committed by the individual, this reentrance into NACURH Leadership may be denied by the NACURH Chairperson with consultation with the NACURH Executive Committee.
- c. If the individual reenters NACURH Leadership and has a violation, of any kind, then they will immediately have a formal meeting with the aforementioned individuals to discuss their future as a member of NACURH Leadership.

## ARTICLE III.

## TRAVEL

### Section 1.

### NACURH Leadership Travel

1. Travel on behalf of NACURH, or its entities, shall begin when an individual member of NACURH Leadership originally departs from their school, home, or regular place of residence, and conclude only when the individual returns to their school, home, or regular place of residence, respectively.
  - a. For travel to and from the Semi-Annual Business Meeting, Annual Pre-Conference Meeting, and Annual Conference, this expectation may be evaluated on a case by case basis by the NACURH Chairperson in consultation with the NACURH Advisor, NACURH Associate for Operations, NACURH CRC, Entity Director, Entity ADAF, and/or Entity Advisor(s).
  - b. For travel to and from regional conferences and events, this expectations may be evaluated on a case by case basis between the Entity Director, Entity ADAF, and/or Entity Advisor(s), in consultation with the NACURH Chairperson and NACURH Associate for Operations.
2. All individual members of NACURH Leadership shall be expected to adhere to all NACURH policies while traveling on behalf of NACURH.
3. No individual member of NACURH Leadership shall be permitted to drive more than four hundred (400) miles consecutively when traveling to and from NACURH or regionally sponsored conferences or events.
  - a. In the event that there are extenuating circumstances pertaining to travel to and from the Semi-Annual Business Meeting, Annual Pre-Conference Meeting, and Annual Conference, this mileage limit may be evaluated on a case by case basis by the NACURH Chairperson in consultation with the NACURH Advisor, NACURH CRC, NACURH Associate for Operations, Entity Director, and/or Entity Advisor(s).
  - b. In the event that there are extenuating circumstances pertaining to travel to and from the regional conferences

- and events, this mileage limit may be evaluated on a case by case basis between the Entity Director, and/or Entity Advisor(s), in consultation with the NACURH Chairperson and NACURH Associate for Operations.
- c. A waiver shall be signed alleviating NACURH, Inc. of liability should an individual choose to drive a distance outside of the approved mileage range.
    - i. In these situations, funding of travel will be left to the discretion of the NACURH Chairperson in consultation with the NACURH Associate for Operations, NACURH Advisor, NACURH CRC, Entity Director, and/or Entity Advisor(s).
  4. Per Title 12, Article V, Section 8, all flight, train, and bus tickets financed by NACURH or its affiliates must be booked at least twenty eight (28) prior to the departure, with the exception of extreme circumstances.
  5. NACURH, or its entities, shall only provide funding for travel related expenses to and from an individual member of NACURH Leadership's school, home, or regular place of residence.

## ARTICLE VI. CONFERENCES

### Section 1.

#### Collection of Personal Information

1. Personal information shall be defined as any information specific to an identifiable individual, including, but not limited to, an individual's name, address, telephone number, insurance policy number(s), and email address.
2. NACURH, Inc., entities NACURH, Inc., and institutions hosting NACURH affiliated conferences shall not disclose or distribute personal information of any kind.
  - a. In the event any entity of NACURH, Inc. intends to disclose or distribute personal information, they must ask for consent prior to distribution. Exceptions shall only be made in specific circumstances where collection, use, or disclosure without consent is authorized or required by law.
3. All personal information collected must be collected in a safe and secure manner approved by the Conference, Regional, or NACURH Advisor(s).
4. Personal information shall be shared between conference staff members on a need-to-know basis.
5. All personal information collected by a conference host institution or by NACURH, Inc. must be destroyed properly upon the completed wrap-up of the respective conference.

### Section 2.

#### Participant Safety at Conferences

1. In the event that a student or professional operating on behalf of NACURH, Inc. has a reasonable expectation that there is concern

to a conference participant's safety, including but not limited to threats of self-harm, threats of harm to others, threats of harm to campus, sexual misconduct, sickness, or other health-related emergencies, it is an expectation that members operating on behalf of NACURH report that information to appropriate parties, as designated by the hosting conference staff's institutional policies, to address that safety concern.

- a. The CRC and Chairperson shall work with the Annual Conference staff to establish plans for the conference that align with institutional policies and procedures.
- b. The Regional Advisor and the Regional Director shall work with the Regional Conference staffs to establish plans for the conference that align with institutional policies and procedures.

## ARTICLE V. RECORDS RETENTION AND DESTRUCTION

### Section 1. Purpose

1. To identify, retain, store, and dispose of NACURH records in an appropriate, legal, and orderly manner. Adherence to this policy will assist NACURH in complying with legal requirements in responding to subpoenas and other document-production requests. Failure to comply with this policy may result in negative consequences, including excess storage costs and an inability to locate or difficulty in locating records that are needed.

### Section 2. Definitions

1. Record
  - a. Record refers to information in the custody or control of NACURH or its volunteers, contractors, or agents that concerns NACURH business. Records may exist in any format, including paper documents, electronic files, email messages, web pages, photographs, sound, or video recordings.

### Section 3. Responsible Party

1. The NACURH Associate for Operations shall be responsible for the administration of the Records Retention Policy in conjunction with the NACURH Executive Committee and NACURH Corporate Office.

### Section 4. Records Retention Schedule

#### 1. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent



Board Meeting and Board Committee Minutes	Permanent
Board Resolutions	Permanent
Board Policies	Permanent
Bylaws	Permanent
Fixed Asset Records	Permanent
IRS Application for Recognition of Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts	10 years after expiration
Correspondence (general)	3 years

## 2. Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Information Returns	Permanent
General Ledgers	7 years
Business Expense Records	7 years
IRS Forms 1099	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (books)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

## 3. Bank Records

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

## 4. Payroll and Employment Tax Records

## 5. Leadership Records

Records Relating to Onboarding, Discharge/ Recall	7 years following onboarding/offboarding
Incident Reports and Records	5 years

## 6. Donor and Grant Records

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

7. Legal, Insurance, and Safety Records

Appraisals	Permanent
Insurance Policies	Permanent
Real Estate Documents (Deeds, mortgages, bills of sale)	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Contracts	10 years after termination

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# TITLE 14

## LEADERSHIP DEVELOPMENT

ARTICLE I  
NACURH U

ARTICLE II  
LEADERSHIP EDUCATION AND DEVELOPMENT PROGRAM  
(LEAD)

ARTICLE III  
ADVISOR RETENTION AND TRAINING (ART)

ARTICLE IV  
NACURH IDENTITY NETWORKS

## ARTICLE I. NACURH U

### Section 1.

#### Purpose

1. NACURH U is a specialized programming initiative at the NACURH Annual Conference that aims to empower organizational members to meet their full potential as developing leaders. Delegates will attend educational sessions focused on creating dialogue about trends and conversations that are happening across NACURH.

### Section 2.

#### Topics and Outcomes

1. A list of potential NACURH U topics shall be created by the NACURH Executive Committee and presented to the NBD for confirmation.
1. These topics shall be grounded in trends and conversations that are current topics in NACURH. These topics shall be specific to NACURH and are eligible to change as needed, based upon current conversations in NACURH.
2. Potential topics may include:
  - a. Public health and safety
  - b. Federal law and its impact on NACURH initiatives
  - c. Diversity, equity, inclusion, and social justice
  - d. Conference spaces

### Section 3.

#### Implementation

1. The NACURH Executive Committee, or their designee shall be responsible for the coordination and implementation of NACURH U.
2. The NACURH Executives shall provide a list of potential topics to the NBD no later than March 1.
3. Following this, the NBD shall choose the theme(s) of the NACURH U presentations following a selection designated by the NACURH Chairperson
4. The NACURH U Committee shall work in consultation with the Annual Conference Programming Chair to ensure the success of the initiative at the Annual Conference.

## ARTICLE II. LEADERSHIP EDUCATION AND DEVELOPMENT PROGRAM (LEAD)

### Section 1.

#### Description of LEAD

1. Purpose
  - a. The LEAD Program promotes and recognizes the outstanding civic engagement and leadership

development of an individual throughout their collegiate career. A person who has completed the LEAD program is said to have earned their NACURH Links (care, dedication, participation).

2. Learning Outcomes
  - a. LEAD participants will be able to examine the culture and community of their environment in order to promote civic engagement.
  - b. LEAD participants will be able to examine how their beliefs and values impacts their leadership experiences.
  - c. LEAD participants will be able to reflect on various opportunities to understand the principles of social justice through civil discourse and current events.
  - d. LEAD participants will be able to explain the importance of inclusive environments within their residence halls.
  - e. LEAD participants will be able to transfer what they have learned from their time in NACURH and the LEAD program into life after their collegiate career.
3. Eligibility
  - a. Any person who is a student member at a NACURH affiliated school is eligible to complete the LEAD program.
4. Timeline
  - a. There is no start date or deadline for completion of the LEAD Program. Links may be earned over multiple affiliation years. To be eligible for recognition at the close of a NACURH-affiliated conference for each link, completed forms must be turned in no less than three weeks before the conference.
5. Requirements for Completion
  - a. All required elements in a level must be completed to earn the level.
  - b. All forms must be completed and signed by the applicant and applicant's RHA or NRHH Advisor to be valid.
  - c. Applicants may work on multiple levels simultaneously unless otherwise specified.
  - d. Participants are able to complete Links One and Two in any order or simultaneously; however, Link Three should be the final Link completed and should be done on its own.
6. Structure of the Links and Committee
  - a. A NACURH leadership committee, with one representative from each region, will be re-established at the start of the affiliation year to facilitate LEAD Links Two & Three with oversight from the NAE.
    1. Each member of this committee will be responsible for facilitating Lead Link Cohort meetings in their respective regions to discuss articles read/media consumed.
    2. The committee will determine what article(s)/media will be distributed to NACURH affiliates in advance

- of each cohort meeting.
3. Materials from LEAD Link Three will be submitted to the region's LEAD committee member for final approval.
- b. Link One will be an independent study, Link Two will utilize a cohort model, and Link Three will be a presentation representing the collective work done throughout the three links.

## Section 2.

### Link Elements

1. Participation in the LEAD program shall be measured through three links which focus on care, dedication, and participation.
2. Link One: Care
  - a. Take an assessment to learn about your leadership style; these assessments may include but are not limited to: Myers-Briggs, True Colors, Enneagram, or StrengthsFinder. What test did you take? What were your results? How accurate do you think these results are at describing you? Identify how this assessment may help enhance your leadership skills.
  - b. Reflect on your social identities, such as race, gender, sexual orientation, socioeconomic status, religion, etc. Determine which identities you think about most often or find most important in your day-to-day experiences. Write, maximum of 600 words, about how having a deeper understanding of your social identities will enable you to be more inclusive of others. You may consider the following prompts in your response: How do my identities affect the way I treat others? How will being more aware of my identities make me a more effective leader?
  - c. What does it mean to you to be a student leader? How can these experiences prepare you for life after college?
  - d. Reflect on the history of Diversity, Equity, and Inclusion on your campus. What resources does your university offer for students of marginalized identities? What impact does this knowledge have on your goals and perspectives as a student leader?
  - e. Engage in a conversation with a peer about social justice; this conversation could be about a specific topic, current event, or social justice as a concept. Write a reflection, maximum of 600 words, on how this conversation challenged your beliefs as well as how this conversation prepared you to bring discussions about social justice into your leadership experience more frequently.

3. Link Two: Dedication
  - a. Read new articles/media assigned by LEAD facilitation committee prior to each cohort meeting in preparation for discussion of assigned media
  - b. Attend two (2) cohort meetings per month over a two (2) month period to discuss assigned media in group setting
    - i. Regional cohort groups will run August-September, November-December, January-February, and March-April
  - c. Write a small reflective piece, no more than a page, about your discussions and what you've taken away from the cohort meetings to be submitted to your cohort leader for final approval of link completion.
4. Link Three: Participation
  - a. Donate a minimum of twenty (20) service hours towards the betterment of social issue(s) that affects your institution or community. The form and type of service is up to personal interpretation, however, an audit of service hours may be done by NACURH leadership if they find it necessary. Service hours may be counted from the time the student begins Link 1.
  - b. Develop a self care plan. Students will be required to look into their current self care plan and how they can improve it for their own benefit. Emphasis will be on if the plan can be used after their time in undergrad and how they will separate workplace self-care from personal self-care.
  - c. Complete a case study designated by the LEAD committee. The term complete is up to the discretion of the committee on answered questions or a written reflection.
  - d. A final presentation will be composed of:
    - i. A reflection of the topics in Link 1 (leadership styles, social identities, student leader, institution type, and social justice conversation)
    - ii. A reflection of the topics in Link 2 (An overview of the article(s)/media discussed in the cohorts and what was learned)
    - iii. A reflection of the topics in Link 3 (review of service, self-care plan, case study answers and how they plan on utilizing the skills they learned in their future)
    - iv. The final presentation can be done in whatever medium is best for the presenter (i.e. powerpoint,

Google Slides, etc.) and will be presented to a group selected by the LEAD committee.

### Section 3.

#### Presentation of Award

1. The Leadership Education and Advancement Degree recipients will be recognized at a NACURH affiliated conference in the following manner:
  - a. Link One: Certificate for recipient during regional break-out sessions at the Annual Conference by regional executives or presentation at regional conferences.
  - b. Link Two: Certificate for recipient during regional break-out sessions by regional executives at the Annual Conference or presentation at regional conferences.
  - c. Link Three: A pin for recipient during closing ceremonies at the Annual Conference presented by the NACURH Associate for Engagement.

## ARTICLE III.

### ADVISOR RETENTION AND TRAINING (ART)

#### Section 1.

#### Description of Advisor Retention and Training (ART)

1. Purpose
  - a. Advisor Retention and Training (ART) is an ongoing professional development opportunity for current and emerging Advisors to develop skills, connect with other Advisors, and equip Advisors to create holistic learning environments to empower and motivate students.
2. Learning Outcomes
  - a. Participants will be introduced to advising concepts and gain a greater understanding of advising strategies and skills.
  - b. Participants will actively engage in ART content and engage in the practical application of advising experiences.
  - c. Participants will be able to engage with colleagues and participate in constructive dialogue that will inform their advising practice.
  - d. Participants will understand advisings' impact on students and broader communities.
  - e. Participants will develop positive, long-term advising habits.
  - f. Participants will be able to articulate high impact practices as it relates to advising student leadership organizations.

#### Section 2.

#### ART Program Structure

1. Description
  - a. The structure of the ART program consists of three main components: foundational curriculum, multiple independent curriculum tracks, and presenter training for the curricula, and reoccurring presenter refresher courses.
2. ART Basics



- a. ART Basics is a curriculum of sessions that focuses on the development of advising skills and strategies for effective advising.
  - b. ART Basics will include sessions around skill-development for participants.
3. ART Tracks
- a. Tracks are groupings of sessions related to specialized advising topics comprising at least four topical sessions.
  - b. Track sessions are designed to be attended after completion of the ART Basics curriculum.
  - c. Tracks can be adopted into the ART Program annually through the ART Committee.
  - d. A standing Track for Current Trends shall be developed annually by the ART Committee and be composed of sessions relevant to the needs of participants.
4. Ongoing Professional Development
- a. The ART Committee shall be responsible for providing avenues of professional development for current and emerging Advisors including the ART curriculum and beyond.
5. Presenter Training
- a. Eligibility
    - i. Any participant who has attended all ART Basics sessions and attended all sessions in at least one track will be eligible to complete presenter training.
  - b. Definition
    - i. Presenter Training prepares advisors to facilitate the sessions within the designated Track.
    - ii. ART basics has its own Presenter Training as determined by the ART Committee.
    - iii. Each Track has its own Presenter Training to be completed after all sessions in the Track have been attended.
  - c. Presenter Refresher Course
    - i. ART Presenters will complete a refresher course comprising updates to the ART curriculum and session facilitation enhancements based on presentation feedback.

## Section 3.

### Personnel

- 1. ART Consultant
  - a. Definition
    - i. The ART Consultant oversees the daily administration and vision of the Advisor Retention and Training (ART) program. The ART Consultant is responsible for leading the ART Committee, selecting ART Committee Coordinators and advancing the goals of ART as a program.
- 2. ART Coordinators

- a. Definition
    - i. The ART Committee shall select individuals to serve as the coordinators of the Advisor Retention and Training (ART) Program for a period of 1 year, starting from NACURH Annual Conference to NACURH Annual Conference.
  - b. Qualifications
    - i. The selected candidates must be employed at an affiliated NACURH institution throughout their term.
    - ii. The selected candidates must be available to attend all Annual Conferences within their term.
    - iii. The selected candidates must have served on the ART Committee previously.
    - iv. The selected candidates must have completed ART Basics before starting the role.
  - c. Responsibilities
    - i. The ART Coordinators shall serve as the Chairs and main points of contact for the ART Sub-Committees.
    - ii. The ART Coordinators shall oversee the execution of all ART reporting, resources, content, research, assessment, and strategic planning.
    - iii. The ART Coordinators shall meet regularly with the ART Consultant, ART sub-committees, and the broader ART committee.
    - iv. The ART Coordinators shall support the ART committee selection processes, in consultation with the currently sitting ART committee, NACURH Chairperson, and the NACURH NRHH Advisor.
    - v. The ART Coordinators shall oversee training of the ART sub-committees.
    - vi. The ART Coordinators shall send all content coming out of the ART Committee including content, training, and marketing, to the ART Consultant and NACURH NRHH Advisor for review.
    - vii. The ART Coordinators shall support Regional Level Advisor training, professional development, transitions, projects, and chat planning.
    - viii. The ART Coordinators shall support database upkeep, marketing, regional conference prep, virtual ART session implementation, and ART scheduling.
    - ix. The ART Coordinators shall support overall ART data collection and assessment of the ART program.
3. Regional ART Coordinators
- a. Definition
    - i. Each region shall select the person or persons who oversee the implementation of ART on the Regional

- level.
- b. Qualifications
  - i. Each region shall determine the qualifications of each person or persons who oversee the implementation of ART on the Regional level.
- c. Responsibilities
  - i. Each region shall determine the responsibilities of each person or persons who oversee the implementation of ART on the Regional level.
  - ii. Those who oversee ART on the Regional level will be invited to the ART Committee and hold automatic membership on the committee during their term of office.

## Section 4.

### ART Committee

#### 1. Purpose

- a. The ART Committee will be responsible for all operational aspects of ART and maintaining a consistent implementation among participants.
- b. The ART Committee will be responsible for ensuring that ART continues to meet the needs of its constituents.
- c. The ART Committee will be responsible for reviewing and updating the ART program curricula.
- d. The ART Committee will be responsible for ensuring that ART is an accessible and equivalent experience for participants.

#### 2. Membership

- a. The ART Committee will be composed of students and advisors.
- b. Advisors should comprise at least 50% of the membership for the ART Committee with at least one student representing NACURH Leadership on the Art Committee.
- c. Advisor Committee Members
  - i. Eligible advisors will be those who demonstrate a strong commitment to the ART program and/or are currently serving or previously served as a member of NACURH Leadership.
  - ii. Advisor recruitment will take place by the end of each academic year with the intent of beginning meetings no later than July 15th.
  - iii. The Advisor membership is selected through the ART Consultant, in consultation with the NACURH Chairperson and the NACURH NRHH Advisor.
- d. Student Committee Members
  - i. Eligible students will be those currently serving as part of NACURH Leadership.
  - ii. Student recruitment will take place through the NACURH committee recruitment processes and then they will be transitioned into the committee

- operations.
    - iii. Student membership for the ART Committee is selected through the NACURH Chairperson, in conjunction with the NACURH NRHH Advisor.
  - e. ART Committee members can serve continuously through a reapplication process coordinated by the ART Consultant, in consultation with the NACURH Chairperson and NACURH NRHH Advisor.
  - f. Membership of the ART Committee is encouraged to have representation from each region of NACURH and any professional association partnerships.
- 3. Structure
  - a. The ART Committee will be responsible for the following areas of ART:
    - i. Curriculum
      1. Updating Content
      2. Development of new content
      3. Overseeing Current Trends curriculum
      4. Conducting Advisor-based research
      5. Collection of data and assessment around ART
      6. Development and implementation of ART strategic planning
    - ii. Communication
      1. Maintaining the ART database
      2. Marketing ART to participants
      3. Training, and transition of the ART Team
      4. Training and professional development of Campus Level Advisors
      5. Preparation of ART during conferences throughout the year
      6. Implementation and scheduling of Virtual ART Session
    - iii. Collaboration
      1. Training and transition of Regional Level Advisors
      2. Regional Advisor professional development opportunities
      3. Maintaining Regional Level Advisor resources
      4. Marketing of Regional Level Advisor roles
      5. Implementation of Regional Level Advisor projects, task forces, and committees
      6. Development and implementation of Regional Level Advisor chats
- 4. Review and Evaluation
  - a. The ART Committee will conduct a regular review of the ART curriculum and requirements on a three (3) year rotation, in line with the NACURH strategic plan.

## ARTICLE IV. Section 1.

# NACURH IDENTITY NETWORKS

## Description

1. Purpose
  - a. The NACURH Identity Networks provides spaces for members of marginalized communities within NACURH and seeks to amplify and empower the voices of members of these communities. The Networks provide social opportunities for individuals from marginalized communities to connect with each other and create civic engagement, advocacy, and educational events and initiatives for NACURH.
2. Structure
  - a. There are four Identity Networks:
    - i. The Black, Indigenous, People of Color (BIPOC) Identity Network
    - ii. The LGBTQIA+ Identity Network
    - iii. The First Generation and Low-Income Student Identity Network
    - iv. The Disability Identity Network
  - b. Each Identity Network will have a network chair who will be a member of NACURH leadership who holds at least the identity that their network represents.
3. Tangible Outcomes
  - a. These networks will hold a social space (whether combined or separately) at least once a semester.
  - b. These networks will provide opportunities for members of these networks to engage with each other passively outside of set chat times.
  - c. These networks will create at least one civic engagement or advocacy event or initiative at least once a year.
  - d. These networks will create at least one education event or initiative at least once a year.
4. Eligibility
  - a. Any student at a NACURH-affiliated university is eligible to participate in the NACURH Identity Networks.
5. Timeline
  - a. The Identity Network chairs shall be selected one month after the conclusion of the Annual Conference.
  - b. The first Identity Network event or initiative will occur or be released to NACURH member schools by no later than a month and a half of (at least half) network chair(s) selections.
6. Finances
  - a. The Identity Network chairs will be granted a budget no less

than \$3,000 a year for the purpose of emboldening their efforts and initiatives

- b. Said budget may be used for
  - i. Hiring speakers
  - ii. Professional DEI Trainings
  - iii. Creating philanthropy pins specific to their networks
  - iv. Recognition merchandise for outstanding members of their networks
  - v. Promotional materials
  - vi. Identity Network events hosted at the annual conference
  - vii. Any items not in this list must be proposed to and approved by the NACURH executive committee
- c. All items purchased within the Identity Networks budget must be approved by the Identity Networks advisor and the NAO
- d. Any material purchases must be completed one month before intended distribution date

## Section 2.

### Identity Network Chairs

#### 1. Eligibility

- a. Each Identity Network Chair must be a student hosted at a NACURH-affiliated institution in good standing.
- b. Each Identity Network Chair must be in good standing at their host institution.
- c. Each Identity Network Chair must maintain the support of their host institution stated in a letter of support throughout the entirety of their term as a chair.
- d. Each Identity Network Chair is encouraged to be filled by a person of the Identity that they are the chair of.
- e. Each Identity Network Chair must file a signed host school acknowledgement form before being confirmed into their role.

#### 2. Responsibilities

- a. Meet at least bi-weekly with other Identity Network Chairs.
- b. Provide an update to the NBD and NNBD during the NACURH Semi-Annual Business Meeting.
- c. Provide promotional materials for the Identity Networks to be presented at NACURH Affiliated Conferences.
- d. Meet at least twice a semester with the NACURH Executive Committee and other network chairs, to provide network updates.
- e. Organize and oversee any scholarship, grant, or pin sales process based on the four (4) Identity Networks to be awarded/sold at the NACURH annual conference.
- f. Hold a social space, in conjunction with the other chairs or separately, at least once a semester.

- g. Provide, in conjunction with the other chairs, opportunities for members of these networks to engage with each other passively outside of set chat times.
- h. Create, in conjunction with the other chairs, at least one (1) civic engagement or advocacy event or initiative at least once a year.
- i. Create, in conjunction with the other chairs, at least one (1) education event or initiative at least once a year.
- j. Participate in the transition process for NACURH Leadership positions with respective incoming Identity Network Chairs.
- k. Serve in the role for one affiliation year from NACURH Annual Conference to NACURH Annual Conference.

### 3. Selection

#### a. Selection Timeline

1. Application materials, information, and timeline shall be released by the NACURH Executive Committee and outgoing Identity Network Chairs within two (2) weeks following the close of the last spring regional conference.
2. The NACURH Executive Committee and outgoing Identity Network Chairs shall select and appoint the incoming NACURH Identity Network Chairs by four (4) weeks prior to the opening of the NACURH Annual Conference.
3. Incoming Identity Network Chairs shall be confirmed at the Annual Business Conference by a quorum of the voting members of the NBD. Each region shall have one (1) vote,
4. Incoming Identity Network Chairs will have the opportunity to introduce themselves and share engagement resources for the Identity Networks at the NACURH Annual Conference.

#### b. Selection Process

1. Those interested in fulfilling an Identity Network Chair position will submit an application created by the outgoing NACURH Executives and outgoing Identity Network Chairs.
  1. Each applicant must hold the identity of the Identity Network that they are applying to chair.
  2. Applicants may apply for multiple chairs if they hold an identity that intersects between

- two (2) or more Identity Network groups.
    - 3. Applicants may be selected to Chair no more than one (1) Identity Network.
  - 2. Each applicant will have an opportunity to be interviewed by a combination of NACURH Executives, outgoing Identity Network Chairs, and NACURH-Level Advisors.
    - 1. At least one (1) outgoing NACURH executive, one (1) outgoing Identity Network Chair, and one (1) NACURH-Level Advisor must be present for each applicant's interview.
  - 3. A meeting run by the NACURH Chairperson shall be held including members of outgoing NACURH executives, outgoing Identity Network Chairs, and NACURH-Level Advisors.
    - 1. Attendees will review and discuss each applicant's application and interview materials.
4. Transition
- a. Following the appointment of the incoming Identity Network Chairs, the outgoing Identity Network Chairs and NACURH Executive Committee will work with the new chairs to transition them into their role.
5. Vacancy Filling
- a. Should an Identity Network Chair be vacant during an affiliation year, the NACURH Executive Committee and remaining Identity Network Leadership shall work together to run a vacancy application process.
  - b. The vacancy application shall open no later than three (3) weeks after the position has been made vacant.
  - c. Vacancy appointments shall be coordinated at the discretion of the NACURH Chairperson.
  - d. Individuals selected to fill an Identity Network Chair vacancy shall be confirmed at a business meeting with a quorum of the voting members of the NBD.

### Section 3.

#### Identity Network Advisor

- 1. Purpose
  - a. The Identity Network Advisor shall help oversee the NACURH Identity Networks and advise the Identity Network Chairs.
- 2. Eligibility and Selection



- a. Please refer to Title 5: Elections; Article VI: NACURH Identity Network Advisor Selection Process for full eligibility requirements and selection procedures for the Identity Network Advisor.

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# TITLE 15

## FORMS

ARTICLE I  
AVAILABLE FORMS

ARTICLE II  
OBTAINING FORMS

## ARTICLE I. AVAILABLE FORMS

### Section 1. Forms In Use by NACURH, Inc.

1. The following forms are available for use by NACURH, Inc:
  - a. Legislation Template
  - b. Corporate Liability Form
  - c. Annual Conference Delegate Disclaimer Form (including the Drug & Alcohol Waiver)
  - d. Regional Conference Delegate Disclaimer Form (including the Drug & Alcohol Waiver)

## ARTICLE II. OBTAINING FORMS

### Section 1. Process

1. For a copy of the legislation template, please contact the NACURH Chairperson.
2. For a copy of the Corporate Liability Form, please contact the NACURH Associate for Operations.
3. For a copy of the Annual Conference or Regional Conference Delegate Disclaimer Forms, please contact the Conference Resource Consultant.

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# TITLE 16

## RESOLUTIONS

ARTICLE I  
CONCEPT

ARTICLE II  
INTERNATIONAL AWARENESS  
(2009)

ARTICLE III  
GENDER INCLUSIVENESS  
(2010)

ARTICLE IV  
ADVISOR RESOURCE  
TRAINING (2012)

ARTICLE V  
INCLUSIVE HOUSING  
PROGRAMS (2013)

ARTICLE VI  
STRATEGIC PLAN (2014)

ARTICLE VII  
NAME OF NACURH (2014)

ARTICLE VIII  
NACURH NRHH ADVISOR  
(2015)

ARTICLE IX  
STATE ASSOCIATIONS AND  
SIMILAR ORGANIZATIONS  
(2016)

ARTICLE X  
PERPETUITY OF STRATEGIC  
PLANNING  
(2017)

ARTICLE XI  
IDENTITY FIRST LANGUAGE  
(2021)

## ARTICLE I. CONCEPT

### Section 1. Definition

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

## ARTICLE II. INTERNATIONAL AWARENESS (2009)

### Section 1. Resolution for International Awareness

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)**

### **Section 1. Resolution for Gender Inclusiveness**

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 NACURH 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 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.

## **ARTICLE IV. ADVISOR RESOURCE TRAINING (2012)**

### **Section 1. Resolution for Advisor Resource Training**

We the affiliated schools of NACURH, Inc. hereby commit to the support of Advisor Resource Training (ART) as a means of providing improved support for our advisors and their continued development in their roles as advisors to student run housing organizations.

The advisors are considered a valuable part of the organization and it is the desire of the members of NACURH, Inc. that adequate energy and resources are put towards the continued development of our advisors to ensure they are able to provide the best possible support and guidance to the students of our affiliated organizations.

In order to support ART, all Regional Advisors shall be knowledgeable and aware of ART and its accompanying benefits while also serving as the primary ART resource within each region. Accompanying duties should include but not be limited to tracking ART related progress, providing ART programming at NACURH affiliated conferences, and

supporting the continued development of ART.

To further promote and support ART, the Annual Conference staff will ensure adequate space, and resources are dedicated to provide ART related programming for attending advisors.

The NBD will also support ART through the formation of an ART Standards Committee that will be comprised of students and advisors and will exist in order to maintain the sustainability of ART and continue to keep ART up to date; meeting the existing needs of all NACURH, Inc. affiliated members and their schools.

Let it hereby be resolved that NACURH, Inc. will provide support and promote ART as an integral component for the advisors of NACURH affiliated student organizations.

## ARTICLE V.

### SUPPORT THE DEVELOPMENT OF INCLUSIVE HOUSING PROGRAMS (2013)

#### Section 1.

#### Resolution for Inclusive Housing Programs

We, the affiliated schools of the National Association of College and University Residence Halls, Incorporated, hereby commit to the continued cultivation of programs designed to increase access to residence hall facilities for students at member schools.

NACURH, Inc. recognizes the unique academic, social, developmental, professional, and personal benefits to on campus living. As the largest coalition of students advocating for the interests and welfare of residence hall students, NACURH is committed to ensuring that all students—regardless of characteristic, identity, belief, or affiliation—have opportunities to engage in and benefit from the on-campus experience.

NACURH, Inc.'s commitment to the development of inclusive housing programs shall include:

The cultivation of dialogue and discourse relevant to providing access to housing at colleges and universities for all students. The conversation shall continue through NACURH Standing Committee(s) and may include the creation of additional committees and groups as necessary given the assessment of the NACURH Chair, NACURH Executives, and National Boards.

The development of legislation relevant to the practices and operations of NACURH, Inc. NACURH shall aggressively pursue conference housing policies, conference programming, and other policy changes relevant to advancing the mission of increased access to on-campus housing and the inclusion of all students.

The creation and provision of resources for member schools evaluating, planning, and implementing alternative housing programs to expand access and inclusivity. NACURH will collect, create, publish, and publicize resources for students and professionals at colleges and universities looking to propose or implement these programs.

The collaboration with professional organizations with which NACURH, Inc. associates. This collaboration will expand the discourse regarding inclusive access to on-campus housing options and, reciprocally, enhance the students' understanding of the college and university housing climate from the professional perspective.

In continued consultation with relevant parties and constituencies, NACURH, Inc.'s commitment to inclusive access to campus housing opportunities for all students, regardless of characteristic, identity, belief, or affiliation, shall advance the mission and vision of the corporation and benefit the residents at NACURH member schools.

## ARTICLE VI. STRATEGIC PLANNING PROCESS (2014)

### Section 1.

#### Resolution for Strategic Planning Process

We, the National Boards of Directors of the National Association of College and University Residence Halls, Incorporated, hereby commit to the strategic planning process prescribed below, for implementation over the next two years.

#### Timeline

##### 2013 – 2014

1. Produce guidance for the planning process, including recommendations as to the structure of planning and recommended content for the final strategic report. Guidance will be considered by the NACURH boards at Pre-Conference for NACURH 2014, and passed on to the incoming executives and boards for implementation in the 2014 – 2015 affiliation year.

##### 2014 – 2015

1. Author the strategic plan according to the agreed-upon process, with the final deadline of Pre-Conference for NACURH 2015 for considering and adopting the three-year 2015 – 2018 strategic plan for NACURH as a whole.

#### Planning Process

##### June 2014 - August 2014

Implement the Strategic Planning Working Group, for whom we have recommended participants in the following section, to begin devising the formal structure of the final planning document.



September 2014

Present virtual proposal for a limited data collection framework. Identify common data points for collection in every region based on demands of strategic planning. Identify any database systems necessary for retention of data. Include timeline for collection, and specify potential application of data in strategy development.

January 2015

Present proposal for formal document structure at the Semi-Annual Business meeting. The NACURH boards will be responsible for adopting a formal document structure, either as proposed or amended, prior to the close of Semis.

January 2015 - May 2015

During the spring semester, the working group would author the strategic planning document based on the formal structure adopted by the NACURH boards at Semis. The authors are also responsible for conducting a mid-spring check-in meeting to keep the NACURH boards informed as to the progress of the group.

May 2015

Present draft strategic planning document for consideration and adoption at the NACURH 2015 Pre-Conference meeting.

NACURH 2015

Report on content of strategic plan and implementation of process in corporate boardroom at the NACURH Annual Conference.

2015 – 2016

The 2015 – 2016 affiliation year would include two additional strategic planning components related to the NACURH strategic plan. The Regional Strategic Plans (2016-2019) would be written and adopted over the course of this affiliation year by each individual region – as addressed later in this document, the content of these plans would be recommended by the NACURH boards in the NACURH Strategic Plan.

### Participants

#### Working Group

1. The strategic planning working group will be responsible for proposing a formal document structure for adoption at Semis 2015, and for authoring and proposing the NACURH strategic plan at NACURH 2015 Pre-Conference. The proposed working group membership can be found below, but was designed to (1) include a variety of perspectives from a variety of stakeholder groups to best represent the organization, (2) restrict membership to a functional size of participants, and (3) provide flexibility for the chair in

identifying working group members. In order to provide regional perspective, it is recommended when creating this strategic plan, the Regional Director, Finance Officer, ADNRRH, and RCC can all be from different regions. The following two to four optional spots of the working group can fill in the remaining regions who have not been represented:

- a. Four (4) NACURH Executives
- b. One (1) NACURH Advisor
- c. One (1) CRC
- d. One (1) Regional Director
- e. One (1) Finance Officer
- f. One (1) ADNRRH
- g. One (1) RCC
- h. One (1) Conference Staff Member
- i. Two (2) from NACURH offices – One (1) from each office
- j. Two to Four (2-4) Optional Spots

## Planning Content

### Structural Sections

1. The proposed plan would include sections addressing the organization's environment and the implementation of the strategic plan:
  - a. Organizational Values
  - b. Data & Analysis of NACURH membership and services
  - c. Student Affairs Current Events / Major Topics Context
  - d. Recommendations for Content of Regional Strategic Plans (2016-2019) and alignment of content
  - e. Re-Evaluation Structure for annual assessment of success, progress, and weakness

### Program Sections

1. The proposed plan would include sections addressing the services, membership, and leadership of the organization, addressing the following core components at minimum:
  - a. Strategic Budget regarding Estimated Cost of Strategy
  - b. NRHH Development
  - c. Programming Initiatives
  - d. International Services
  - e. Sponsorships and Partnerships
  - f. Marketing and Branding
  - g. NACURH Annual Conferences
  - h. Member Services – Awards, Scholarships, Etc.
  - i. Regional Development

- j. Technology
- k. Community Engagement
- l. Membership Recruitment
- m. Organizational Leadership including Structure and Efficacy
- n. Financial / Investment Planning

## ARTICLE VII. NAME OF NACURH (2014)

### Section 1. Resolution for the Name of NACURH

An exploratory commission be created for the purposes of fully exploring possible names for NACURH, Inc.

The commission shall be appointed by the NACURH Chairperson and include:

1. At least one RBD member from each region,
2. At least one member from each office staff,
3. At least one member from the Annual Conference Staff,
4. The Global Inclusivity Taskforce,
5. At least one NCC or NRHH
6. Representative from each region,
7. The NACURH Chairperson as commissioner,
8. And one other NACURH Executive

In the effort of limiting this commission to a number that is more thoughtfully efficient and effective, applicants who fulfill more than one of the above categories will be a representative for all the categories of which they fulfill the requirement.

This commission shall present the name change possibilities to the representatives at spring conferences, and conduct a survey of member schools, to specifically include schools from outside of the United States.

The commission shall prepare a report for the NACURH Boards for consideration after all spring conferences but before the end of April 2015.

The NACURH Board of Directors shall make a decision concerning the name of NACURH. If a name change is deemed appropriate, it shall be made at NACURH 2015 in Corporate Boardroom.

## ARTICLE VIII. NACURH NRHH ADVISOR (2015)

### Section 1. Resolution for the NACURH NRHH Advisor

Whereas, NRHH is a fully-functioning organization contained within NACURH and would benefit from a professional advisor focused on

providing support for NRHH,

Whereas, NRHH is currently in a highly transformational period and moving forward quickly, the addition of an NRHH Advisor would create a level of stability and continuity for the honorary not seen in previous years,

Whereas, to find the best implementation of an NRHH Advisor it would be best to appoint one on a trial basis for the duration of one affiliation year,

Therefore be it resolved, an NRHH Advisor be implemented for the 2015-2016 Affiliation Year,

Therefore be it further resolved, that the NRHH Advisor be appointed by the NACURH Associate for NRHH within one month of the close of NACURH 2015 in consultation with the NACURH Chairperson, NACURH Advisor, and other executives,

Therefore be it further resolved, the appointed NRHH advisor will be confirmed with a vote by the NACURH NRHH Board of Directors,

Therefore be it further resolved, that the NRHH Advisor appointed for the trial basis have the same qualifications as the NACURH Advisor found at V.II.C.,

Therefore be it further resolved, that the NRHH Advisor attend all functions of the NACURH Executive Committee and be considered an ex-officio member of it.

Therefore be it further resolved, that there be a 60 day evaluation period leading up to the 2016 Annual NACURH conference.

Therefore be it further resolved, that the evaluation be conducted by a committee assembled by the NAN including at least one member of the NBD.

Therefore let it be further resolved, that the evaluation committee also be tasked with the creation of policy regarding the NACURH NRHH Advisor to solidify it in policy if deemed necessary to permanently continue the position.

Therefore be it further resolved, the NACURH Boards will have the power to extend the term of the selected NRHH Advisor for the 2016-2017 Affiliation Year, based on their evaluation and the need to further evaluate the vitality of a NRHH Advisor and the recommendation of the evaluation committee.

## ARTICLE IX.

# STATE ASSOCIATIONS AND SIMILAR ORGANIZATIONS (2016)

### Section 1.

## Resolution for States, State Associations and Similar Organizations

We, the NACURH Board of Directors of the National Association of College and University Residence Halls, Incorporated, hereby commit to fostering the success of our regional affiliates and recognize that many state level associations, groups and organizations exist to support the same or similar goals, missions and values of residential student leaders.

NACURH has a need to formalize our stance on state level participation, state organizations and similar. NACURH recognizes the value in these organizations and having students participate in them. In recognizing that NACURH and state associations or similar are both trying to accomplish similar goals, let it be known that NACURH Inc. does not affiliate itself with state associations. NACURH does, however, recognize that the state associations or similar are offering an additional experience to NACURH, but NACURH and our Affiliates will not fund, participate, coordinate, recognize, set aside time for state business, or conduct business with state level associations, groups and organizations or similar.

NACURH provides services and benefits to those who are members institutions or those who hold Corporate Partner or Sponsor agreements and shall not provide those services and benefits to state level associations, groups and organizations or similar. In addition, NRHH shall not provide their services and benefits to state level associations, groups and organizations or similar. NACURH will monitor its proprietary services, benefits, trademarks, copyrights etc. as to ensure they are being used for NACURH, our Affiliates and member institutions exclusively.

NACURH does not do this with animosity but rather to tighten the scope of our organization, better define our priorities and clarify our position for all parties. NACURH shares the ideals of forwarding student and leadership development and striving toward a common goal of improving the life of residential students with state level associations, groups and organizations or similar and values all opportunities for student leadership and giving our member institutions an equal opportunity for their voices to be heard across all of NACURH.

## ARTICLE X.

# PERPETUITY OF STRATEGIC PLANNING (2017)

## Section 1.

### Strategic Planning

We, the Boards of Directors of the National Association of College and University Residence Halls, Incorporated, hereby commit to fostering corporate success and organizational excellence through critical reflection and intentional thinking.

In order to pursue this effort to the best of our ability, we commit to executing a corporate level strategic planning process every three years, beginning at the close of the 2015-2018 Strategic Plan.

## ARTICLE XI.

### Section 1.

### IDENTITY FIRST LANGUAGE (2021)

#### Identity-First Language

We, the NACURH Board of Directors of the National Association of College and University Residence Halls, Incorporated, hereby commit to utilizing identity first language (IFL) when referring to the Disabled community in written documents. Identity first language is considered by the Disabled community as inclusive language through a social justice and equity perspective and aligns with the values of NACURH.

NACURH does not intend to direct Disabled people on the language they should use and identify with, rather we will use IFL as the default language in NACURH spaces. We recognize that this will be a continual educational effort throughout the years that may need to be adapted later as we continue our efforts and initiatives around accessibility. We recognize the previous emphasis placed on person first language (e.g. person with a disability, person with autism), however, research from The Association on Higher Education and Disability informs this stance and takes into consideration the voices of the Disabled community and their preferred terminology (e.g. disabled, autistic, blind person).

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# TITLE 17

## AMENDMENTS

### ARTICLE I

### AMENDMENTS TO THE NACURH POLICY BOOK

## ARTICLE I.

# AMENDMENTS TO THE NACURH POLICY BOOK

### Section 1.

#### Definition

1. Amendments to the NACURH Policy Book may be proposed by any member of NACURH.
2. Amendments to the NACURH Policy Book may be approved by a simple majority vote by the NACURH Board of Directors.