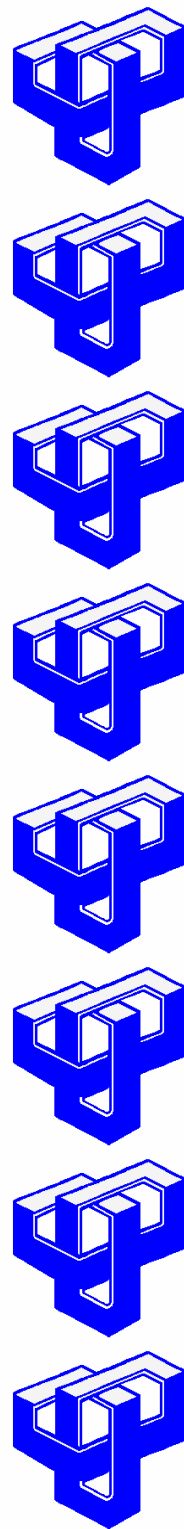
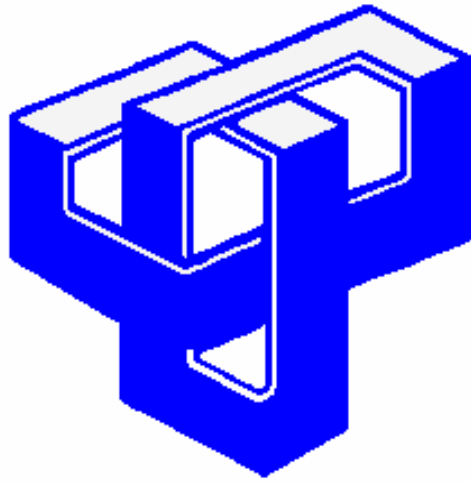


Ruling Documents of NACURH, Inc.

**Last Revised
October 4, 2005**

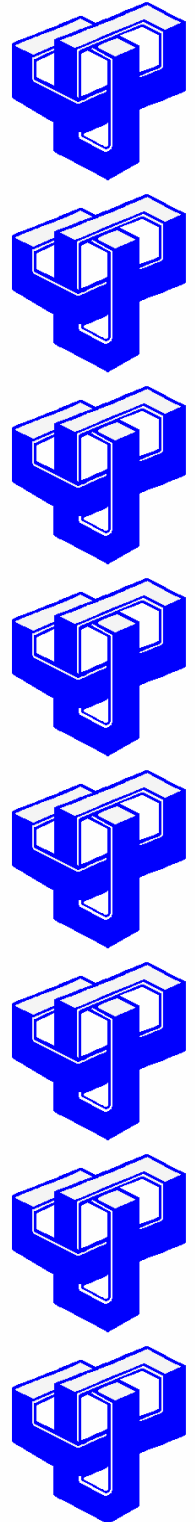




Section I

Officer Responsibilities

Last Revised
October 4, 2005



Article I OFFICER RESPONSIBILITIES

Section 1 National Chair

- A. Shall be responsible each year for contacting the NBD as to what they need to bring to the Semi-annual and Annual meetings. (1978)
- B. After each NBD meeting, the National Chairperson shall prepare a short summary of the policies that the NBD passed during the meeting. This shall include a brief description of the decisions of the NBD. This summary shall be included in a NCC newsletter prior to the next NBD meeting. (1981)
- C. The incoming National Chair is charged with reviewing and evaluating the material in the *NCC Handbook* and making any necessary revisions. (1991, 1996)
- D. Shall be responsible for seeing that ACPA and ACUHO-I reports are prepared for the Semi-annual and Annual Board of Directors meetings.
- E. Each summer, the NACURH National Chair shall send an informational letter on NACURH's recent developments to all AAFN members, along with a list of the newest inductees. The National Chair shall request mailing labels from the National Advisor for this purpose. (1997)
- F. Shall be a liaison between NACURH and the National Student Exchange Resident Assistant Exchange Program. The Chair shall promote this program within NACURH as well as coordinate efforts regarding the RA Exchange program in cooperation with ACUHO-I. (1/98)

Section 2 National Associate for Administration (NAA)

- A. Shall be responsible for the transposing, typing, duplicating, and distributing copies of the minutes from the Board of Directors meetings within forty-five (45) days of the meeting. (1992)
- B. Must send out policy book revisions and additions within forty-five (45) days of the Semi-annual conference, and new policy books will be printed each year within forty-five (45) days of the Annual conference, if applicable. (1993)
- C. Shall plan and execute the RCC training program at the National Conference.
- D. Shall publish a National Board of Directors newsletter to be distributed to all Regional Boards and the National Board of Directors.
- E. Shall plan and execute the NCC training sessions for *NACURH-U* at the National Conference.

Section 3 National Associate for Finance (NAF)

- A. Will conduct Financial Officers Orientation and Training (FOOT) training at Semi-annuals and NACURH. (1993, 1996)
- B. Shall create an income line item for AAFN interest earned annually, and an expense line item for AAFN operation expenditures. (1997)

Section 4 National Advisor

- A. Shall be responsible for collecting AAFN checks, names, and paragraphs. The National Advisor shall keep the name and address list of all AAFN members. On April 15th of each year, the Advisor shall send all names, addresses, and paragraphs to the NRHH and NIC offices. (1997)
- B. After the close of the fiscal year, but before NACURH, the NRHH National Office shall annually prepare a complete AAFN booklet containing all AAFN members, which is distributed to new AAFN members and to the NBD. Bills associated with distributing AAFN booklets shall be paid by NACURH. (1997)

Section 5 NACURH Past-Chair

- A. NACURH has the expectation that the Past-Chair will remain active as a consultant to the Chair until December of that year. The expectations of the Past-Chair include, but are not limited to the following:

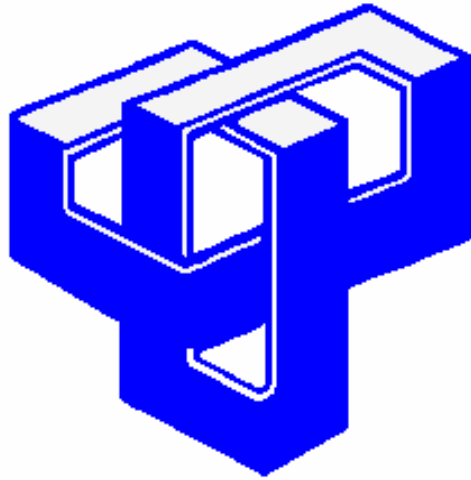
1. Formalize and help transition items of action from the former term, in particular, items from the National Conference.
 2. Help the Chair with day-to-day operations as designated by the Chair.
 3. Help set the agenda for the Semi-annual Board Meeting.
 4. It is the responsibility of the Past-Chair to complete the wrap up of his/her board. This would include minutes, financial statements, etc.
- B. This position will officially end in December of each year so as there will be no travel expenses incurred.

Section 6 Regional Communications Coordinators (RCCs)

- A. Shall be utilized for the National Information Center's check-in at the national conference.
- B. Have a social with the National Board of Directors the first or second night of the national conference to show national support of the RCC position.
- C. Attend a formal meeting with the National Associate for Administration or other appointed representative at the National Conference to discuss necessary information, proposals, legislation, and general information prior to the NCC Informational Meeting.
- D. RCC's who shall be in office after the close of the national conference shall attend an RCC training program at the national conference.
- E. Shall assist the NAA in planning and executing NACURH U. (NCC Training).
- F. Shall assist the regional and national boards and the national conference staff before and during the national conference.

Section 7 Parliamentarian

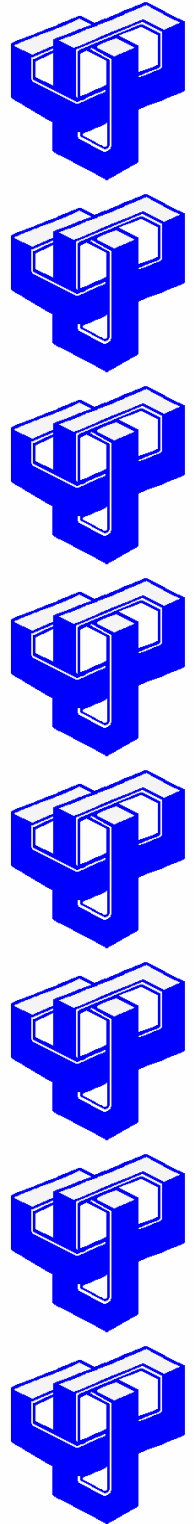
- A. Shall be present at all meetings of the NBD.
- B. Shall serve as an advisor to the National Board of Directors on Roberts Rules of Order Newly Revised.



Section II

Elections

Last Revised
October 4, 2005



Article I ELECTIONS

Section 1 National Executive Board Elections

All positions will be elected at the Annual meeting.

Section 2 Notice of Intent

Individuals seeking to bid for any National Executive position shall be encouraged to submit a letter of intent. Should the candidate desire to bid for more than one position, that intent must be indicated on the letter. Letters of intent will be due to the National Advisor by a date set by the National Chair. The date must be no later than one week prior to the beginning of pre-conference. The day following the due date set by the National Chair, s/he will announce which letters have been received and for which position a written bid will be presented (only one position will be announced for each candidate.) (2005)

Section 3 Election Procedures

- A. Each candidate running for an Executive position must submit a written position bid upon arrival at pre-conference. Each candidate shall remain enrolled and in good academic standing at an institution that is currently a member in good standing of NACURH unless otherwise stipulated. A professional housing official from the student's host school will declare the "good standing" of each candidate in either written or an oral statement to be given at the time of election or appointment. (1992)
1. National Advisor must be present.
 2. There must be an explanation of protocol prior to nominations.
 3. Each region receives one vote for each position.
 4. Each region votes for only one candidate in each position.
 5. Each region and office is allowed only one nomination.
 6. Nominations must be stated in the minutes.
 7. The vote must be done by ballot.
 8. Ballots must be folded in such a way as specified by the Chair.
 9. The tellers must be an ex-officio member of the NBD, excluding the chair, and not biased toward any one candidate.
 10. In the event that no candidate receives a majority, another vote will be taken.
 11. If, after the second vote, two candidates have a majority, the lowest will be dropped.
 12. Presentation time: Speech maximum of fifteen (15) minutes, Q/A minimum of five (5) minutes, and discussion, minimum of five (5) minutes.
 13. The National Chair shall announce which letters of intent have been received for each election immediately prior to its respective election.

Section 4 Executive Bids

All bids submitted for NACURH Executive positions should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1/01)

Section 5 National Academic Policy

Any Person who desires to run for a National Executive Officer position must have attended the previous Semi-annual meeting and be a student in good academic standing. (1982, 1996)

Section 6 Letters of Support

Those interested in the offices of National Chairperson, NAA, and NAF must have letters of support from their individual Residence Hall Association and/or Office of Residence Life to ensure some kind of prior knowledge and acceptance of hosting these offices at the individual schools. (1981)

Section 7 Waiving of Written Bid Requirement

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

Article II NATIONAL ADVISOR SELECTION PROCESS

Section 1 Selection Timeline

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

Section 2 Bid Guidelines

- A. Candidate Bids are to include:
 1. cover letter
 2. current resume
 3. goals synthesis
 4. three letters of recommendation from
 - a. the candidate's supervisor or department head
 - b. a student organization that was advised by the candidate, and
 - c. candidate's option
- B. Candidates should include information pertaining to the financial institution from which NACURH will be operating their finances. This includes start-up costs, services, interest rates, fees and any other pertinent information needed for consideration.
- C. Candidate should include a list of time commitments that would affect his/her ability and accessibility as National Advisor.
- D. All bids submitted for advisor should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1/01)

Section 3 Candidate Criteria

- A. Candidate must be from a current NACURH member school in good standing.
- B. Candidate must be employed in a full-time student personnel position with at least 5 years of full-time professional experience in the field and be employed in a position above the hall director level (1/01).
- C. Candidate must be able to serve a minimum of four (4) years.
- D. Candidate should have experience advising a student organization and is strongly encouraged to have experience advising a NACURH-related organization (i.e. national office, regional board, RHA, or NRHH chapter).
- E. Candidates should have some experience working with ACUHO-I, ACPA, NASPA, or any of the aforementioned regional affiliates.

Section 4 Selection Committee

- A. The Selection Committee for the National Advisor shall consist of the National Chair, NAA, NAF, National Executive Committee Regional Director, and an additional Regional or Office Director to be selected by the Chair. The committee will be chaired by the National Chair and advised by the current National Advisor and CRC/ All members of the committee. Voting and ex-officio shall receive copies of the bid.
- B. The National Advisor shall be selected at the Semi-Annual conference by a quorum of the voting members of the NBD. Each region shall have one (1) vote, as well as one (1) vote each for the NAA, NAF, NIC and NRHH.

Section 5 Requirements of Service

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

(Please see Section 5. Finance, for specific financial responsibilities of the Advisor.)

Article III CRC SELECTION PROCESS

Section 1. Selection Timeline

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

Section 2 Bid Guidelines

- A. Candidate Bids are to include:
 - 1. Cover letter
 - 2. Current resume
 - 3. Goals synthesis
 - 4. Three letters of recommendation from
 - a. the candidate’s supervisor or department head

- b. a student organization or conference that was advised by the candidate, and
 - c. candidate's option
5. Candidate should include information regarding all aspects of conference planning s/he has experience with, particularly NACURH related conferences (i.e. advising regional, or national conferences).
 6. Candidate should include a list of time commitments that would affect his or her ability and accessibility as CRC.
 7. All bids submitted for CRC should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1/01)

Section 3 Candidate Criteria

- A. Candidate must be from a current NACURH member school in good standing.
- B. Candidate must be employed in a full-time student personnel position with at least 5 years of full-time professional experience in the field and be employed in a position above the hall director level.(1/01)
- C. Candidate must be able to serve a minimum of three (3) years.
- D. Candidate should have experience advising a student organization and is strongly encourages to have experience advising a NACURH-related organization.
- E. Candidate should have some experience working with NACURH-related conferences, either as and advisor or conference staff member.

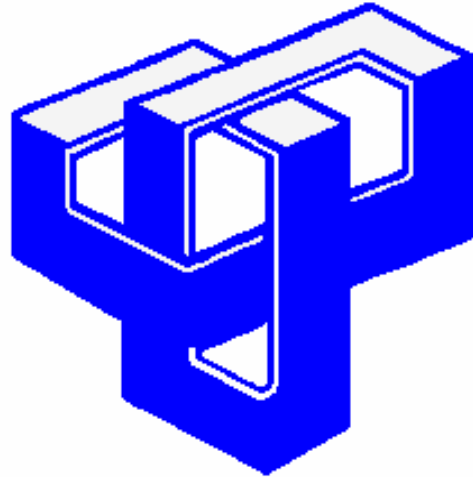
Section 4 Selection Committee

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

Section 5 Requirements of Service

- A. The CRC shall serve a term of three (3) years. If the CRC wishes to continue serving in the position, s/he must notify the NBD at the Semi-Annual meeting during the CRC's second year of office. At the following National Conference, the NBD shall review the CRC's performance during the previous two (2) years and may re-appoint the CRC for a maximum of three additional years. The CRC shall submit to the NBD at the National Conference a personal evaluation that shall include, but not be limited to, the following: personal evaluation of contributions to NACURH and the NBD, summary of the first two years of service of their term, goals for the next three years, foreseen time commitments that would affect his/her abilities and accessibility, and a letter of support from his/her host school stating the types of support they will be giving (i.e. moral, financial). If the CRC is not re-appointed, the selection timeline will begin at the close of the National Conference. The CRC shall be available to the entire National Board to act as a resource and an advisor on national or regional conference issues or concerns. In the absence of the National Advisor, the CRC shall temporarily assume the Advisor responsibilities.
- B. The CRC shall have primary responsibility for the NACURH National Conference. At each Annual meeting, the CRC will hold training a session for all Regional Advisors regarding advising regional conferences; Regional Advisors shall have the primary responsibility for advising regional conferences, with the CRC available for consultation. Copies of all *Host Acknowledgement forms* will be kept by both the CRC and the Specific Regional Advisor.

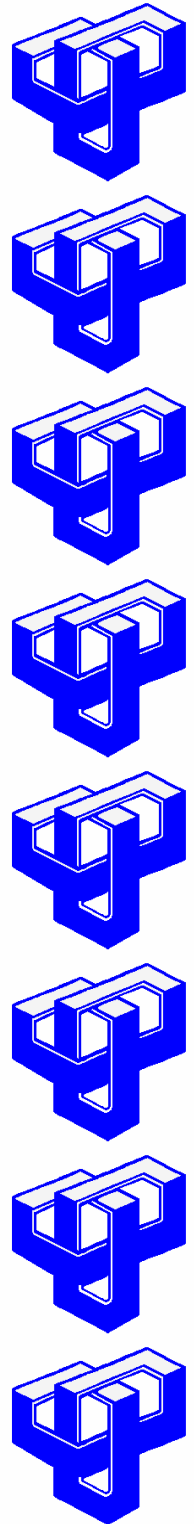
- C. The CRC shall conduct a workshop at each National Conference for schools interested in bidding for national or regional conferences and for schools that already have received a conference bid.
- D. The CRC shall be responsible for coordinating the Student Award for Leadership Training and Program of the Year awards with ACPA and ACUHO-I, respectively. This includes disseminating how-to-bid information to member schools, coordinating pre-selection committees prior to Semi-annuals and working with award winners for attending and presenting at the respective professional conference.



Section III

Overlap and Transition

**Last Revised
October 4, 2005**



Article I OVERLAP AND TRANSITION

Section 1 Overlap of Offices

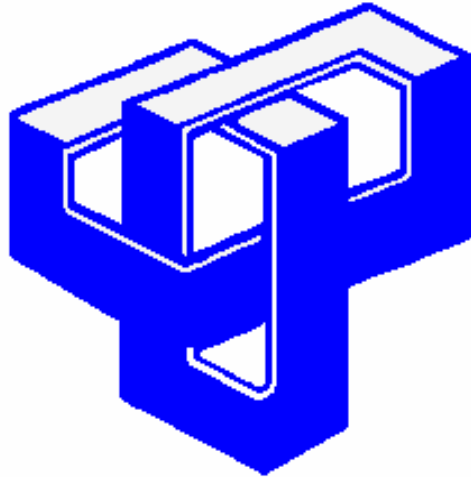
The National Chair, NAA, and NAF positions may overlap a regional position for a period not to exceed six (6) months. NACURH officers may not fill more than one National Executive Officer Position at a time.

Section 2 National Officer Transition

Incoming and outgoing officers will, at the completion of the NACURH conference, establish a schedule in which new and old NBD members will contact each other about the office/position off and on during the three (3) months of summer. (1993, 1996)

Section 3 Regional Officer Transitions

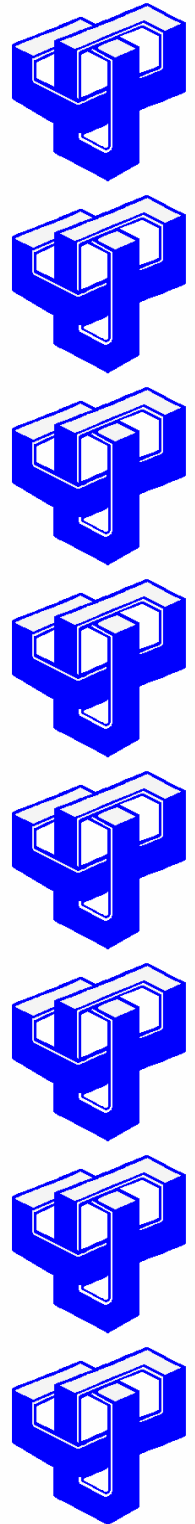
Each Regional Directorship shall turn over all financial records, funds, and receipts to the new Directorship at the end of their term. Outstanding bills shall be forwarded to the new Directorship to be paid. (1985, 1996)



Section IV

Committees

Last Revised
October 4, 2005



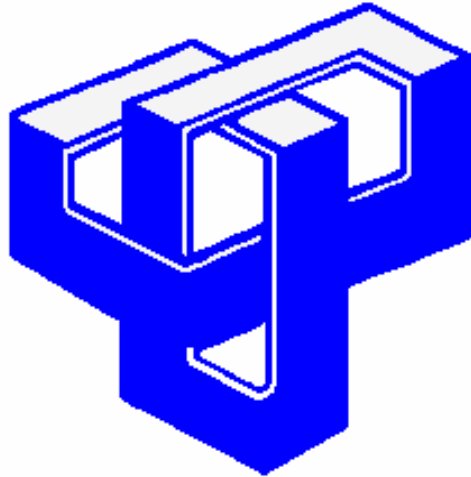
Article I COMMITTEES

Section 1 National Awards Selection Committee

All bids are to be postmarked by April 15th. Members of this standing committee are the National Chair, NAA, NAF, National Advisor, CRC, NIC Director, and NRHH Director. Awards judged by the committee are the OCM NCC of the Year Award, OCM Distinguished Service Award, Student of the Year Award, Advisor of the Year, and Hallenbeck Service Award. (1993, 1996, 2005)

Section 2 Executive Committee

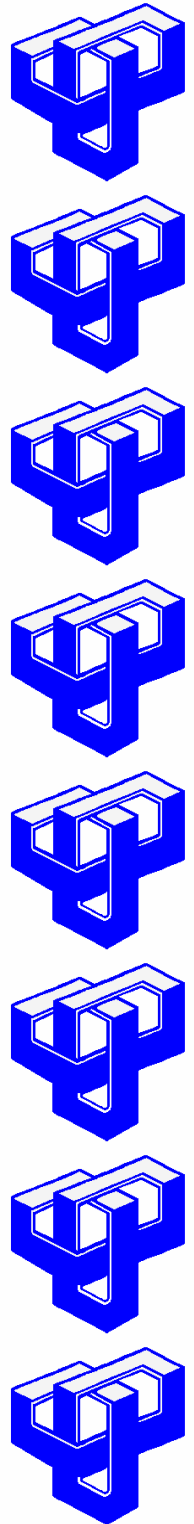
- A. The Executive Committee shall exist to make decisions, which require immediate action and which cannot wait for a mail ballot or the next NBD meeting. It is understood that the Executive Committee exists to respond to extreme situations. All decisions made by the Executive Committee will be sent 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. (1981)
- B. Members of the Executive Committee shall be the National Chair, NAA, NAF, National Advisor, and an appointed Regional Director. If applicable, it is encouraged that the Past-Chair be utilized in a consultant role if the Executive Committee's emergency powers are needed.



Section V

General Policies

**Last Revised
October 4, 2005**



Article I GENERAL POLICIES

Section 1 Parliamentary Procedure

All meetings will be run according to the most current edition available of Roberts Rules of Order, Newly Revised.

Section 2 E-Mail Voting Procedures (5/98)

- A. The Chair shall prepare and distribute e-mail ballots to the voting members of the NBD for their consideration and disposition in accordance with the policies set forth by the NBD.
- B. The Chair has the power to decide which proposals will be passed over e-mail and reserves the right to table legislation received until the next conference.
- C. All voting members must have access to e-mail at some point during the voting time period.
- D. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chairperson, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the Chair.
- E. Amendments may be proposed over e-mail and must be voted upon separately. When an amendment is proposed, the Chair will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline for the overall proposal will then be reassigned by the chair not to exceed seven (7) days.

Section 3 Regional Directorship Voting Privileges and Debts

Regional Directorships with outstanding Debts of \$50 or more to NACURH, Inc. shall lose all voting privileges until said debts are resolved. This is to include orders from the national offices and registration and travel for any conferences, but is not to include any NACURH loans, grants, or NBD approved debts. (1993)

Section 4 Bid Presentations

The National Board of Directors shall hear Conference Site and NIC Bids at the National Conference. (1981, 1997)

Section 5 National Residence Hall Month

April shall be designated as National Residence Hall Month. (1978)

Section 6 Publishing of NIC and NRHH Addresses

The addresses of the NIC and NRHH will be published in every NACURH affiliated newsletter. (1991, 1996, 1997)

Section 7 NACURH, Inc. Technology Package (1/98, 5/01)

- A. Any use of the NACURH technology fund shall be used for the advancement of the NACURH organization and at least three different quotes must be received for all technology-related purchases over \$300 per item.
- B. NACURH Inc. and its' affiliates shall adopt IBM compatible hardware and the standard software package required for all new technology to have included:

MS Office	General Office Productivity
Quicken	Financial Reports
Windows OS	Operating System

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. Suggested but not required software packages include:

MS Front Page	Web Publishing Software
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Adobe Acrobat
MS Publisher

For Publishing Documents Online
Newsletters

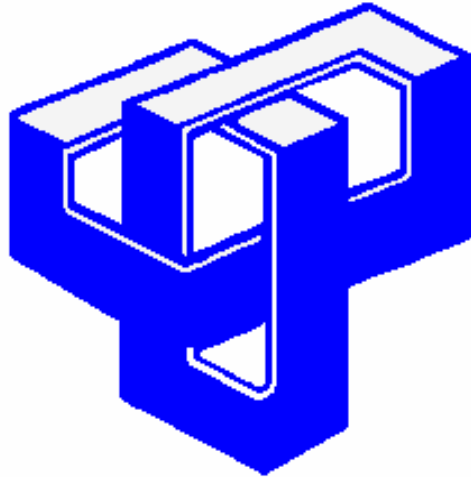
- C. The National Information Center (NIC) is in charge of maintaining the NACURH server(s) and is responsible for maintaining the following domain names: www.nacurh.org, www.nacurh.com and www.nacurh.net. Any other domain names are left up to the discretion of the NBD and must be approved both by the NIC and the NBD to be maintained on the NACURH web server.
- D. Affiliated organizations (regions, conferences, National Residence Hall Honorary etc.) are responsible for maintaining any web sites they publish and list serves they maintain. Hosting on the NACURH server is left to the discretion of the affiliated organizations, however it is highly encouraged. If a web site is not hosted on the NACURH server, the affiliated organizations are responsible for notifying the NIC of any changes.

Section 8 National and Regional Bid Submissions

All bids (position, conference, award, etc) submitted to NACURH or its regional affiliates should include one unbound master copy on standard 8 1/2"x 11" white paper for the purpose of being entered into the Resource Files. (1/01)

Section 9 NACURH Philanthropy Pin (2005)

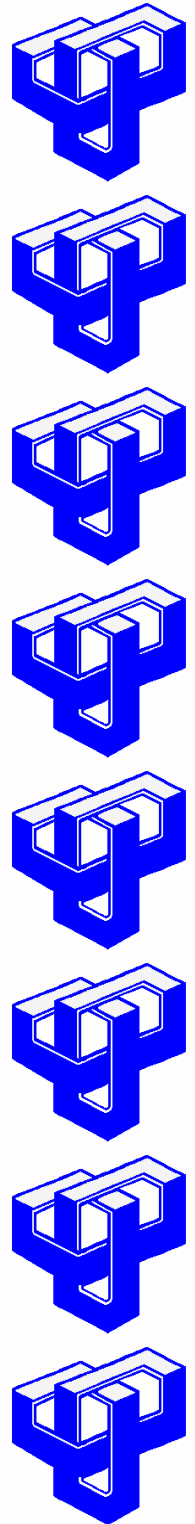
- A. A NACURH Philanthropy Pin shall be created annually to be sold at the NACURH Annual Conference.
- B. Pin designs shall be solicited by the NRHH National Office Director from all NACURH member schools.
 - 1. The design must correspond to the theme of the National Conference at which the pin is to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



Section VI

National Offices

Last Revised
October 4, 2005



Article I GENERAL POLICIES

Section 1 National Office Transition

Incoming and outgoing office hosts will, at the completion of the NACURH conference, establish a schedule in which new and old NBD members will contact each other about the office/position off and on during the three (3) months of summer. (1993, 1996)

Section 2 Office Staff Members

No National Office staff member who participates in NBD meetings may hold the position of NCC.

Article II NATIONAL INFORMATION CENTER (NIC)

Section 1 National Address

The National Address shall be that of the NIC, as it will be the same for at least three (3) years. All prospective member schools will be referred to the NIC, who in turn, will write to them. The NIC should also contact the appropriate Regional Director, who is encouraged to contact the prospective school as well. (1974)

Article III AFFILIATION

Section 1 Active Member Definition (Affiliated Member)

- A. To be declared an active member of NACURH, schools must:
1. Pay both regional and national dues as determined by the NBD;
 2. Submit an acceptable NIC report;
 3. Remain financially solvent with NACURH, Inc. and;
 4. Submit a NACURH registration form.

Section 2 National Reduced Membership (Small School)

Those colleges and universities who have an on-campus capacity of 1,000 or fewer may become full members at reduced cost. (1989)

Section 3 Associate Membership

- A. A special membership shall be created called Associate Membership, which will provide schools interested in joining with a special, non-renewable, one-year trial membership in NACURH. The NACURH benefits obtained through Associate Membership include
1. 100 free pages of copying for Resource File Reports;
 2. Consideration as a member school for the purpose of conference fees;
 3. All newsletters, etc from the NIC, Regional Directors, Board Members, etc.; and
 4. Benefits from all corporate contracts negotiated for NACURH members.
(In sum, full membership benefits except for voting rights.) (1982)
- B. Associate member schools shall receive the following in the form of a modified welcome packet containing:
1. NCC Handbook
 2. How to Build an RHA
 3. President's Manual
 4. Current Year RFI Supplement (Versus entire RFI)
- C. Upon obtaining full membership, the associate member shall receive the remainder of the welcome packet (full RFI and Videotape Index). (1993)

Section 4 Affiliation Process (2000)

- A. The NACURH Affiliation year will begin at the close of the National Conference.
- B. The NAF will deposit the appropriate money into the regions' accounts.
- C. All regional and national services shall be started at the beginning of the affiliation year.
- D. Any school not meeting the qualifications listed in the Active Member Definition shall not be affiliated and will not receive regional or national services.
- E. All schools not affiliated will regain services upon completion of all criteria listed in the Active Member Definition.
- F. Affiliation for all member schools must be completed by the NCC Informational Meeting at the National Conference in order for a school to have voting rights.
- G. The NIC staff shall encourage schools to affiliate for the following year at the National conference.
- H. The NIC will be responsible for notifying Regional Directors of new schools as they affiliate and for processing the registration forms. (1993, 1996)

Section 5 Affiliation Timeline (2000)

Post NACURH	Affiliation Year begins.
August/September	1 st <i>NACURH Network</i> out with affiliation notice.
September 15	1 st memo notifying schools of affiliation status mailed out.
January	NIC will send out Memo about NIC Report guidelines.
January 15	2 nd memo notifying schools of affiliation status mailed out.
March 1	3 rd and last memo notifying schools of affiliation status mailed out.
NCC Check-In	Last chance for schools to affiliate for voting rights at National Conference.
NACURH Closing	Affiliation Year ends and new Affiliation Year begins.

Section 6 Registration Forms

Each year a registration form will accompany billing statements for each member school. The Information included will help NACURH better provide services for the members. Failure to submit the form by a school will mean loss of "affiliated member status" requiring termination of said services. (1982)

Section 7 "Easy Steps to an NIC Report"

The NIC shall correspond with the NCCs during January of each year explaining how to write an NIC report. Included in this letter should be a list of categories needing to be updated. (1980)

Section 8 NIC Reports

- A. An NIC Report must be turned in to be considered an affiliated member. (2000)
- B. The NIC Director may grant an extension only in extraordinary cases. Any extensions that are granted are at the sole discretion of the NIC office itself. It is understood that these will be granted rarely. (1985)
- C. The NIC Director shall have the ability to waive the requirement of a NIC report. The NIC National Office Staff should approve all waivers. (1981)

Section 9 Returning Unsatisfactory Reports

The NBD shall approve any new guidelines for resource file index reports and give the NIC Director the power to return for revision reports not complying with these guidelines. (1979)

Section 10 Notifying Regional Directors

Before the fall Regional Conference, the NIC will send a list to the Regional Directors of schools in their regions who are not affiliated. The NIC and the Regional Directors will send letters to the schools who are not

affiliated informing them that they are not affiliated and will not be allowed to vote at the regional meeting unless they affiliate. (1993, 2000)

Section 11 Membership Certificates

- A. NACURH shall send certificates to member schools for initial membership, and there will be some type of notification of renewal after the initial certificates are sent. This shall be the responsibility of the NIC. (1980)
- B. NACURH membership certificates are to be given out when a school pays its dues rather than at the National Conference when many schools are on summer vacation.

Article IV FINANCES

Section 1 Centralized Dues Collection

Billing statements will be sent out by the NIC and dues will be collected by the National Information Center.

Section 2 Billing Statement Mailing Dates

- A. The NIC will mail out early billing statements, one per school, by January 15, to notify affiliated members that their affiliation will end at the close of the National Conference and to promote re-affiliation. (See Affiliation Process, NIC for more information). (1993,2000)
- B. The NIC will write a cover letter for the billing statements emphasizing new and existing services, upcoming conferences and regional highlights.
- C. The NIC will send a dues reminder letter to NCCs and Advisors of unpaid schools by March 1. Each bill should include a note that the bill was sent to both parties.
- D. The NIC will send a final notice to NCCs and Advisors of unpaid schools by September 15. Each bill should include a note that the bill was sent to both parties.

Section 3 Minimum Transaction Fee

To prevent debts of less than \$1, the NIC will establish a minimum transaction fee of one dollar (\$1) effective June 1, 1993. Transactions will be on a 30-day billing period so orders made in one month will not affect a school's standing until the next month (i.e. orders in April will not affect May dues). (1993)

Section 4 Late Payment Carry Over

Any new member school dues received after April 1 shall receive National Conference member school fees at the conference but shall receive no other benefits. The school will be considered a member for the following fiscal year. (1984)

Section 5 Outstanding Debts

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

Section 6 Voting Privileges and Outstanding Debts

Any school with an outstanding debt of \$10 or more to NACURH, regional affiliate, or national office over 30 days old will be considered "not an active member" with NACURH and subsequently unable to vote, re-affiliate, or enjoy any other NACURH member privileges. (1993, 5/01)

Section 7 NIC Office Transition Funding

Upon recommendations from the outgoing NIC Director, the NBD shall allocate funds to cover the cost of the transition orientation. This will occur at the Annual NBD Meeting. (1981).

Article V REPORTING MEMBERSHIP

Section 1 Membership Report

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

1. Prior years and current year's active members, broken down by Large, Small, and Associate member schools.
2. Prior years and current year's inactive members, inactive meaning those schools which did not renew membership.
3. Names of schools recruited in each region.
4. Number of new schools affiliated in each region. (1981)

Section 2 National Mailing List

The NIC will have the responsibility of maintaining an accurate national membership list. (1996)

Article VI GENERAL NIC PROCEDURES

Section 1 Request Process

Requests for information from the resource files of the NIC should be channeled through the NCC of each respective member school. (1975)

Section 2 National Board Member Privileges

NBD members can officially request information from the NIC free with an upper limit of 100 pages per fiscal year. Any number above this amount will be subject to a duplication charge of five cents (\$.05) per page. (1979)

Section 3 Minutes from Corporate Business Meetings and NBD Meeting

The NIC will be responsible for sending out Corporate Business Meeting Minutes to NCCs, The Minutes for the Semi-Annual NBD Meetings will be made available upon request from the NCCs. (1978)

Section 4 Term of Office (2005)

- A. A hosting term for the NIC shall be defined as three (3) years. Also, the NIC may not be hosted by one institution for more than two (2) consecutive terms or six (6) years.
- B. Bidding Process
 1. The Institution and individuals bidding for the NIC must contact the NIC, in writing, prior to April 1 to officially state intent. Additionally, the proposed Office Director and Advisor should contact the current NIC Director and Advisor. This will ensure that all persons involved are aware of the expectations and responsibilities that exist in the NIC prior to April 1.
 2. Thirty (30) Copies of the bid must be delivered to the NIC office, Postmarked by April 15th.
 3. The formal oral bid will be presented to the NBD during the National Conference. The bidding Director should present the bid, along with the Advisor and any other appropriate NIC staff members. The oral presentation should not exceed fifteen (15) minutes, after which a question and answer session, not exceeding thirty (30) minutes, will be held.

4. The NIC will be awarded to the institution receiving a majority of the votes cast by the NBD. These votes will be cast secretly and in the manner described by the Chair. In the case of a tie, the Chair will inform the current NIC Director, who will cast the tie-breaking vote.
5. The winning bid will be announced during the banquet at the National Conference. Afterward, a follow-up discussion will occur between the outgoing and incoming NIC staffs to answer additional questions and to finalize transition plans.
6. If the current NIC host requests an additional term, the institution will follow normal bidding procedures with the following exceptions. (2005)
 - a. Letters of intent will be due to the National Chair and National Advisor by April 1st.
 - b. Two (2) copies of the written bid must be mailed, one to the National Chair and one to the National Advisor, postmarked by April 10th.
 - c. When the NBD reaches a tie vote, the National Chair shall be the deciding vote.

Article VII NIC BID FORMAT (5/98)

Section 1 Composition of the NIC Staff and Responsibilities

- A. The National Board of Directors policy requires a minimum staff of:
 1. Director
 2. Associate Director for Finance
 3. Associate Director for Computer Services
 4. Four (4) additional Associate Directors (2004)
 5. NIC Advisor
- B. The delegation of responsibilities and the utilization of additional Associate Directors is left to the discretion of the host school and the NIC staff.
- C. The NBD recognizes the fulfillment of the following responsibilities as the minimum requirements for successful operation of the NIC.

Section 2 Publications

- A. Publish at least five (5) NACURH newsletters per year, with each region requesting issues to assist writing for. (2004)
- B. Publish the Resource Files Index (RFI) and yearly Supplement in the fall of each year.
- C. Prepare and distribute yearly recruitment information.

Section 3 Correspondence

- A. Answer general telephone inquiries within 48 hours or receipt and written correspondence within five (5) days.
- B. Correspond with the National Conference Chairperson on a monthly basis.
- C. Complete RFI requests within seven (7) days of receipt.
- D. Create a guide to using the NIC for member schools in January, including the five easy steps guide to writing an NIC Report.
- E. Distribute, prepare, and mail recruitment packets to interested schools.
- F. Contact new member schools to welcome them to NACURH and explain the functions of NACURH.

Section 4 The Office Must be Open Year Round

- A. Record Keeping
 1. Maintain accurate and up-to-date records of RFI requests.
 2. Keep accurate list of schools that have received RFIs and Supplements, VTIs, and NCC Handbooks.

3. Establish and maintain financial records, including yearly budgets which are to be submitted to the National Associate for Finance on a monthly basis.
- B. Prepare Semi-annual and Annual financial Statements

Section 5 Affiliation

- A. Responsible for notification and, collecting dues, RFI Reports, and registration. (2004)
- B. Maintain an accurate and up-to-date list of prospective schools.
- C. Maintain NACURH.org website. (2004)
- D. Maintain active liaison relationships with professional organizations (ACUHO-I, ACPA, etc.)
- E. Attend regional conferences, when financially feasible.
- F. Attend Semi-annual and Annual NBD meetings.
- G. Promote NACURH and its activities nationally through the NACURH newsletter and other NACURH publications.

Section 6 NIC Advisor Responsibilities

- A. The NBD recognizes the following responsibilities as the minimum requirements of the NIC Advisor.
 1. Monitor functions and personnel of the NIC.
 2. Consult and advise the NIC staff.
 3. Report to and consult with the National Advisor on a monthly basis.
 4. Monitor NIC financial records once a month concerning transactions.
 5. Attend National Conferences.
 6. Attend weekly NIC meetings.
 7. Responsible for understanding all National Policy.
 8. Correspond five (5) times a year with all Regional Advisors.
 9. Alert National Chair and National Advisor of any immediate issues that affect NACURH.

Section 7 Institutional Responsibilities and Expectations

- A. Supply general office furniture for use by the NIC (desk, chair, typing table, etc.) and an office (at least 475 sq. feet suggested).
- B. Support, in writing, that the previously mentioned services will be made to the NIC from:
 1. Institution's Residence Hall Association
 2. Chief Student Affairs Officer
 3. Chief Housing Officer/Director of Housing

Note: The NIC bid is, in actuality, a bid by an institution. Although the personnel are of equal importance, the bid is awarded to the institution in order to maintain the continuous effective functioning of the NIC. In the event that the school hosting the National Information Center is not in good standing, after the office has been awarded, this will not affect the ability of the NIC to continue to be hosted. The executive committee and NIC office will work with the appropriate Regional board and the host institution to ensure that the school quickly returns to good standing. (2004)

Section 8 Items to include in the Written Bid

- A. Biography of the Director, Associate Directors, and Advisor including classification, background experience, dedication, why you want the bid, goals, available time, current activities, and conferences attended, etc.
- B. Description of the facilities available for the NIC's use. This includes:
 1. Room Size (including computer security, and extra area for storage) (2004)
 2. Telephone lines (a minimum of two are required on fax, one voice) (2004)

3. Network Services (Ethernet lines, networking capabilities, computer services support) (2004)
 4. Room features and furniture (2004)
- C. Description of the institution's Residence Hall Association, how active it is in NACURH, has it utilized and been in contact with NACURH services in the past, etc.
 - D. Institution information such as its geographic location, available office supplies, semester or quarter sessions, letters of support, etc.
 - E. Per copy cost for duplicating.
 - F. Miscellaneous items of special interest, such as intended expansion of the NIC, recruitment plans and ideas, overall objectives, etc.

Section 9 Miscellaneous Information

- A. The NBD has established a financial policy dealing with concluding finances. It states that 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.
- B. The NBD agrees that a representative of the former NIC staff, preferably the Director, should travel to the campus of the new host school to help orient the new NIC staff.
- C. The NBD will cover expenses of this transfer orientation. Bidding schools should be prepared to accommodate the Director, should they receive the bid. Moreover, bidding schools should be aware of the same commitment for the proposed Director at the end of his/her term of office.
- D. Bidding will take place on the first day of the National Conference. In order to ensure the most efficient use of time, bidding schools should plan to arrive the first day of the National Conference, or the evening before. Bids should include the estimated arrival time to the National Conference. Schools will be notified by May 1 of their time for oral presentation.

Section 10 Current NIC Director's Responsibilities to Schools Bidding for the NIC (5/98)

- A. Provide all policy information relating to the bid.
 1. Answer any and all questions relating to the functions of the office and to the processes used in the office.
- B. Notify schools of receipt of letter of intent.
- C. Keep all letters of intent confidential from other schools.
- D. Help the bidding school(s) in any way possible without bias and with the intent of creating a fair bidding environment.

Section 11 AAFN Duties

- A. The NIC shall add the AAFN list to the NACURH web page.
- B. After the close of the fiscal year, but before NACURH, the NIC annually adds the new AAFN names and paragraphs to the RFI file on the AAFN and to a web page listing all AAFN members and their paragraphs. (1997)

Article VIII NATIONAL RESIDENCE HALL HONORARY (NRHH)

Section 1 Powers

Powers not specifically stated herein have been delegated to the NRHH national Office, NRHH Regional Associate Directors, or NRHH Chapter Representatives, and can be found in the NRHH By-Laws and/or NRHH Policy Book.

Section 2 NRHH Chapter Free NIC Pages

Any NRHH chapter in good standing shall receive 30 free pages from the NIC. The same restrictions and Guidelines for NACURH member schools shall apply to the chapters. (1993)

Section 3 AAFN Duties

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

Section 4 Awards**A. OTMs**

1. Selection of National OTMs will be the responsibility of the NRHH National Office.
2. Proper OTM forms designated as current shall be made available by the NRHH National Office.
3. An OTM Manual, which provides a list of categories, advice on writing OTMs, and current forms, shall be made available by the NRHH National Office.
4. All NACURH member schools in good standing are eligible for National OTM Awards.
5. All expenses associated with National OTMs shall be paid by NACURH.

B. NRHH Outstanding Chapter of the Year

6. The NRHH Outstanding Chapter of the Year's purpose, eligibility, page limits, selection process, and suggested criteria can be found in the NRHH Policy Book.

C. NRHH Building Block Chapter of the Year

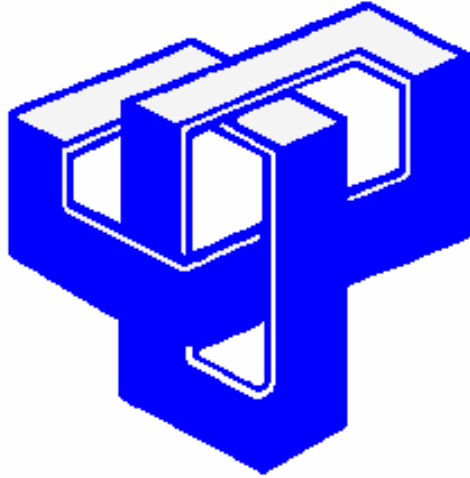
7. The NRHH Building Block Chapter of the Year's purpose, eligibility, page limits, selection process, and suggested criteria can be found in the NRHH Policy Book.

Section 5 Governing Documents (2003)

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

Article IX Host School Benefit (2004)**Section 1 Host School Benefit**

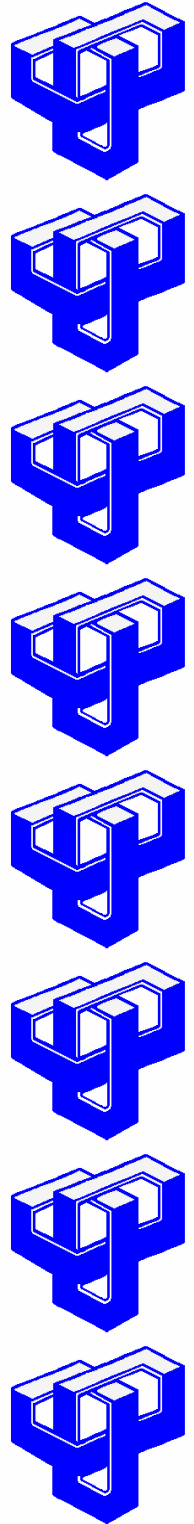
The NIC shall waive the host school's dues for the National Information Center, and NRHH National Office each academic year that the office is hosted by that institution.



Section VII

Conferences

Last Revised
October 4, 2005



Article I POLICIES GOVERNING NACURH NATIONAL CONFERENCES

Section 1 Conference Bid Requirements and Procedures

- A. Schools interested in bidding for a National Conference should contact the Conference Resource Consultant (CRC).
- B. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
- C. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
- D. Schools shall have the opportunity to send 30 preliminary copies of their NACURH Conference bid to the CRC by December 1 in order for the bid to be critiqued/reviewed by the NBD at the Semi-annual Meeting. By January 31, the CRC will provide written feedback to those schools who submitted written bids by December 1. (1996, 1997)
- E. Letters of intent should be received by the CRC by April 15th. On April 15th, the CRC will notify all members of the NBD of those schools who will be bidding for the National Conference.
- F. The following statement should be published throughout the year advertising the National Conference bid process:
 1. Conference bids for the next NACURH National Conference will be presented to the National Board of Directors at this year's National Conference. For example, any school wishing to submit a bid for the ____ Conference must contact the Conference Resource Consultant prior to April 15, _____. Information on bidding for the conference will be sent to those schools. It is extremely important that your school does contact the CRC by April 15 in order for the National Board of Directors to consider your school's bid.
- G. The following publications should be used in publicizing this process: Regional Newsletter, NIC Newsletter, Conference Newsletter, NRHH Newsletters, Regional Conference, National Publications, other communications with member schools. Thirty (30) copies of the written conference bid must be submitted to the National Conference site office no later than ten (10) days prior to the first day of the National Conference. The NBD will review the written conference bids during the annual NBD meeting prior to the conference. All bids submitted for should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1996, 1/01)
- H. In addition to the written bid, the Conference Bid Teams shall present a bid presentation to the NBD on the first day of the National Conference. The entire bid presentation will be thirty (30) minutes in length, followed by fifteen (15) minutes of question and answer. The thirty (30) minute presentation should include a video tour of campus, highlighting the facilities that would be used for the conference. (1996)
- I. The NBD will hear all bids and make decisions regarding the conference site. In doing so, the NBD will utilize two formats, in addition to general discussion in determining the site. These shall be the Conference Bid Evaluation Worksheet and a bid section discussion, with specific NBD members held accountable for leading discussion and/or comparison of specific sections of the bids (i.e. food, housing, programming, etc.). The winner will be announced at the awards banquet during the conference. (1985, 5/01)

Section 2 Waiver of Conference Bid Requirements

In order for the NBD to select a National Conference site, requirements for written bids may be waived by a two-thirds vote of the NBD. (1997)

Article II CONFERENCE STAFF

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

- A. The National Conference Chairperson will primarily communicate on a regular basis with the CRC to discuss problems, concerns, questions and progress of the National Conference planning.
- B. The National Conference Chairperson, with the assistance of the conference staff, will present a report to the NBD at the Semi-annual meeting and Pre-conference meeting regarding progress towards the planning of the National Conference.
- C. The National Conference Chairperson will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the National Conference. In addition, all financial records and other statistical information regarding the National Conference will be included in this log. A final report of the National Conference will be written and published by the National Conference Staff within one hundred and twenty (120) days after completion of the National Conference. All of these materials will be submitted to the CRC when completed for use in assisting future National Conference Staffs in planning of their conference. If the National Conference Staff fails to submit these materials within the allotted time, their school will be removed from good standing with NACURH and lose all voting rights and privileges. (1996, 2005)

Section 2 Responsibility of the NBD Liaison

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

Section 3 Conference Chairperson and NBD Liaison Regarding the NCC Position

The NACURH Conference Chair and the NBD Liaison may not hold any other NACURH Position (RBD or NCC) while serving in their conference position. (1994, 2005)

Section 4 Conference Delegation Limits

- A. A maximum conference size will be determined by the NDB and the Host school at the Semi-annual business meeting.
- B. The Conference staff will determine the number of delegates that a school can bring.
- C. If the host school has spaces left after all schools have received their initial delegates, the conference staff will determine a fair way to allow those schools requesting additional delegates to bring more of them to the conference. (1996)

Section 5 Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the CRC and Conference Chair to determine appropriate action, including possible expulsion from the conference. (1996)

Section 6 Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and NACURH conference delegates shall be given permission to attend official functions of the National Conference. The National Conference host school shall be required to enforce this policy at all National Conference functions by providing adequate safety and security. (1985, 1997)

Section 7 Liability of NACURH and Disclaimer Statement

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

Section 8 Delegate Disclaimer Statement

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

Section 9 Conference Drug and Alcohol Policy

- A. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. All NACURH conferences, retreats, and meetings will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the CRC, National Advisor, the National Chair, the Regional Advisor, and Regional Director from the region the student represents. (2005)
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the National Conference Notebook.

Section 10 Conference Fair Housing Policy

Physically challenged, hearing impaired, and visually impaired students will be housed on floors other than the traditionally accessible floors (first floor) at Regional and National Conferences. If however, the host school does not have the facilities, the host school will work together with the student to discuss the student’s housing options. (1992, 1997)

Section 11 Corporate Partners

Only those companies holding a corporate contract with NACURH, Inc., may claim themselves a “Corporate Partner.” All other companies providing services and/or funding shall be referred to as “Conference Sponsors.” Paid or unpaid advertising by any company not holding a corporate contract with NACURH, Inc., found in conference related publications cannot contain the phrase “Corporate Partner” nor claim endorsement of NACURH, Inc. (1997)

Section 12 Advertisements

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

Section 13 National Conference Banner

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

Article III CONFERENCE FINANCES**Section 1 Host School Acknowledgment Form**

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

Section 2 National Conference Budget Framework

The budgets for the National Conference must be based on estimated attendance projections as established by the NBD. Each conference bid shall have budgets based on 1900, 2200, and 2500 delegates. The break-even point for a National Conference should be set at 1900 delegates. (1996, 2003)

Section 3 Conference Add-on Fee

The National Conference will have a minimum \$8/delegate fee to be included as a line item in the National Conference Budget. This shall be paid to the national organization prior to the last day of the National Conference. (1993, 1997)

Section 4 Monitoring of the National Conference Budget

The NAF of NACURH will be responsible for monitoring the National Conference Budget and working with National Conference Staff in budget management and planning. The conference staff will be required to submit a conference budget on a monthly basis to the NAF and CRC for review. (1997, 2005)

Section 5 Monitoring of the National Conference Budget

The NAF of NACURH will be responsible for monitoring the National Conference Budget and working with National Conference Staff in budget management and planning. The conference staff will be required to submit a conference budget on a monthly basis to the NAF and CRC for review. (1997, 2005)

Section 6 National Conference Loan

Each National Conference Host School can request a loan of up to a total of five thousand dollars (\$5,000) from the NBD to cover start-up expenses for the conference. The National Associate for Finance has the authority to make this loan without NBD approval if they determine that funds are available for such. This loan amount must not be included in the financial statement as conference profit. The total amount loaned is due on the first day of the National Conference. A host school has up to 90 days after receiving the bid to request the conference loan. (1993, 1996, 1997)

Section 7 Delegate Fees for National Conference

A. Fees will be established by the host school after consulting with the National Board of Directors with final approval by the NBD at the Semi-Annual Meeting. (1981, 1996)

- B. The host school shall publish the delegate and advisor fees in American Dollars, Canadian Dollars, Mexican Pesos, and all other currencies used by current member schools at the current exchange rate at the time the fees are passed.

Section 8 Non-Member School Delegate Fee Surcharge

Non-affiliated schools and NACURH schools not in good standing shall pay a \$5.00 per delegate surcharge on delegate fees at the National Conference. (1996)

Section 9 Distribution of Conference Registration

National Conference Registration materials are to be mailed by first class priority. This includes registration packets, confirmation packets, and programming confirmations. (1997)

Section 10 Conference Registration Late Fee Charge

Conference late registration fees will be established by the National Conference Staff, to be approved by the NBD at the Semi-Annual business meeting. (1997)

Section 11 Walk-in Conference Fees

The National Conference shall charge all delegates who register as walk-in's an additional fee of ten (\$10) dollars. (1981)

Section 12 No Pay-No Key Policy

NACURH Annual Conferences will provide housing (keys) only to those delegations whose conference fees are paid, in addition to the established late registration fees. (1996, 1997)

Section 13 Conference Fee Refunds

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

Section 14 Responsibility of the National Budget for Semi-Annual Meeting of the NBD

- A. The Following people shall have their Semi-annual registration costs paid for by the National Associate for Finance out of the NACURH Budget:
1. National Chair
 2. National Associate for Administration
 3. National Associate for Finance
 4. National Advisor
 5. Conference Resource Consultant
 6. The Eight Regional Directors
 7. One Associate Director from each of the Eight Regions
 8. The NRHH Director and one Associate Director from that office
 9. The NIC Director and one Associate Director from that office
- B. Additional expenses such as meeting room rental, equipment, etc. shall be paid for by the NAF. (1992)
- C. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the NAF of any fee waivers for these individuals, including contractual obligations. (1996.)

Section 15 Responsibility of the National Conference Host School for Annual Meetings of the NBD

- A. The Following people shall have their Pre-Conference fees and Conference fees paid for by the National Conference Budget:

1. National Chair
 2. National Associate for Administration
 3. National Associate for Finance
 4. National Advisor
 5. Conference Resource Consultant
 6. The Eight Regional Directors
 7. One Associate Director from each of the Eight Regions
 8. The NRHH Director and one Associate Director from that office
 9. The NIC Director and one Associate Director from that office
- B. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the conference staff of any fee waivers for these individuals, including contractual obligations. (1996.)

Section 16 Waiver of Regional Conference Fees for NBD Members

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

Section 17 National Conference Staff Expenditures

- A. The National Conference may budget up to, but not exceed one dollar (\$1) per delegate up to the break even point (1900 delegates) for conference staff development and recognition. This money may be budgeted by the conference staff to allow for staff retreats, workshops and awards. (1993, 2005)
- B. No moneys may be spent for the purpose of travel by the national conference staff unless approved in advance by the National Board of Director. (1996)

Section 18 Conference Staff Costs

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

Semi-annuals

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

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

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

NOTE: These costs can be utilized however need. Staff has the total number of costs to work with at Pre-conference, Conference, and any Post-conference time necessary. (1996)

Section 19 Payment For Awards

- A. The cost of plaques for the following awards is incorporated into the National Conference Budget: Large and Small School Display/Banner, Regional Display/Banner, Spirit Awards, Roll Call, Hallenbeck Service Award, First Year Experience, School of the Year, Building RHA of the Year, Program of the

Year, Student Award for Leadership Training, NRHH Chapter of the Year, NRHH Building Block Chapter of the Year, Student of the Year, and Commitment to Diversity.

- B. The host school coordinating with the NAA and CRC, is responsible for ordering and engraving the plaques and engraving the traveling plaques for School of the Year and Regional Roll Call.

Section 20 Financial Transaction Wrap-up

The National Conference Host School must assume responsibility for concluding all financial transactions associated with the conference no later than 120 days following the end of the conference using funds generated by the conference. After this time, the host school will assume responsibility for any additional expenses incurred by the conference. (1994)

Section 21 National Conference Deficit

The host school shall pay the first \$500 of the conference deficit. The remainder of the deficit shall be paid 50% by the host school and 50% by the National Contingency Fund. The host school shall be thorough and responsible in preparing a sound budget. They must work closely with Housing and or Residential Services, Food Services and any other services to ensure they have accurate and realistic figures. (1993, 1996)

Section 22 National Conference Excess

Any conference excess is property of NACURH, Inc. and shall be forwarded to the NAF no later than 120 days following the end of the conference. In the event that there is a National Conference excess of more than \$5,000 or more, NACURH, Inc. will award a gift of \$5,000 to the National Conference Host School's RHA contingent upon the host school fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by the CRC and the NACURH Executive Committee. This \$5,000 gift is intended to be used as a principle amount in either starting or adding to an RHA leadership scholarship fund. (1996 5/00)

Section 23 Conference Wrap-Up

A complete wrap-up of each National Conference is required within 120 days of the close of the conference. All bills should be paid, accounts closed out and the conference excess turned over to the NAF. Any bills that are discovered after this period must be paid by the host school. A written wrap-up report, as specified in the NACURH Policy Book, should be communicated to the CRC and the next host school. NACURH, Inc. conference host schools who do not comply with the 120 day policy shall be declared "not in good standing" with NACURH, Inc. and the relevant regional affiliate until the wrap-up is complete. (1996, 1997, 2000)

Section 24 Wrap-Up Report

- A. A final report of the National Conference will be written and published by the National Conference staff no later than 120 days following the end of the conference. Fifteen (15) copies of the final conference report should contain the following information in order:
1. Introductory letter of the report by the Chairperson(s);
 2. Table of Contents, with page numbers;
 3. Conference Schedule;
 4. School attendance list, with delegate totals by school, with a conference total;
 5. List of all members of the NDB, RBD, and National Offices. This will include individual names, position(s) held, and their host school;
 6. Awards given out at the conference;
 7. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;

8. Conference Chairperson's report, including an overview of each committee, a Semi-annual overview, the channel of authority, staff policies, etc.;
9. Conference Staff schedule, day-to-day by committee and responsibilities given. Specifically, this should address the Pre-conference areas of work with a timeline of what staff members were doing.
10. Conference Staff information, including Semi-Annual arrival and departure expectations, work by details, office procedures, and a Pre-conference Points to Remember by Committee.
11. Committee Chairperson's Job Reports with the following format:
 - a. General statement of committee responsibilities
 - b. Description of committee activities
 - i. Number of people on the committee or in positions;
 - ii. Timeline of activities, month by month, as accomplished;
 - iii. Problems with timeline;
 - iv. Communications problems that hindered the committee's purpose;
 - v. An outline of successful procedures in organizing the committee and the activity;
 - c. Description of Conference Responsibilities;
 - i. What happened to the conference;
 - ii. What activities the committee planned that occurred;
 - iii. A listing of critical reminders for the future planners;
 - d. Recommendation for the future;
 - iv. Suggested solutions to timeline problems;
 - v. Suggested solutions to conference responsibility problems;
 - vi. Evaluate your own participation level, with suggestions for better time utilization;
 - vii. An outline of ideas considered but not utilized;
 - e. Forms or form letters used.
12. A blank Conference Evaluation and final conference evaluation results tabulated.
13. The fifteen (15) copies of the wrap-up report should be distributed by the conference staff in the following manner; 13 copies to the NIC, 1 copy to the CRC, and a final copy to the NAF.

Section 25 Host School Benefit

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

Section 26 Forwarding Unpaid Bills (2003)

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

Article IV MEETINGS AT CONFERENCES

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

- A. The NBD Semi-annual meeting, held usually in January, will be at the upcoming National Conference site. (1996)
- B. Arrangements should be made with the Chair of the NBD regarding accommodations, food, use of equipment, etc.

Section 2 NBD Annual Meeting (Pre-conference)

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

Section 3 NCC Informational Meeting

- A. This is held at least 24 hours before the Corporate Business Meeting. It will be an informational meeting held for those NCCs who wish to know more about what business the NBD has conducted since the last corporate meeting. (2005)
- B. This meeting will be chaired by the National Chair and will include all significant decisions of the NBD. During this meeting, all agenda items for the Corporate Business Meeting will be reviewed.
- C. The purpose of this meeting shall be for discussion only, with the channels for initiating change in NBD decisions stressed. This channel is through their Regional Director to be brought up at the next NBD meeting.
- D. At this meeting, NCCs will be given a chance to express any concerns they have. These concerns must be discussed at the next NBD meeting, with the NCC expressing the concern being given the opportunity to prepare a proposal correcting the compliant.
- E. The NIC will distribute placards that distinguish between voting and non-voting schools. (1996)
- F. Arrangements should be made with the Chair of the NBD regarding use of equipment, set up, etc. (1981)

Section 4 Corporate Business Meeting

- A. An annual Corporate Business Meeting will be held during the National Conference each year.
- B. The Following items must be placed on the agenda for the Corporate Business Meeting:
 - 1. Presentation of last year's financial statements
 - 2. Presentation of next year's budget
 - 3. Any changes in the Bylaws
 - 4. Any other items the NBD feels necessary
- C. The Chair shall develop the agenda for the Corporate Business Meeting. The Chair has the right to limit debate on any discussion item.
- D. Arrangements should be made with the Chair of the NBD regarding this meeting. (1981)
- E. During the Corporate Business Meeting each Regional Director will be allowed a discretionary one minute to address each issue on the agenda to provide any relevant Regional concerns. (1993)

Section 5 NRHH Business Meeting

- A. The NRHH will conduct its annual business meeting sometime during the National Conference each year.
- B. Arrangements should be made with the NRHH National Office Director for this meeting.

Section 6 Presidents' Informational Session/Roundtable

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

Section 7 Reserved Program Time Slots

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

- F. One programming time slot will be reserved for each corporate sponsor scheduled in separate programming sessions. The conference staff should work with each corporate sponsor to schedule their session. (1996, 1997)
- G. One programming time slot will be reserved for the RCC Training program, to be facilitated by the National Associate for Administration in consultation with the national conference staff.
- H. Programming time slots for NCC training shall be reserved for immediately following that NCC informational meeting. These reservations will be made by the NAA in consultation with the conference staff.

Article V CONFERENCE PUBLIC RELATIONS AND PUBLICATIONS

Section 1 Conference Public Relations and Promotional Plan

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

Section 2 National Conference Notebook

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

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

12. Any other pertinent programming information such as how small groups work, delegate responsibilities, etc.;
13. Any acknowledgement to companies or people responsible for funding;
14. Back cover – A university map. This should be on the very back, so delegates may very easily turn the notebook over to see the map.

Section 3 International Relations (2005)

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

Article VI RISK MANAGEMENT (2005)

Section 1 National Conferences

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

Article VII NATIONAL POLICIES GOVERNING REGIONAL CONFERENCES

Section 1 Conference Bid Requirements and Procedures

- A. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC).
- B. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
- C. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
- D. Letters of Intent should be sent to the Regional Director prior to the conference at which the bid will be presented according to the timeline established by the region. (1997)
- E. At least 90 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Finance and the CRC. A Delegation Bracket Budget will include five versions of the conference budget with line item amounts reflecting the cost of the conference using the specified break-even point, and the costs of the conference using 50 and 100 delegates below the break-even point, and the costs of the conference using 50 and 100 delegates above the breakeven point.
- F. All bids submitted for conferences should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1996, 1/01)

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

- A. A Signed Regional Host Acknowledgement shall be included in the bid. (This can be obtained from the Regional Director or the NACURH CRC.)
- B. A letter of support from a housing official, at the Assistant Director level or above, that acknowledges the school's commitment and responsibility for hosting a conference.
- C. A brief introduction and overview of the school. This would include such things as RHA, NRHH, regional and national activities, awards and involvement.
- D. Profile of the conference staff, including advisor(s).

- E. Conference timeline, including but not limited to, mailing, registration deadline, late registration, and conference information.
- F. Conference schedule.
- G. Description of special events and keynote speakers.
- H. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If you have a conference cap, this must be included.
- I. Description of conference accommodations:
 - 1. Sleeping rooms
 - 2. Program rooms/facilities
 - 3. NCC, NRHH, Sub-regional meeting rooms
 - 4. Social gathering rooms
- J. Dining and Banquet options
- K. Safety and security plans and/or staffing pattern
- L. Budget should include, but no be limited to, the following:
 - 5. Conference add-on fee
 - 6. Housing costs
 - 7. Dining/food
 - 8. Banquet – food, awards, decorations
 - 9. Regional Board compensation
 - 10. Corporate Partner compensation
 - 11. VIP/NBD Compensation (optional)
 - 12. Transportation (airport, train, bus, and necessary shuttle info.)
 - 13. Programming – meeting rooms, A/V rental, supplies, etc.
 - 14. Entertainment
 - 15. Hospitality
 - 16. Speakers
 - 17. Awards
 - 18. T-shirt/Souvenirs
 - 19. Insurance
 - 20. Administrative costs – phone, copies, postage, office supplies, reports (including wrap-up report)
 - 21. Communication/publicity costs.
- M. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
- N. Appendix – could include registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used. (1997)

Section 3 Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, and Conference Chair to determine appropriate action, including possible expulsion from the conference. (1997)

Section 4 Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security. (1997)

Section 5 Liability of NACURH and Disclaimer Statement

Each individual attending a Regional Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the Regional Conferences. (1997)

Section 6 Delegate Disclaimer Statement

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

Section 7 Conference Drug and Alcohol Policy

- A. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. All NACURH conferences, retreats, and meetings will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the Regional Advisor, Regional Director, and the Advisor from the school the student represents. (2005)
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the Regional Conference Notebook.(1997)

Section 8 Conference Fair Housing Policy

Physically challenged, hearing impaired, and visually impaired students will be housed on floors other than the traditionally accessible floors (first floor) at Regional and National Conferences. If however, the host school does not have the facilities, the host school will work together with the student to discuss the student’s housing options. (1997)

Section 9 Corporate Partners

Only those companies holding a corporate contract with NACURH, Inc., may claim themselves a “Corporate Partner.” All other companies providing services and/or funding shall be referred to as “Conference Sponsors.” Paid or unpaid advertising by any company not holding a corporate contract with NACURH, Inc., found in conference related publications cannot contain the phrase “Corporate Partner” nor claim endorsement of NACURH, Inc. (1997)

Section 10 Reserved Program Time Slots

One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session. (1997)

Section 11 Risk Management (2005)

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

Section 12 Regional Conference American with Disabilities Act (ADA) Fee (2005)

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

Article VIII FINANCES**Section 1 Monitoring of the Regional Conference Budget**

- A. Conference Advisor and Regional Advisor will work in conjunction with Regional Associate Director for Finance and the Conference Financial Chair, and together will be responsible for monitoring the Conference Budget. (1997)
- B. Any increase or decrease in the conference budget of \$250 or more must be reported to the Regional Associate Director for Finance for approval.
- C. The Conference Chair shall be required to submit to the Regional Associate Director for Finance, Regional Director, and Regional Advisor, a fully updated conference budget each month through the conference closing.

Section 2 No Pay- No Key Policy

Regional Conferences will provide housing (keys) only to those delegations whose conference fees are paid in full. (1997)

Section 3 Conference Fee Refunds

Variable Costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend. (1997)

Section 4 Waiver of Regional Conference Fees for NBD Members

The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for granting fee waivers. (1997)

Section 5 Regional Conference Deficit

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the Regional Affiliate. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in Section VII, sub section VII, the host school will be responsible for 100% of any debt incurred by the conference (1997 5/00)

Section 6 Conference Excess

Any financial excess generated by the conference is the property of the Regional Affiliate and must be paid to the Regional Affiliate no later than sixty (60) days after the end of the Regional Conference. (1997)

Section 7 Regional Conference Break-even Point (1/01) (2005)

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

Section 8 Conference Add-on Fee

The Regional Conference will have a minimum fee (established by the region) that is charged per delegate to be included as a line item of the Regional Conference budget. This must be paid to the Regional Affiliate prior to the last day of the Regional Conference. (1997)

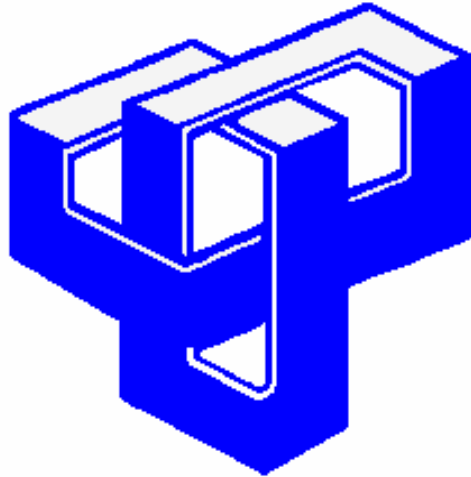
Section 9 Conference Wrap-up

A complete wrap-up, including a written report outlined below, of each regional conference is required within sixty (60) days of the close of the conference. All bills should be paid, accounts closed out, and the conference

excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school. Conference host schools who do not comply with the 60 day policy shall be declared “not in good standing” with NACURH, Inc. and the relevant regional affiliate or until the wrap-up is complete. (1997)

Section 10 Wrap-up Report

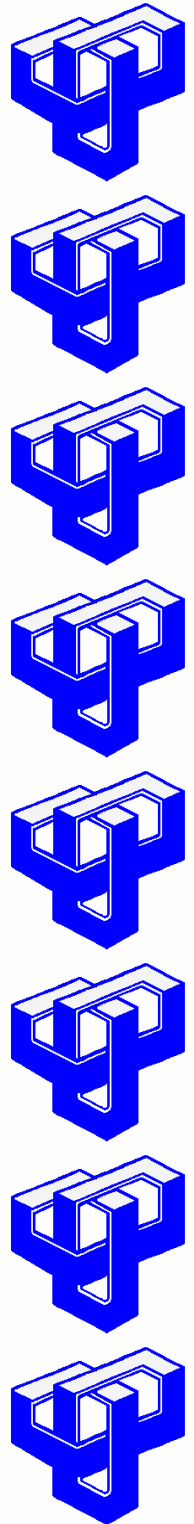
- A. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Six (6) copies of the final conference report should contain the following information in order:
1. Introductory letter of the report by the Chairperson(s);
 2. Table of Contents, with page numbers;
 3. Conference Schedule;
 4. Total number of delegates in attendance, further broken down by number of delegates per school;
 5. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
 6. Awards presented at the conference;
 7. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
 8. Conference Chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
 9. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities;
 10. Committee Chairperson’s Job Reports with the following format:
 - a. General statement of committee responsibilities
 - b. Description of committee activities
 - i. Number of people on the committee or in positions;
 - ii. Timeline of activities, month by month, as accomplished;
 - iii. Problems with timeline;
 - iv. Communications problems that hindered the committee’s purpose;
 - v. An outline of successful procedures in organizing the committee and the activity;
 - c. Description of Conference Responsibilities;
 - vi. What happened to the conference;
 - vii. What activities the committee planned that occurred;
 - viii. A listing of critical reminders for the future planners;
 - d. Recommendation for the future;
 - ix. Suggested solutions to timeline problems;
 - x. Suggested solutions to conference responsibility problems;
 - xi. Evaluate your own participation level, with suggestions for better time utilization;
 - xii. An outline of ideas considered but not utilized;
 - e. Forms or form letters used.
 - xiii. A blank Conference Evaluation and final conference evaluation results tabulated.
 11. The six (6) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the Regional Associate Director for Finance, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.(1997)



Section VIII

Award Policies

**Last Revised
October 4, 2005**



Article I NACURH AWARDS

Section 1 Distribution and Eligibility

All awards (except for School of the Year, Best School Display, and Best Regional Display) are optional and shall be given at the National Chair/NBD's discretion. All awards may be presented by the National Chair or his/her designee. Regional and No-Frills/Minis Conference Chairpersons are eligible to bid at the regional and national levels for NACURH awards, while all current Regional and National elected officers, the NACURH Conference Chairperson(s), NACURH NBD Liaison(s), National Office Directors and Associate Directors are ineligible to bid for NACURH Awards with the two exceptions being the Hallenbeck Service Award which is open to Regional Advisors and the NACURH Award which is designed to recognize elected officers. In the case where a vacancy of a normally elected position is appointed, and the appointment term overlaps with the award timeline, that person shall also be ineligible. Any ineligible officers for awards cannot write or participate in the presentation of award bids. Regional Directors may write letters of support on behalf of their region for the National Award nominations. (1991, 1996, 5/98, 1/01, 1/04)

Section 2 Award Bids

All bids submitted for NACURH awards should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1/01)

Article II INDIVIDUAL AWARDS

Section 1 Eligibility

One nominee per region is allowed and nominations must be submitted to the NBD in writing. Ten copies of the bid must be postmarked to the NRHH National Office by April 15. All bids shall be double sided with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.). Covers and title pages are not included in the page count, dividers are included. All bids must contain page numbers. All nominees (with the exception of the Hallenbeck Award and Advisor of the Year (2004)) must be a student at a member school in good standing and live in an on-campus housing unit. Nominees for Student of the Year may not have been an NCC in the past year. Nominees for NCC of the Year must have completed or are currently completing an entire term of office as NCC as prescribed by their host school's governing body (6/2000). Nominees for the Advisor of the Year award must be a RHA Advisor, or other residence life advising position on their campus (2004).

Note: Bids are to be judged based on content of information. Page numbers and double-sided duplication are to be employed only as suggested criteria for ease in review of bids. (6/2000)

Section 2 On Campus Marketing Distinguished Service Award (2005)

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

Pages: Bids will be no longer than sixteen (16) pages (10-12 point type) (6/2000).

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

Award: This award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one award may be given each year. (5/01)

Award Criteria:

1. Campus, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
2. Recognition received through awards: campus, regional, and national.
3. Participation in campus, regional, and national services.
4. Participation in conferences: attendance, presenting programs, etc. (1994, 1996, 5/98).

Section 3 First Year Experience Award (2005)

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

Pages: Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)

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

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

Bid Requirements:

1. Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience. (may have just completed their first year within 60 days of the National Conference.)
2. Recipient must be returning to the residence halls or university housing for the following semester.
3. Recipient shall write an essay on why s/he should be honored with the First Year Experience Award.
4. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipient's host institution.
5. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
6. The bid shall include a list of collegiate accomplishments and involvement.

Recommended criteria, but not required:

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

Recommended:

1. Why you became involved in your residence life program (floor, hall, or campus government).
2. How your experiences helped you grow and develop.
3. What are your ideas and goals for the next year. (1997, 5/98).

Section 4 Hallenbeck Service Award (2005)

Purpose: Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.

Pages: Bids will be no longer than sixteen (16) pages (10-12 point type). (6/2000)

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

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

Award Criteria:

1. Campus, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
2. Recognition received through awards: campus, regional, and national.
3. Participation in campus, regional, and national services.
4. Participation in conferences: attendance, presenting Programs, etc. (1994, 1996, 5/98).

Section 5 Student of the Year Award (2005)

- Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.
- Pages:** Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)
- Selection:** Recipients will be selected by the National Awards Selection Committee.
- Award:** The winner shall receive a plaque and a \$100 dollar check to be applied towards induction into the NACURH Alumni Association or a scholarship. A maximum of one national award per year may be given.

Award Criteria:

1. Award shall be judged based on the time period from NACURH to NACURH.
2. Service to campus housing organizations. (2005)
3. Recognition through awards: campus, regional, and national services.
4. Participation in campus, regional, and national services.
5. Participation in conferences: spirit and attendance, and participation in meetings and programs. (19914, 1996, 5/98)
6. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipients host institution. (2005)

Section 6 On Campus Marketing (OCM) NCC of the Year Award

- Purpose:** Recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.
- Pages:** Bids will be no longer than eight (8) pages (10-12 point type). (6/2000)
- Selection:** Recipients will be selected by the National Awards Selection Committee.
- Award:** The award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one award may be given each year. (5/01)

Award Criteria:

1. Term of office for award purposes shall be form NACURH to NACURH.
2. Regional and national correspondence.
3. Recognition through awards: campus, regional, and national services.
4. Participation in campus, regional, and national services.
5. Participation in conferences: delegation building, spirit and attendance and participation in meetings and programs. (1989, 1994, 1996, 5/98)

Section 7 Advisor of the Year Award (2005)

- Purpose:** Recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising capacity to a residence hall leadership group
- Pages:** Bids will be no longer than eight (8) pages (10-12 point type).
- Selection:** Recipients will be selected by the National Awards Selection Committee.
- Award:** The award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds from the National Budget. A maximum of one (1) award per year may be given out.

Award Criteria:

1. Award shall be judged on the period from NACURH to NACURH.
2. Campus, regional, and national involvement (i.e. Regional Board, conference staff, etc.)
3. Award shall include the nominee's job and/or position description as an advisor.
4. Recognition through awards: campus, regional, and national.
5. Participation in campus, regional, and national services.
6. Participation in conference: attendance, presenting programs, etc.

7. Success in advising their student group.

Article III PIN AWARDS

Section 1 NACURH Four Year Service Pin

- A. The NACURH Four Year Service Pin Award recognizes those students who have spent four (4) years of their collegiate careers living in the residence halls, constantly striving to enhance their residential living environments and NACURH. Recipients will receive a pin at the closing banquet of the National Conference. Nominations must be submitted to the Regional Director by April 1. (1993,1996)

Note: Form may be found on the NACURH Website, www.nacurh.org, or through any Regional or National Officer. (2005)

- B. Award Criteria:

1. Recipient must be a student at a NACURH member school in good standing to be eligible.
2. Recipient must have been active in his/her campus residence life for at least four (4) years. This need not be consecutive years, but four (4) years total. They may also be at different institutions if all other criteria are met.
3. Recipient must have had at least two (2) years involvement with his/her campus residence hall association or NACURH related entity. The other two (2) years may be served in other residential life capacities (resident assistant, desk attendant, program assistant, etc.) (2005)
4. Recipient must have attended at least four (4) NACURH –related conferences. These need not be consecutive, just total conferences attended. At least one **MUST** be a NACURH Annual Conference.
5. An application, created by the National Chair, containing the qualifications, must be submitted to the National Chair. (2005)
6. A representative from the recipients school may receive the award if the recipient is not at the National Conference.
7. The Recipient may have graduated within sixty (60) days of the award.
8. The award will be given out at the National Conference.

Section 2 Gold Pin Award

The Gold Pin is a national award given at the National Chair’s discretion. The pins shall be awards to individuals who have provided leadership and direction to NACURH. Individuals may also be recommended in writing by members of the NBD to the Chair. The maximum number of pins that may be given out in a year is equal to the number of Regional Affiliates in NACURH. (1992, 1996, 2005)

Section 3 Silver Pin Award

The Silver Pin Award is a regional Award given at the Regional Director’s discretion. The pin shall be awarded to individuals who have provided leadership and direction to the regional affiliate of NACURH. The pins may be purchased from the national organization at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH. (1992)

Section 4 Bronze Pin Award

The Bronze Pin Award is a school award given by the RHA or NRHH President. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations. The pins may be purchased from the NRHH National Office at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH. (1/98)

Article IV AWARDS PRESENTED ONLY IN DISTINCT SITUATIONS

Section 1 Stoner Distinguished Service Award

This award, named after Dr. Ken Stoner, past NACURH President and past NACURH Advisor, is to recognize distinguished service and dedication to the NACURH organization. The nominations may be made by any member of the NBD to the board and shall be selected by the NBD. A plaque shall be presented to the recipient by the Chair. This award is not meant to be an annual presentation but only for those who have gone above and beyond with the NACURH organization. (1990)

Section 2 The NACURH Service Award (1/01)

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

Article V NATIONAL CONFERENCE AWARDS

Note: The following awards are announced at the closing banquet of the National Conference.

Section 1 Best School Display (1999)

A. The National Chair 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 | 10% |
| 2. Relation to the conference theme | 10% |
| 3. Aesthetic value/general appearance | 10% |
| 4. Description info. about school for delegates (handouts, etc.) | 20% |
| 5. Relevant info. about the school’s residence halls and RHA | 50% |

Section 2 Best School Banner (1999)

A. The National Chair 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% |

Section 3 Best Regional Display/Banner

A. The Best Regional Display award will be judged by a committee consisting of ex-officio NBD members and awarded at the National Conference. This committee’s decision is subject to the approval of the NBD. The following criteria shall be followed:

- | | |
|---------------------------|-----|
| 1. Creativity/originality | 10% |
|---------------------------|-----|

2. Relation to the conference theme	10%
3. Aesthetic value/general appearance	10%
4. Description info. about region as a whole for delegates	20%
5. Relevant info. about member schools	50%

Section 4 Roll Call

- A. The Regional Roll Call shall be awarded by the National Conference Staff. The following criteria will be used to judge roll calls:
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?
 6. Only regional affiliates are eligible for the award.

Article VI NACURH/ACUHO-I DANIEL SILER PROGRAM OF THE YEAR AWARD

Section 1 Award Purpose and Description

- A. NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. Each year, all members in NACURH must submit a report to the National Information Center to fulfill one of the requirements necessary for the privilege of voting. These reports deal with various aspects of residence hall life and its improvement. This award was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
- B. The excellence of this recipient is also recognized by the Association of College and University Housing Officers – International, the administrative professional counterpart of NACURH. The ACUHO-I organization co-sponsors this award. ACOUH-I, along with NACURH, will provide a means by which the Program of the Year recipient will present their program at the ACUHO-I annual Conference. (1992)

Section 2 Selection Process

- A. A member school may submit only one program per year to be considered for this award. All entries must be considered members in good standing with NACURH, inc. and with their regional affiliate.
- B. An application form may be obtained by contacting the NACURH Conference Resource Consultant.
- C. All entries must submit a written document of their program. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, dividers are included. All bids must contain page numbers. Entries may also include additional information with their program of non-written media (i.e. multi-media, photos, publications, video tapes, etc.) However, this non-written information must be part of the actual substance and implementation of the specific program being submitted. It cannot be used in the presentation of the program report. (Similar to a conference bid presentation) (1997, 5/98)
- D. The nominated POY may be of social or educational nature. However, social programs must include some indication of how the program was also educational regarding student leaders or students in general. The educational impact has historically been an important consideration by members of the NBD.
- E. A form verifying the presenter's commitment to attend the NACURH and ACUHO-I National Conferences and present the program must be completed by the student presenter and the school's advisor.

- F. The application form, 15 copies of the program description, and the commitment verification form must all be received by the Conference Resource Consultant by December 1.
- G. Upon receipt of the proposals, the CRC will immediately forward to the screening committee consisting of the CRC, the National Advisor, the National Chair, a member appointed by the National Chair, and the NRHH Director, as well as an ACUHO-I representative. This committee will review the various proposals and submit to the NBD no more than the top five (5) semi-finalists.
- H. At the Semi-annual Board of Directors meeting the NDB will select two finalists. Both finalists will be notified by the CRC by January 20th.
- I. The CRC shall collect all the POY bids after the Semi-annual Business Meeting, forward appropriate copies to the NIC, and redistribute remaining bids after the final decision is made at the conference, so as to ensure that the POY winner will be selected from the finalists based on the oral presentation only.
- J. Each finalist will be asked to present their programs at the National Conference where the board will make the final selection to determine the winner.
- K. The winner will be announced at the Banquet and presented with a plaque as a form of permanent recognition of their outstanding program. The winning school will also be requested to present the POY at the upcoming ACUHO-I International Conference.
- L. Each finalist shall submit a 500-1000 word article to the *NACURH Network* outlining the program in question. This article shall be attached to the application form, not as part of the bid packet

Section 3 Categories of the Report

The following areas of consideration and questions should be addressed when submitting an application for the award:

1. Relatedness to Residence Hall Students
 - a. For whom is the program designed?
 - b. How does it relate to residence hall setting?
 - c. Is it practical an applicable to other residence hall settings?
 - d. What were the goals of the program?
2. Proven effectiveness
 - e. How successful was the implemented program?
 - f. How was the evaluation of the program or concept carried out?
 - g. How was the program marketed?
3. Creativity and uniqueness
 - h. How new is the concept of the program in dealing with general residence hall programming?
 - i. How unique is the program in presentation style – new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
 - j. How were the program costs met?
 - k. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
4. Level of student input and involvement
 - l. Was the program conceived by students?
 - m. How many students were involved in the actual planning and implementation of the program?
 - n. Who benefited from the program?
5. Presentation of the Information
 - o. Correct Grammar and spelling, neat, concise, clear, and readable?
 - p. What are the strategies for presenting this program at ACUHO-I? At NACURH?
6. *NACURH Network* Article

- q. Include an article to be considered for publication in the *NACURH Network*, which offers a 500-1000 word overview of the POY bid. There are no specific requirements for the actual format of the article, however a quality article which provides adequate information for another campus to use in developing a similar program is expected. This article shall be attached to the application form, not as part of the bid packet.

Section 4 Program Presentation at NACURH Conference – Suggested Criteria

- A. What were the goals of the program? How were these met?
- B. Did students plan the program? Are students presenting the program?
- C. Why was this program important to the campus? Did it solve any problems on the campus level?
- D. How did this program relate to the campus population, Other campus populations?
- E. How many students were impacted by this program?
- F. What was the cost of the program?
- G. How can this program be adapted to other campuses?
- H. How chronological is the information being presented?
- I. Is there audience participation/interaction in the presentation?
- J. Was the program presented in a professional manner?
- K. Creativity of presentation: costumes, design of presentation, handouts. (1996)

Section 5 Finances

The winning school shall be reimbursed up to a maximum of \$2000 for expenses incurred in sending a maximum of two (2) representatives to both the Professional conference and NACURH. Receipts must be submitted no later than sixty (60) days after the second conference attended. (1993, 2003, 2004)

Article VII NACURH/ACPA STUDENT AWARD FOR LEADERSHIP TRAINING

Section 1 Purpose

The purpose of the Student Award for Leadership training is to reward student leadership training programs in the residence halls. Co-sponsored by the American College Personnel Association, this award is selected at the NBD Semi-Annual meeting. A conference-theme oriented presentation, involving residence hall student leadership will be presented at both organization's conferences.

Section 2 Selection Process

- A. One student or student group of a NACURH member school in good standing may submit a SALT nomination for consideration per year.
- B. An application form may be obtained by contacting the CRC.
- C. The SALT nomination must follow the prescribed description. The SALT nomination may cover any group of leadership (floor, hall, residence hall government, etc.) or any format of training. The only premise is the involvement of students in the implementation of the program. Additionally, students must be involved in the development and format of the training. The more students are involved or taking the lead on any and all phases of the leadership training program, the more promising the nomination.
- D. A presenter(s) Commitment Verification Form must be filed with the CRC indicating the intention of presenting the program at both NACURH and ACPA. This must be signed by both the student(s) presenting the SALT nomination and the institutional advisor.
- E. The application form, fifteen (15) copies of the SALT nomination description outline and the Commitment Verification Form must all be received by the CRC by December 1.
- F. Prior to the Semi-Annual meeting of the NBD, the SALT nominations will be reviewed by a screening committee composed of the NBD and the ACPA Commission III Directorate Body.

- G. The NBD will select the winning SALT nomination at the Semi-annual Meeting.
- H. The student representative(s) of the winning school will present the SALT at the upcoming ACPA and NACURH conferences.
- I. The SALT winner shall submit an article for consideration by the *NACURH Network*, which offers a 500-1000 word overview of the SALT bid.

Section 3 Timetable for SALT

The following is a timeline for the SALT application process:

June 1	Application materials and information concerning the SALT available from the CRC.
December 1	Application form, Commitment Verification Form, and fifteen (15) copies of the description outline must be received by the CRC.
Early December	NACURH NBD/ACPA Commission III Directorate Body select finalists.
Early January	NBD Selects winner of SALT from finalists.
Late January	All nominees notified of status by CRC.
March/April	Winner presents at the ACPA Conference.
May	Winner presents at the NACURH Conference.

Section 4 Additional Information

The following specifications must be met:

1. The student representative(s) from the winning SALT must be able to attend both the ACPA and NACURH conference after the results have been obtained.
2. The winning school shall be reimbursed up to a maximum of \$2000 for expenses incurred in sending a maximum of two (2) representatives to both the Professional conference and NACURH. Receipts must be submitted no later than sixty (60) days after the second conference attended. (1993, 2003, 2004)
3. Bids must follow the enclosed description outline. The final report must follow the NIC report requirements and may count as the NIC's report for the year.
4. The ACPA Liaison will oversee the preparation of the SALT nomination for presentation at ACPA. Questions should be addressed accordingly.

Section 5 SALT Bid Description

- A. All four sections of this outline must be completed to satisfy SALT requirements. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defines as a side with print (this includes appendices, letters of recommendation, text, etc.); covers an title page are not included in the page count, dividers are included. All bids must contain page numbers. (5/98)
 1. Section one: Introduction and overview
 - a. Write a one-paragraph summary of the SALT nomination which could be used in describing the SALT nomination as a conference program session.
 - b. Describe the goals and objectives of the SALT nomination.
 - c. Describe Specific student needs that this project is attempting to address.
 2. Section two: Content and planning of the SALT nomination
 - d. Describe the resources used in developing the SALT, including a budget, funding, sources, personnel needs, supplies utilized, etc.
 - e. Describe the planning process used in development of the SALT.
 - f. Describe the who, what, when, where, etc.
 - g. Describe how your SALT relates to the ACPA conference delegates.
 - h. Describe how this project affects students.

3. Section three: Evaluation of the SALT nomination
 - a. Discuss the results and show what evaluation methods were used.
4. Section four: Presentation as a conference session
 - b. Describe how this project would be presented in a conference session format.
 - c. Describe any media that would be used in the conference session including slides, transparencies, film, etc.
 - d. Describe any handouts and written materials that would be distributed to conference delegates.
5. *NACURH Network Article*
 - e. Include an article to be considered for publication in the *NACURH Network*, which offers a 500-1000 word overview of the SALT bid. There are no specific requirements for the actual format of the article, however a quality article which provides adequate information for another campus to use in developing a similar program is expected. This article shall be attached to the application form, not as part of the bid packet.

Article VIII SCHOOL AWARDS

Section 1 Eligibility

Any NACURH member school in good standing may submit a bid for a school award. The awards shall have an eligibility period from NACURH Conference to NACURH Conference. The bid must be typed and double sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.). Covers and title pages are not included in the page count, dividers are included. All bids must contain page numbers (6/2000).

Note: Bids are to be judged based on content of information. Page numbers and double-sided duplication are to be employed only as suggested criteria for ease in review of bids (6/2000).

Section 2 Commitment to Diversity Award (2005)

- Purpose:** The Commitment to Diversity Award is given to a school that involves a student-directed year-long and campus wide commitment to awareness and education of residential students concerning diversity issues.
- Pages:** Bids will be no longer than thirty (30) pages (10-12 point type). Fifteen copies of the bid are due postmarked to the National Residence Hall Honorary National Office by 15 April. (5/98) (6/2000).
- Selection:** Recipients will be selected by a committee consisting of one regional board member from each region who is appointed annually by that region's Director. Members of the committee may not be from a bidding school.
- Award:** The award will be presented at the closing banquet of the National Conference, with the winning school receiving a permanent plaque. A maximum of one (1) award per year may be given.

Award Criteria:

1. Introduction
 - ◆ Diversity Mission Statement for Residence Life and the campus?
 - ◆ Your campus' approach to diversity and to diversity issues?
 - ◆ How/why was the approach developed?
 - ◆ How were students involved in the development?
 - ◆ How were university officials involved in the development?
 - ◆ Statistics of diversity at your campus.
 - ◆ Need for diverse programming (campus needs assessment on diversity).

- ◆ How else are these needs addressed (by additional departments/programmers)?
- 2. Goals in regard to your campus' approach to diversity
 - ◆ Who was involved in establishing the goals (were students?)?
 - ◆ Were the goals achieved (honestly?)?
 - ◆ Were the goals realistic with respect to diversity and the student(s) needs?
 - ◆ Were these goals established this year? Or are the goals the same from year to year?
- 3. Programs
 - ◆ List and provide a brief (couple of sentences) description on the various diversity programming at your campus (Residence Life and campus).
 - ◆ Choose a MAXIMUM of five programs to discuss in length (Maximum of three pages per program).
 - ◆ For each program discuss the following:
 - ◆ Relatedness
 - ◆ Who was the target population?
 - ◆ How did it relate to the needs of your campus?
 - ◆ Proven effectiveness
 - ◆ How successful was the implemented program?
 - ◆ How was the evaluation of the program or concept carried out?
 - ◆ Number of participants?
 - ◆ Effects of the program
 - ◆ Who did the program effect?
 - ◆ What was the effect?
 - ◆ Any feedback you can provide from students (i.e. quotes of support)
 - ◆ Description
 - ◆ Number of people needed to organize?
 - ◆ Time spent planning the program?
 - ◆ Planning process?
 - ◆ Goal of the Program?
 - ◆ This shall be required, but will not count against the thirty (30) page count.

Section 3 NACURH National School of the Year

- Purpose:** The NACURH National School of the Year Award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels.
- Pages:** Bids will be no longer than thirty (30) pages (10-12 point type). Twenty (20) copies must be postmarked to the NRHH National Office by April 15 (5/98) (6/2000)
- Selection:** The Regional Directors vote on one national recipient at the annual NACURH Conference.
- Award:** The winner shall receive a plaque at the closing ceremonies of the National Conference. (1993, 1996, 2005)

Criteria for Selection:

1. Campus Level (45%)
 - ◆ Structure and organization of residence hall government.
 - ◆ Goals and programs accomplished (emphasis on new programs and organizational growth).
 - ◆ Perceived student benefits from residence hall government.
 - ◆ Community service.
 - ◆ Addressing challenging issues.

- ◆ Other residence hall groups.
 - ◆ Communication of residence hall government, residence hall staff, and administration.
 - ◆ Budget
2. Regional Level (25%)
 - ◆ Representation at Regional Conferences
 - ◆ Communication with regional member schools
 - ◆ Involvement in regional projects
 - ◆ Bids for National awards
 - ◆ Number of regional OTM winners
 - ◆ Communication with regional officers
 - ◆ Representation at regional business meetings
 - ◆ State involvement
 - ◆ Hosting a regional Officer or conference.
 3. National Level (25%)
 - ◆ NIC requests
 - ◆ NRHH chapter
 - ◆ Representation at National Conferences
 - ◆ Representation at National Business Meetings
 - ◆ Number of national OTM winners
 - ◆ NIC report
 - ◆ Bids for national awards (POY, SALT, etc.)
 - ◆ Communication with member schools
 - ◆ Communication with national officers
 - ◆ Payment of dues
 - ◆ Intangibles; spirit and involvement of students
 - ◆ Hosting a national office, national officer, and/or national conference.
 4. Miscellaneous (5%)
 - ◆ Letters of support
 - ◆ Adherence to format
 - ◆ Appearance/neatness
 - ◆ Conciseness

School of the Year Judging Guidelines

1. Structure and Organization of the RHA
 - ◆ What kinds of liaisons are there from the central level to each hall?
 - ◆ What kinds of liaisons are there to other campus groups?
 - ◆ What kinds of communication lines go to each hall (e.g. newsletters, etc.)?
 - ◆ Does the bid describe the purpose of the RHA?
 - ◆ Does the RHA structure contribute to the goals of the organization?
2. Goals and Programs Accomplished
 - ◆ Did the school establish goals at the beginning of the year?
 - ◆ Did the school follow through and achieve the goals they had set?
 - ◆ Did the goals and accomplishments enable the school to rise above what had been done in previous years?
 - ◆ What kinds of new programs were established?
 - ◆ Were the programs just new to the school, or were they entirely new programs never done before?
 - ◆ Did the RHA provide campus-wide programming?

- ◆ Did the RHA provide programming that enabled their group to build group cohesiveness (e.g. activities for the RHA members)?
 - ◆ Did any programs provide leadership training to the members?
 - ◆ Were there any programs specifically addressing the hall council concerns?
 - ◆ Just as a point of reference, how many programs did RHA provide? How many were Educational (diversity awareness, alcohol and substance abuse education, NACURH related theme weeks/months, AIDS/sexual awareness, responsive programs, etc.), Social (movie nights, recreational activities), Arts and Cultural (theater, music), or Community Service (philanthropic, community related topics).
3. Perceived Student Benefits from RHA
- ◆ Are the accomplishments of this candidate impacting students in the halls? To what extent?
 - ◆ Are the students participating in RHA gaining new insights based on their participation? To what extent?
 - ◆ Is RHA actually “improving the way of life on campus”? How so?
4. Community Service
- ◆ Is the RHA giving something back to the university community? To what degree?
 - ◆ What is the number of activities for philanthropies?
 - ◆ Is the RHA giving something back to the community surrounding the university? To what degree?
 - ◆ Are there any philanthropic events that not only raise funds or ask for time, but raise awareness?
5. Addressing Challenging Issues
- ◆ Are the students proactive in addressing programming around challenging issues?
 - ◆ Are the students sensitive to significant world/community/ university events that they respond to with programming or education?
 - ◆ Is the school sensitive in program planning to related issues?
 - ◆ Are issues unique in nature?
 - ◆ Is the RHA utilizing on-campus resources (if any) to address the issues?
6. Other Residence Hall Groups
- ◆ What other groups besides RHA are active in the halls? How have they contributed?
 - ◆ Are other groups on campus being utilized in program planning? (i.e. staff support, monetary issues)
7. Communication of Regional and National Information to RHA, Residence Life, and Administration
- ◆ Are students communicating information effectively to staff?
 - ◆ Does the school’s RHA get support for NACURH-related activities from their administrators because students are proactive and involved?
 - ◆ Is there an ambivalent or positive relationship with hall staff members? Do they work together toward the common goal of improvement of way of life on campus?
8. Budget/Financial Resources
- ◆ Are they doing a lot of stuff with a limited budget?
 - ◆ Are they doing enough with a huge budget?
 - ◆ How much money allocated will receive direct student benefit (i.e. programming, conference attendance, money for hall improvements, etc.)?
 - ◆ Is the majority of the money spent remunerating participation in RHA, or on student need?
9. Representation at Conferences

- ◆ How many conferences were attended? How many delegates attended? Were they “good” delegates?
 - ◆ Did the school complete a display? Compete in the case study? Compete for spirit awards?
 - ◆ How many programs were attended/presented by delegates? How did the delegates apply what they learned on their campus?
 - ◆ Did the school bid for or win any awards?
 - ◆ Was the delegation a unified group?
10. Communication with the Region
- ◆ How much correspondence occurred throughout the year?
 - ◆ Are they willing to share their experience, so as to enable other member schools to benefit?
 - ◆ Have the enlisted other member schools to provide them with information?
 - ◆ Have they worked with other member schools on projects, or traveled with them to conferences?
 - ◆ Has the school assisted in recruiting new member schools?
11. Regional/NACURH involvement
- ◆ Are the student leaders willing to take on other projects that will impact the whole region? To what extent?
 - ◆ Does the school actively communicate with Regional Officers? With NACURH Officers?
 - ◆ Was the school represented at all conferences? At all business meetings? By whom?
 - ◆ Do any students hold Regional/NACURH offices?
 - ◆ Did the school bid for/host a conference?
 - ◆ Did the school bid for/host a NACURH office (NIC or NRHH)?
12. Use of NACURH Services
- ◆ Does the school have an NRHH chapter? How effective is it?
 - ◆ Has the school effectively used the NIC (ordered pages, etc.)?
 - ◆ Did the school submit registration, dues, and an NIC report on time? Was the information in the NIC report of high quality?
13. OTMs
- ◆ Is the school participating in the OTM program?
 - ◆ How many OTMs have been submitted this year? How many have won?
14. Bid Format
- ◆ Are they concise and to the point, or is there a lot of fluff?
 - ◆ Is the bid neat and easy to read? Easy to understand?
 - ◆ Is the bid year specific?
 - ◆ Does it exceed the page limit? Are the pages numbered?
 - ◆ Is the bid in 10-12 point type? Did they use ultra-small font to cram in additional information?
 - ◆ Is the bid sensitive to environmental issues? Is it recyclable?
 - ◆ Are the letters of support from people who are qualified to speak on RHA’s behalf? Do they speak well of RHA?
15. Intangibles
- ◆ Is this a school you can’t help but love?
 - ◆ Are the students spirited about their RHA? About their school? About NACURH?
 - ◆ How much did the organization grow? Is there a significant change in relation to school size? Is the school setting a new standard or meeting the norm?

Section 4 NACURH National Building RHA of the Year Award

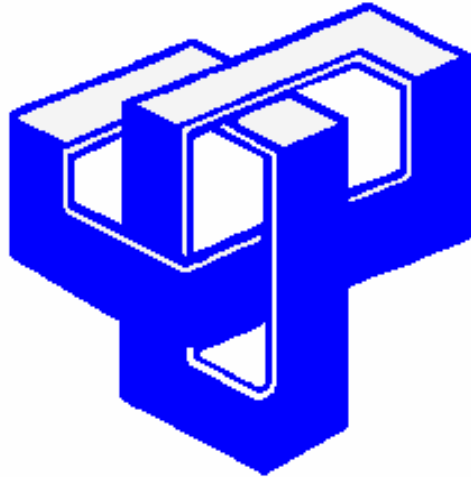
- Purpose:** The NACURH National Building RHA of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.
- Pages:** Bids will be no longer than twenty (20) pages (10-12 point type). Twenty (20) copies must be postmarked to the NRHH National Office by April 15 (5/98) (6/2000)
- Selection:** The Regional Directors vote on one national recipient at the annual NACURH Conference.
- Award:** The winner shall receive a plaque at the closing ceremonies of the National Conference. (2005)

Criteria for Selection:

1. Campus Level
 - a. How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
 - b. Goals and Objectives
 1. What were your goals and objectives?
 2. How were these goals achieved, and what else was accomplished?
 3. How did these differ from the previous year?
 - c. Structure of RHA
 1. How has your structure grown from previous years?
 2. What are the benefits of your current RHA structure?
 - d. Miscellaneous
 1. How have you addressed challenging issues?
 2. How has your level of regional/national involvement benefited you RHA?
 3. Growth from previous year (programs, membership, organization development, and positive trends.)
2. Regional Involvement
 - a. How has your involvement on a regional level grown from the previous year?
 1. Conferences attended
 - i. How many delegates did you send
 - ii. What programs were presented
 - iii. Were you able to bring back valuable information to benefit of your RHA? (i.e. Any programs brought back and used on campus)
 2. Use of services
 - iv. Communication with regional member schools
 - v. Communication with regional officers
 - vi. Did your RHA host a regional officer/conference
 - vii. Did your RHA bid for any awards
3. National Involvement
 - a. Does your school have an affiliated NRHH Chapter?
 - b. How have you utilized the services/resources of NRHH (OTMs, manuals, etc.)
 - c. How have you utilized the resources of the NIC? (RFI orders, manuals, etc.)
 - d. Describe your participation and involvement in the National Conference.
4. Letters of Support

Article IX CHANGES IN AWARD POLICIES

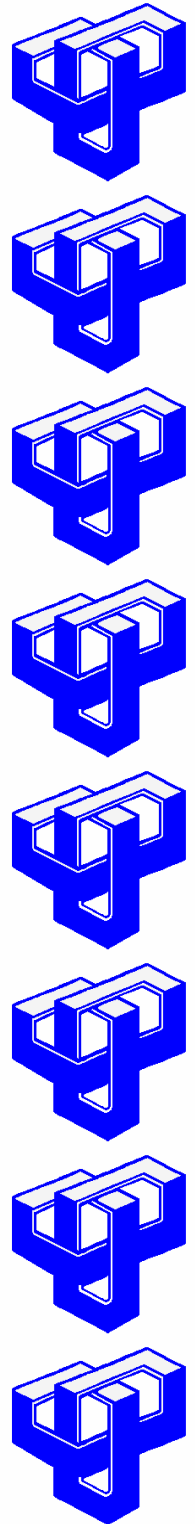
The National Board may not vote on changes in Award Criteria without a written proposal in front of them.
(1991)



Section IX

Finances

Last Revised
October 4, 2005



Article I FINANCES

Section 1 Fiscal Year Definition

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

Article II BANK ACCOUNTS

Section 1 NACURH, Inc. Bank Accounts (2005)

- A. The NACURH bank account must be in the same state as the National Advisor. The National Advisor shall be responsible for helping each new NAF become signatory on the account.
- B. The bank statements for NACURH shall be sent to the National Advisor who shall forward them to the NAF. Before forwarding the bank statements, the National Advisor shall photocopy and retain copies of both the bank statements and any canceled checks. These shall be retained by the National Advisor for at least three (3) years before being destroyed. (1996)

Article III MEMBERSHIP

Section 1 National Membership

The membership fee for NACURH shall be \$90 per year, with \$50 going toward the national budget and the remaining \$40 going toward the regional budget. (1993, 2005)

Section 2 National Reduced Membership (Small School)

Those colleges and universities with an on-campus capacity of 1,000 or fewer, may join NACURH for \$70 per year, with \$40 going toward the national budget and the remaining \$30 going toward the regional budget. (1993, 2005)

Section 3 Associate Membership

Associate membership fees are set at \$35 with \$15 going toward the national budget and the remaining \$20 going toward the regional budget. (1985, 2005)

Section 4 Depositing of Membership Dues (2003)

- A. The NIC AD Finance shall deposit membership dues into the NACURH checking account by the 1st of every month. He or she then shall send a list of the schools whose checks were deposited listed by region to the NAF and the NBD no later than the 5th of the month.
- B. The NAF shall deposit membership dues allocations on July 15th, October 15th, January 15th, and March 15th.

Article IV BUDGETS (1996, 1/98)

Section 1 Chart of Accounts

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

<u>INCOME</u>	<u>EXPENSES</u>
Conference Fees	Advertising
Donations	Bank Charges
Interest Income	Charitable Contributions
Membership Dues	Conference Expenses
Miscellaneous (items under \$10)	Conference Registration

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

Section 2 National Budget Development

- A. The operating funds for the NIC be partially funded through the National Budget, and the National Officers (CRC, National Advisor, NAA, NAF, and Chair) be fully funded through the National Budget. This budget will be developed by the NAF and voted on during the Semi-annual NBD Meeting, (1996, 1997)
- B. Any expenditure of the funds that are not included in the NACURH budget must be voted on by the NBD either during an NBD meeting or by mail/phone ballot. The NAF shall not disburse any funds that are not so authorized.
- C. The estimated projection of each region's membership for the National Budget shall be based on the number of member schools each region has at the time of the National Conference. (1985).
- D. The National Budget shall be made available by the NAF in American Dollars, Canadian Dollars, Mexican Pesos, and all other currencies used by current NACURH member schools, at the exchange rate current at the time budget is passed.

Section 3 Individual National Office Budgets

It will be the duty of each of the National Offices to prepare a budget submission each year. This budget must be submitted to the NAF by the date s/he establishes. (1997)

Section 4 Income Tax

Each of the eight regions and NACURH, Inc. will split unrelated business income tax proportionally according to income from the corporate partners. (1997)

Section 5 General Fund

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

Section 6 Approval of the National Budget

- A. For approval of the National Budget, a 2/3 majority of those Regional Directors voting shall be required for passage.
- B. The estimated costs for Semi-annual and Annual travel and cost will be based on the largest of the conference bid costs. (1985, 1996)
- C. The NBD shall provide printed copies of the proposed National Budget (including columns for “Budgeted Last Year”, “Current Balance”, and “Proposed Budget”, as well as a description of the line items) to the NCCs. (1993, 1996).

Section 7 Transfer of Funds Between Line Items

Funds within a National Office’s budget are divided into line items. The NAF can authorize the transfer of funds from one line item to another not to exceed \$50 per line item per fiscal year. A majority vote of the NBD Executive Committee can authorize any change in the line item distribution up to \$300. (1997)

Section 8 National Offices and Regional Spending Limits

- A. For the following amounts over budgeted line items:
 - \$0-\$50 Is at the Director’s Discretion
 - \$50.01-\$100 Director will seek Advisor’s approval
 - \$100.01+ Regional Directors will need approval of NCCs in the region via phone or mail ballot.
- B. The NIC and NRHH National Offices will need to gain the approval of the Chair, the NAA, and the NAF. (1985, 1996)

Section 9 Voting Requirements for Allocation of Funds

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

Section 10 Distribution of Funds

- A. Any office that needs some of its funds disbursed must complete a check request form and present it to the NAF. Upon receipt of the check request, the NAF shall determine if funds are available for that purpose. If funds are available, the NAF shall present a check to the requesting office.
- B. All checks over the amount of \$100 will be mailed by use of certified mail and all checks over the amount of \$200 will make use of return receipt.
- C. After receiving a check, the office must present receipts accounting for the funds. This must be done before the NAF can disburse any more funds to that office. The office presenting receipts should retain copies of such receipts.

Section 11 Concluding Finances

The offices and officers of the previous year must claim any bills that are to be paid no more than forty-five (45) days after the conference at which they leave office. Any bill not claimed within forty-five (45) days will not have to be paid by the NAF. (1992, 1996)

Article V TRAVEL**Section 1 Travel Authorization**

Any trip that is taken by one of the National Officers must be specifically authorized by the NBD in the National Budget. (1996)

Section 2 Travel Arrangements and Payment

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

Section 3 Semi-Annual and Annual Board Meeting Travel

NACURH shall pay transportation costs for two (2) members from each office, the CRC, the National Advisor, the NAF, the NAA, and the National Chair to the Semi-annual and Annual meetings. (1997)

Section 4 NBD Executive Travel to Regional Conferences

NACURH shall pay transportation costs to as many regional conferences as financially feasible for NBD Executives. (1997) (2005)

Section 5 Semi-Annual and Annual Registration Fees

See section VII, pages 6-7, Responsibility of the National Conference Host School for Semi-annual Meeting of the NBD and Responsibility of the National Conference Host School for Annual Meeting of the NBD. (1997)

Section 6 Mileage Reimbursement

The NAF shall pay \$.30 per mile from the National Account for all personal vehicular travel reimbursed by the National Account. This will not include any type of rental or university vehicles. (1/98) (2005)

Article VI FINANCIAL ACCOUNTABILITY

Section 1 National Advisor

- A. If discrepancies are found during the review of regional and office bank statements, by the national advisor, the appropriate financial officer and Regional Advisor shall be contacted immediately.
- B. To ensure accountability, financial statements are to be mailed to the appropriate financial officer within two weeks upon receipt from the bank. A copy shall be mailed to the Regional/Office Advisor and the NAF at that time as well. (1993, 1997)

Section 2 NAF

When the NAF deposits monies into an account, a brief explanation shall be sent to the appropriate financial officer. This explanation should also be repeated on the memo section of the check. (1993, 1996)

Section 3 Monthly Statements

- A. Comprehensive and accurate (reconciled to bank statement) financial statements, which consist of a complete reconciliation, a transaction report, and an updated budget, hereinafter referred to as "report(s)" must be submitted by each regional board and national office finance officer to the NAF, to the regional/office director, and to the regional/office advisor postmarked by the last day of the month following the bank statement's closing date, hereinafter referred to as "due date". Failure to submit these reports will result in the following action (given in chronological order):
 1. On the 7th day of the month following the due date, the NAF will communicate to the regional/office finance officer, director and advisor that the report has not been received. If the report is received by the 21st day of the month following the due date, no further action will be taken.

2. If by the 21st day of the month following the due date the outstanding report has not been received, a notice will be communicated to the regional/office finance officer, director, advisor, as well as the National Advisor. If the report is postmarked by the last day of the month following the due date and received by the 7th day of the subsequent month, no further action will be taken.
3. If by the 7th day of the subsequent month the outstanding report had not been received, the NAF will communicate to the regional/office finance officer, director, advisor, and the National Advisor that the report has not been received. The region/office will then have 24 hours in which time the report must be submitted and received by the NAF. If after the 24 hours the report is not received the NAF will do the following:
 - a. Communicate to the regional/office finance officer, director, and advisor that the report has not been received and the regional/office bank account will be closed;
 - b. Direct the National Advisor to close the affected regional/office bank account(s) and transfer all monies to the NACURH National Savings Account. Transferred monies will be held in escrow by the National Account until all outstanding report(s) have been received. Interest earned will be property of the National Account. All fees associated with but not limited to closing, reopening, transferring of monies as well as returned checks due to non-sufficient funds or account closing will be the responsibility of the region/office. (2/01)
4. Appeals for extensions may be granted only by the Executive Committee due to unforeseen extenuating circumstances, but can only be done so (and should be done well) before item 1.c. above has occurred. Appeals are to be directed by the region/office finance officer, director, or advisor to the NAF who will forward the appeal and a recommendation to the National Chair. The National Chair will convene the Executive Committee to hear the appeal and come to a decision within 72 business hours. Decisions will be communicated immediately. Deadlines will continue as stated in items 1.a.-1.c. while an appeal is in progress. If item 1.c. occurs, the only resolve is as stated in item 1.c.ii. (2/01)
5. Items 1.a.-1.c. will not be used for the annual report deadline, but instead will be as such:
 - a. Annual financial statements will be due to the NAF and NACURH's certified public accountant as well as the regional/office director and advisor postmarked by the 15th and reviewed by the 22nd of the month following the end of the fiscal year.
 - b. If the annual report is not received as described, the regional/office account will be closed in accordance with 1.c.i and 1.c.ii above unless an extension has been granted by the NAF in consultation with NACURH's certified public accountant. (2/01)
6. Should a date of action (i.e. a due date, the 7th, 15th, 21st, or 22nd day of the month) fall on a Saturday, Sunday, or National Holiday, then the action date will become the next business day following. Finance officers should make every reasonable effort to transmit their reports well in advance of the due date. (2/01)
7. The NAF at his/her discretion may temporarily adjust due dates because of circumstances outside of NACURH's realm of control. (2/01)

Section 4 Budget Timeliness

Regions will send in their approved budgets to the NAF by April 1. (1991, 1996, 1997)

Section 5 Regional and National Financial Statements

- A. At each Semi-Annual and Annual NBD meeting, each Regional Director and the Director of each National Office that is funded by the NBD will be responsible for submitting written financial statements to the NBD and NAF.

- B. At each Annual NBD meeting the NAF shall be responsible for submitting a detailed financial statement in the form of the NACURH, Inc. financial statement dated May 31. (1981)

Section 6 End of the Fiscal Year

Any funds that remain in the NACURH Budget at the end of the fiscal year shall revert back to the next fiscal year's budget as carry over. (1997)

Section 7 Accounts Receivable

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

Section 8 Quicken

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

Article VII CONFERENCES

Section 1 National Conference Loan

See Section VII, page 6, National Conference Loan. (1997)

Section 2 Conference Add-on Fee

The National Conference will have a minimum \$8/delegate fee to be included as a line item in the National Conference Budget. This shall be paid to the national organization prior to the last day of the National Conference. (1993, 1997)

Section 3 National Conference and Americans with Disabilities Act (ADA) (2005)

- A. The National Conference shall budget all necessary costs for ADA Compliance.
B. All bids for the National Conference must include an estimate of the maximum cost of reasonable ADA Compliance at the conference.

Section 4 National Conference Excess

- A. In the event that there is a National Conference excess of more than \$5,000 or more, NACURH, Inc. will award a gift of \$5,000 to the National Conference Host School's RHA contingent upon the host school fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by the CRC and the NACURH Executive Committee. This \$5,000 gift is intended to be used as a principle amount in either starting or adding to an RHA leadership scholarship fund. (5/00)
- B. For any National Conference excess funds between the amounts of \$5,000 and \$25,000, will be divided up and allocated into the following areas:
1. 40% will be allocated to a "Technology Fund"
 2. 40% will be allocated to a "Long Term Investment Fund"
 3. 10% will be allocated to the NACURH general fund line item in the NACURH budget
 4. 10% will be allocated to the NACURH Contingency Account (1996, 1997)
- C. For any National Conference excess funds between the amounts of \$25,000 and \$30,000 reimbursements of up to \$1500 will be awarded to each National Conference bidding school, to help cover the costs associated with bidding. Receipts must be presented to the National Associate for Finance at NACURH for reimbursement. (5/00)

- D. Any unallocated National Conference funds in excess of \$25,000 will be divided up and allocated into the following areas:
 - 1. 40% will be allocated to a "Technology Fund"
 - 2. 40% will be allocated to a "Long Term Investment Fund"
 - 3. 10% will be allocated to the NACURH general fund line item in the NACURH budget
 - 4. 10% will be allocated to the NACURH Contingency Account (5/00)
- E. The "Long Term Investment Fund" will be used to insure that NACURH will have ample reserve funds. (1997)
- F. 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. (1996)
- G. The above breakdowns for the use of the National Conference budget will only be used if 10% of the average National Conference budget is currently present in NACURH's contingency account, as designated by the NAF. (5/00)
- H. This section shall apply only to the official conference excess as reported in the conference wrap up report. (2003)

Section 4 National Conference Deficit

If there is a National Conference deficit, the first \$500 must be paid by the host school, with the remainder, if any, shared equally by NACURH and the host school. (1996, 1997)

Section 5 Concluding Finances

See Section VII, page 8, Conference Wrap-up. (1994, 1997)

Section 6 NBD Representative Fee Waivers

The official NBD representative to a Regional Conference shall have his/her conference fees waived, provided three (3) weeks prior notice is given to the conference staff by the representative. The Regional Director and Regional Conference Chair will be the individuals responsible for granting fee waivers. (1997)

Section 7 Loans and Grants to Financially Troubled Regions

The NBD has the power to make loans and grants to financially troubled NACURH regions. The period of any loan can be no more than 18 months. Each region may receive only one (1) grant or loan per fiscal year.

Section 8 Promissory Notes

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

Section 9 Unpaid National Conference Bills (2003)

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

in bad standing until the debt is paid. All funds collected shall be allocated to the Technology Savings Account.

Article VIII CONTINGENCY FUND

Section 1 NACURH Usage Guidelines

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

Section 2 Regional/Office Usage Guidelines

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

Section 3 Expenditure Guidelines

- A. At no time are contingency funds to be used for non-essentials.
- B. Any use of Contingency Funds could be approved by the Executive Committee in an emergency situation that requires immediate funding with confirmation by the NBD at the following Board meeting. Discretion is left to the Executive Committee as to the real urgency of the needed funds. (1991)

Section 4 Account Location

The National Advisor shall monitor the Contingency Fund via monies with the Association of Alumni and Friends. (1994, 1996, 2005)

Section 5 “No Pay No Pin” Policy

The NBD shall adopt a “No pay No Pin Policy” which is to include both silver and NRHH pins. This means that the pins ordered will not be shipped out until payment is received. (1985)

Section 6 Financial Transaction Form

A “Financial Transaction” form shall be required for the expenditure of all funds. A Financial Transaction Form must be given to the NAF with receipts attached to justify the amount of the expenditure whenever funds are received from the NACURH National Account. Failure to return this form to the NAF within sixty (60) days could result in the demand that all or part of the funds be returned to NACURH, Inc. (1992, 2005) (The NAF shall have the Financial Transaction Form for anyone who shall request a reimbursement.)