

**South Atlantic Affiliate of College and University Residence Halls  
Policy Book  
Revised March 2009**

**Policy 1  
SAACURH Awards**

**Section A:** Except for the Best Roll Call, Best School Display, and Most Spirited Delegation awards, all awards are optional and shall be given at the discretion of the NCCs or NRHH Representatives and awarded by secret ballot.

**Section B:** The Regional Director or his/her designee shall present these and other awards.

**Section C:** With the exception of Regional and No Frills Conference Chairs, all current Regional and National elected officers, National Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison(s) are ineligible for SAACURH Awards with the exception being the Hallenbeck Service Award which is open to Regional Advisors. 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 nomination. (NF07)

**Section D:** All awards shall be based solely on written content and must conform to the corresponding page limits. A page shall be defined as a side with print (10-12 point font) for all awards, which includes appendices, letters of recommendation, and text. Title pages are not included in the page count, but dividers are included in page count. All pages in bids shall be numbered for easy reference.

**Section E:** Nominations for all regional awards are limited to one per school unless otherwise specified. The current SEC and SEC-Elect shall not have speaking rights during the discussion or pro/con portion of candidate or award selection. Exception can be made at the discretion of the Regional Director or in presenting a point for clarification. (NF99)

**Section F:** The regional winner of each award presented at No Frills will also be the SAACURH nominee for the national award. All bids submitted for NACURH awards must be typed and copied onto a compact disc (CD) and must be received by the National Chairperson by April 15<sup>th</sup>. Member schools that are bidding for more than one award can put all files onto a single compact disc." 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 unless otherwise noted by the Regional Director. The Regional Director may also include a letter of support on behalf of the region for its submission to the national level.

**Section G:** POY and SALT Bids that are selected during the SAACURH Conference will be sent to the national level and must follow national policy and deadlines for submission. Schools that did not win or submit POY and SALT bids at SAACURH are also eligible for the National Awards provided the nominating institution follows national policy and deadlines for submission.

**Section H:** The Regional Director and the Regional Education and Development Coordinator shall be the two SEC members to distribute all bid information and inform member schools of policies and procedures surrounding bidding.

**Policy 2  
Individual Awards**

**Section A:** On Campus Marketing Distinguished Service Award

1. **Purpose:** This award was designed to recognize distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
2. **Eligibility:** Nominees must be a student and live in an on-campus-housing unit.
3. **Pages:** Bids will be no longer than 16 pages.
4. **Selection:** Selection will be made during the No Frills Regional Conference by the NCCs.
5. **Award:** The award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
6. **Suggested Criteria:**
  - a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
  - b. Recognition received through awards: campus, state, regional and national.
  - c. Participation in campus, state, regional, and national services.
  - d. Participation in conferences: attendance, presenting programs, etc. (1994, 1996)

**Section B:** First Year Experience Award

1. **Purpose:** The 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 their campus.
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information**

**Section C:** Hallenbeck Service Award

1. **Purpose:** This lifetime achievement award is 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.
2. **Eligibility:** All advisors with the exception of the NACURH Advisor and CRC are eligible.
3. **Pages:** Bids will be no longer than 16 pages.
4. **Selection:** Selection will be made during the No Frills Regional Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Suggested Criteria:**

- a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
- b. Recognition received through awards: campus, state, regional and national.
- c. Participation in campus, state, regional and national services.
- d. Participation in conferences: attendance, presenting programs, etc.

**Section D: SEAHO Student of the Year Award**

1. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (but non-NBD member).
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section E: On Campus Marketing NCC of the Year**

4. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization as an NCC.
5. **Eligibility:** Nominees must have been a NCC during the past year.
6. **Pages:** Bids will be no longer than 8 pages.
7. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
8. **Award:** The award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
9. **Suggested Criteria:**
  - a. Term of office for award purposes shall be from NACURH to NACURH.
  - b. State, regional, and national correspondence.
  - c. Recognition through awards: campus, state, regional, and national.
  - d. Participation in campus, state, regional, and national services.
  - e. Participation in conferences: delegation building, spirit, and attendance and participation in meetings and programs.

**Section F: NRHH Member of the Year Award**

1. **Purpose:** This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section G: Evelyn A. Wallington Advisor of the Year Award**

1. **Purpose:** This award recognizes outstanding service by an individual advisor who has gone above and beyond their job description while serving in an advising capacity to a residence hall leadership group.
2. **Eligibility:** All advisors with the exception of the NACURH Advisor and CRC are eligible.
3. **Pages:** Bids will be no longer than 8 pages.
4. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Suggested Criteria:**
  - a. Campus, state, regional and national involvement (i.e. Regional Board, Conference Staff, etc.)
  - b. Recognition received through awards: campus, state, regional and national.
  - c. Participation in campus, state, regional and national services.
  - d. Participation in conferences: attendance, presenting programs, etc.
  - e. The nominee should be evaluated on their accomplishments during the one year period stretching between NACURH and NACURH.

**Section H: President of the Year Award (NA 08)**

1. **Purpose:** This award recognizes the outstanding service of a residential housing organization President at an affiliated school who has had a direct positive impact on their school, region and NACURH.
2. **Pages:** Bids will be no longer than eight (8) pages (10-12 point type).
3. **Selection:** Recipients will be selected by NCCs during the No Frills Conference.
4. **Award:** The winner shall receive a plaque at the closing ceremonies of the conference.
5. **Suggested Criteria:**
  - a. Awards shall be judged based on the time period from NACURH to NACURH.
  - b. Service to affiliated residential housing organization by exhibiting: delegation, communication, goal-setting, execution of goals, connection with his/her board and the residential housing community, leadership, motivation and enthusiasm, success or growth of the organization and creativity.
  - c. Recognition through awards: campus, regional and national.
  - d. Participation in campus, regional and national services.
  - e. Participation in conferences: spirit, attendance and participation in meetings and programs.
  - f. Recipient of the President of the Year Award must have completed or currently completing a term of office as President of a residential housing organization as prescribed by their organization's governing body.
  - g. The bid must include at least two (2) letters of support:
    - i. A letter of good standing from a professional university official of the recipient's host institution
    - ii. A letter of support from the nominee's residential housing organization

**Section I: SAACURH Conference Delegate Grant**

1. **Purpose:** The purpose of the grant is to provide member institutions the opportunity to defer registration costs for the Regional Conference.
2. **Eligibility:** Any delegate planning to attend the Regional Conference may apply.

3. **Pages:** The application shall be in written format, adhering to guidelines set forth by the SEC.
4. **Selection:** The Regional Director will coordinate the Delegate Grant program; SEC members will determine to whom grants are awarded. Their determination will be based on each applicant's history of SAACURH involvement & demonstrated financial need.
5. **Award:** The number of Grants given out each year will be up to the discretion of the SEC. The amount of each Grant will be up to discretion of the SEC, based on interested earned from the SAACURH Savings account during the previous fiscal year. This amount will not exceed \$100 per grant. The monies will be paid directly to the Regional Conference host. \*Note: Any institution awarded a grant and does not send at least one delegate per grant to the regional conference will be required to pay the region back for the full amount of their award.

**Section J:** 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 maximum number of pins that may be given out in one year is equal to the number of regional affiliates in NACURH. The pins shall be given out during any conference deemed appropriate by the Regional Director. All recipients of a Silver Pin will be announced at the regional awards ceremony during the NACURH conference. (NF 99)

**Section K:** The Golden Lion Award is a regional award given to people in the region who have shown outstanding leadership and service to SAACURH and have assisted in the regional accomplishments of the Executive Committee member giving the award. Three Golden Lion Awards are given at the regional awards ceremony at the SAACURH, No Frills, and/or NACURH Conference by each Associate Director, Regional Coordinator and each Regional Advisor. (NF 00) This award is designed to recognize people who have helped the Executive committee members soar selflessly from behind the scenes. (NF 05)

**Section L:** The SAACURH Four Year Service Award is designed to recognize SAACURH student leaders who have served in residence halls over a four-year period. This award is given at the annual SAACURH and NACURH Conferences by the Regional Director. Nomination forms are available throughout the year, and deadlines for receiving the completed forms should be set by the Regional Director. Any student is eligible for this award provided that the form is submitted with all proper signatures.

1. **Award Criteria:**
  - a. Recipient must have been active on his/her campus in the residence halls for at least eight semesters or twelve quarters (or the equivalent thereof). This need not be consecutive time, but total. It may also be at different institutions if all criteria are met.
  - b. Recipient must be a student at a SAACURH member school to be eligible.
  - c. Recipient must have had at least two years involvement with his/her campus residence hall association. The other two years may be served in other residence life capacities (RA, Programming Assistant, etc.).
  - d. Recipient must have attended at least one national and one regional SAACURH Conference (No-Frills does not count). If your school is classified as a small school by NACURH, Inc., then a second regional conference may be substituted for the national conference.
  - e. A letter from the campus RHA Advisor must be submitted attesting to the recipient's qualifications. There must be a letter for each application.
  - f. A designated representative may receive the award for the recipient if they are unable to attend the conference.
  - g. The recipient may have graduated or will graduate within six months of the award.

**Section M:** The NACURH Four Year Service Award recognizes those students who have spent four years of their collegiate careers living in the residence halls constantly striving to enhance their residential living environments and NACURH. Recipients will receive a pin at the annual NACURH Conference. Nominations must be signed and submitted to the Regional Director by the deadline set each year.

1. **Award Criteria:**
  - a. Recipient must be a student at a NACURH member in good standing.
  - b. Recipient must have been active on his/her campus in residence life for at least four years. This need not be consecutive years, but four years total. They may also be at different institutions if all other criteria are met.
  - c. Recipient must have had at least two years involvement with his/her campus residence hall government. The other two years may be served in other residential life capacities (Resident Assistant, Program Assistant, etc.).
  - d. Recipient must have attended at least two national and two regional conferences (Mini/No Frills conferences are eligible). These need not be consecutive, just total conferences attended.
  - e. A letter from the campus residence hall government advisor must be submitted attesting that the applicant has met the above qualifications. The NCC, residence hall association Advisor, and the Regional Director of the applicant's region must sign the application.
  - f. A representative from the recipient's school may receive the award if the recipient is not present at the conference.
  - g. The recipient may have graduated within sixty days of the award.

**Section N:** Each year, money shall be included in the regional budget to induct up to five members into the Association of Alumni and Friends of NACURH. The SEC shall select up to five inductees based upon nomination forms submitted by members within the region. The regional inductees should show marked accomplishments regionally and be an inspiration and positive role model for student leaders in SAACURH. Selection of these inductees should take place sometime before or during the No Frills conference and be announced before the end of the No Frills conference.

**Section O:** NRHH Representative of the Year Award (NF 08)

1. **Purpose:** This award recognizes outstanding service to NACURH through NRHH by an individual who has been directly affiliated with the organization as an NRHH Representative.
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section P: SAACURH NRHH Service Award (NF 08)**

1. **Purpose:** The NRHH Service Award is an honor bestowed upon individuals who have made outstanding contributions to the region. The award recognizes outstanding achievements of individuals within member schools that have helped SAACURH, NRHH and/or the SEC in its mission to develop leaders, share resources, and aid member schools in their on campus programming needs.
2. **Selection:** Selection will be made by the AD-NRHH in consultation with the SEC.
3. **Refer to the SAACURH NRHH Policy Book for more information**

**Policy 3  
School Awards**

**Section A: SAACURH School of the Year Award**

1. **Purpose:** The SAACURH School of the Year (SOY) award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall government and associated groups as well as contributions on the state, regional, and national levels.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference.
3. **Pages:** Bids will be no longer than 30 pages.
4. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Suggested Criteria:**
  - a. Campus Level (45%)
    - i. Structure and organization of residence hall government
    - ii. Goals and programs accomplished (emphasis on new programs and organizational growth)
    - iii. Perceived student benefits from residence hall government
    - iv. Community Service
    - v. Addressing challenging issues
    - vi. Other residence hall groups
    - vii. Communication of state, regional, and national information to residence hall government, staff, and administration.
    - viii. Budget
  - b. Regional Level (25%)
    - i. Representation at regional conferences
    - ii. Communication with regional member schools
    - iii. Involvement in regional projects
    - iv. Bids for regional awards
    - v. Number of regional OTM winners
    - vi. Communication with regional officers
    - vii. Representation at regional business meetings
    - viii. State involvement
    - ix. Hosting a regional officer or conference
  - c. National Level (25%)
    - i. NIC requests
    - ii. NRHH chapter
    - iii. Representation at national conference
    - iv. Representation at national business meeting
    - v. Number of national OTM winners
    - vi. NIC report
    - vii. Bids for national awards (POY, SALT, etc.)
    - viii. Communication with member schools
    - ix. Communication with national officers
    - x. Payment of dues
    - xi. Intangibles: spirit and involvement of students
    - xii. Hosting national office/officer/conference
  - d. Miscellaneous (5%)
    - i. Letters of support
    - ii. Adherence to format
    - iii. Appearance/neatness
    - iv. Conciseness

**Section B: Building RHA Award**

1. **Purpose:** This award is designed to honor the RHA, which displays tremendous effort and improvement from the previous academic year to the current.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference
3. **Pages:** Bids will be no longer than 20 pages.
4. **Selection:** Recipients will be selected during the No Frills Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Suggested Criteria:**
  - a. Campus level
    - i. How has involvement on a campus level grown from a previous year?
    - ii. What were your goals and objectives?
    - iii. How were these goals achieved and what else was accomplished?

- iv. How did these goals and objectives differ from previous years?
- v. How has your structure grown from previous years?
- vi. What are the current benefits of your current RHA structure?
- vii. How have you addressed challenging issues?
- viii. How has your level of campus involvement changed?
- b. Regional level
  - i. How has involvement on a regional level grown from a previous year?
  - ii. How many delegates did you send to the regional conference?
  - iii. What programs were presented at the regional conference?
  - iv. Were you able to bring back valuable information to benefit your RHA? (i.e. any programs brought back and used on campus)
  - v. Describe communication between your RHA and regional schools and officers.
  - vi. Did your RHA host a regional officer/conference?
  - vii. Did your RHA bid for any awards?
- c. National level
  - i. Does your school have an affiliated NRHH chapter?
  - ii. How have you utilized the services and resources of NRHH? (OTMs, manuals, etc.)
  - iii. How have you utilized the services and resources of the NIC? (RFI, manuals, etc.)
  - iv. Describe your participation and involvement in the National Conference.

**Section C: NRHH Outstanding Chapter of the Year**

1. **Purpose:** The NRHH Outstanding Chapter of the Year award is the highest regional honor an NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and national levels.
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section D: NRHH Building Block Chapter of the Year**

1. **Purpose:** The NRHH Building Block Chapter of the Year Award is given to the chapter, which shows outstanding growth and development during the year of nomination.
2. **Selection:** Selection will be made during the No Frills Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section E: Commitment to Diversity Award**

1. **Purpose:** The Commitment to Diversity Award is given to a school that involves a student-directed yearlong commitment to awareness and education of residential students concerning diversity issues.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Conference to NACURH Conference.
3. **Pages:** Bids will be no longer than 30 pages.
4. **Selection:** Selection will be made during the No Frills Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the No Frills Regional Conference.
6. **Suggested Criteria:**
  - a. Introduction
    - i. What are the diversity mission statements for residence life and the campus?
    - ii. How/why was the campus' approach to diversity and diversity issues developed?
    - iii. How were students involved in the development?
    - iv. How were university officials involved in the development?
    - v. What are the statistics of diversity at your campus?
    - vi. What need is there for diverse programming (campus needs assessment on diversity)?
    - vii. How else are the needs addressed (by additional departments/programmers)?
  - b. Goals in regard to your campus' approach to diversity
    - i. Who was involved in establishing the goals?
    - ii. Were the goals achieved?
    - iii. Were the goals realistic with respect to diversity and student(s) needs?
    - iv. Were these goals established this year or are these goals the same from year to year?
  - c. Programs
    - i. List and provide a brief (couple of sentences) description on the various diversity programming on your campus, both Residence Life and other departments).
    - ii. Choose a maximum of five programs to discuss in length (Maximum of three pages per program).
    - iii. For each program discuss the following: Who was the target population? How did it relate to the needs of your campus? How successful was the implemented program? How was the evaluation on the program or concept carried out? How many people participated? Who did the program effect? Is there any feedback you can provide from students (i.e. quotes of support)? Number of people needed to organize? Time spent planning the program? What was the planning process? What was the goal of the program?

**Section F: Program of the Year Award (NF99)**

1. **Purpose:** This award was designed to recognize the most outstanding student-implemented program concerning residence halls. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
2. **Selection:** Selection will be made during the SAACURH Regional Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
3. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section G: Student Award for Leadership Training (NF99)**

1. **Purpose:** The purpose of this award is to recognize student leadership training programs in the residence halls.
2. **Eligibility:** One student or student group of a NACURH member school in good standing may submit a SALT nomination for consideration each year.
3. **Pages:** Bids will be no longer than 20 pages.
4. **Selection:** Selection will be made during the SAACURH Regional Conference by the NCCs.
5. **Award:** The winner shall receive a plaque presented at the SAACURH Conference.
6. **Suggested Criteria:**
  - a. Write a one-paragraph summary of the SALT nomination that could be used in describing the nomination as a conference program session.
  - b. Describe the goals and objectives of the SALT nomination.
  - c. Describe the specific student needs that this project is attempting to address.
  - d. Describe the resources used in developing the project, including a budget, funding, sources, personnel needs, supplies utilized, etc.
  - e. Describe the planning process used in the development of the project.
  - f. Describe who, what, when, where, etc.
  - g. Describe how your project relates to the ACPA conference delegates.
  - h. Describe how this project affects students.
  - i. Discuss the results of the project and show what evaluation methods were used.
  - j. Describe how this project would be presented in a conference session format.
  - k. Describe what media would be used in the conference session (slides, transparencies, film, etc.).
  - l. Describe any handouts and written materials that would be distributed to conference delegates.

**Section H: SAACURH Program Development Grant (SA 99)**

1. **Purpose:** The purpose of this award is to assist schools in implementing programs on their campus.
2. **Eligibility:** Nominees must be a school that is fully affiliated and is in good standing with SAACURH and NACURH.
3. **Pages:** The application shall be in written format, adhering to the guidelines set forth by the SEC.
4. **Selection:** The Regional Education Coordinator will coordinate the program development grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
5. **Award:** The number of grants given out each year will be limited to no more than three. The amount of each grant will be \$100.

**Section I: SAACURH Membership Affiliation Grant (SAA 00)**

1. **Purpose:** The purpose of the grant is to provide member institutions the opportunity to apply for an affiliation grant to help defer the cost of affiliation with NACURH.
2. **Eligibility:** Any institution, large or small, wishing to affiliate with NACURH is eligible.
3. **Pages:** The application shall be in written format, adhering to the guidelines set forth by the SEC.
4. **Selection:** The Regional Affiliation Coordinator will coordinate the membership affiliation grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
5. **Award:** The number of grants given out each year will be limited to no more than two. The amount of each grant will be the current affiliations fee set by the NACURH National Board of Directors. After receiving an affiliation grant, a chapter becomes ineligible for consideration for the next three years.

**Policy 4  
Miscellaneous Awards**

**Section A: "Of the Month" (OTM) Awards**

7. **Selection:** Selection will be made by the AD-NRHH with recommendations from the OTM Selection Committee comprised of NRHH members of chapters considered to be in good standing with the NACURH INFORMATION CENTER.
8. **Refer to the SAACURH NRHH Policy Book for more information.**

**Section B:** Each regional bid chosen to compete for one of the 11 national awards can receive \$100 in Bid Development Aid. These funds will come from the SAACURH budget and will only be used on expenses associated with producing the national bid. Schools may be reimbursed for up to, but no more than \$100 of the total bid cost. Schools will submit an invoice or receipt for production costs to the Associate Director for Business Administration and will be reimbursed accordingly. (NF 99)

**Policy 5  
SAACURH Budget and Finances**

**Section A:** The SAACURH fiscal year shall be aligned with the NACURH fiscal year.

**Section B:** All regional bank accounts shall be kept in the same bank and location of the NACURH account in the same city as the NACURH Advisor.

**Section C:** The SAACURH Executive Committee (SEC) must submit a budget for approval by member school NCCs each year. The budget should be prepared in cooperation with the SEC-Elect to ensure that it will suit their needs. NCCs must approve the budget by a two-thirds (2/3) majority and be notified of any line item that exceeds the approved amount.

**Section D:** The regional bank account should contain the signature of the Regional Director and the Associate Director for Business Administration (ADBA), and the Regional Advisor. New signature cards should be processed at the NACURH Conference each year for the SEC-Elect.

**Section E:** A "SAACURH Transaction Form" (STF) must be submitted to the ADDBA order to receive reimbursement for regional expenses. Copies of the receipts must be included with the STF for reimbursement to occur. Copies of the form can be requested at any time from the ADDBA.

**Section F:** The SAACURH will pass on any fee incurred by a bounced or ADDBA check back to the school or the individual whom had written the check. If a school had written the ADDBA check the school will be placed in 'bad standing' with the region. If an individual writes the check they will be asked to clear debts with the region or their school will lose SAACURH benefits.  
(NF 00)

**Section G:** Money allotted to SAAS Operations and SAAS Fund may only be used for NRHH. The ADDBA shall update the Regional NRHH Advisor and AD-NRHH at the first of the month with an account balance.

## **Policy 6 SAACURH and No-Frills Conferences**

### **Section A: Conference Bids**

1. Budgets contained in bids for SAACURH conferences must use the official SAACURH conference budget format. This format can be obtained from the Associate Director for Business Administration.
2. All SAACURH conference bids and closing reports must contain information on ADA compliance at the conference. This information must include costs and problems expected or encountered. Closing reports should also contain contact information of any vendors used at the conference specifically used for ADA compliance. (NF 05)

### **Section B: Conference Hosts**

1. A regional conference loan for the amount of up to \$1,000.00 and a No Frills loan for the amount of \$500.00 are available through the regional budget for the host school. This loan must be repaid on the first day of the conference.
2. All SAACURH and No Frills Conference bank accounts must be closed out completely at least sixty (60) calendar days after the conclusion of the conference. This includes paying all bills and closing out the accounts by the 60th day. Also, a final conference report including the complete financial summary should be delivered to the Regional Director (NF 99) by at least the 60th day. Any revenue that has not been received by the 60th day shall be forwarded to the regional budget after the deadline. Conversely, any debts that are held or received after the accounts have been closed will be the responsibility of the host school. A copy of all checks, deposits, and statements for conference expenditures should be included in the financial report. If a conference staff turns in their conference closing report before or on the deadline specified by the Regional Director, their host school's SAACURH affiliation dues will be paid by SAACURH for the next year (NF 99).
3. 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. 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: (NA 08)
  - a. Introductory letter of the report by the Chairperson(s);
  - b. Table of Contents, with page numbers;
  - c. Conference Schedule;
  - d. Total number of delegates in attendance, further broken down by number of delegates per school;
  - e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
  - f. Awards presented at the conference;
  - g. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
  - h. Conference Chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.;
  - i. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities;
  - j. Committee Chairperson's Job Reports with the following format:
  - k. General statement of committee responsibilities
  - l. 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;
  - m. 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;
  - n. Recommendation for the future;
    - i. Suggested solutions to timeline problems;
    - ii. Suggested solutions to conference responsibility problems;
    - iii. Evaluate your own participation level, with suggestions for better time utilization;
    - iv. An outline of ideas considered but not utilized;
  - o. Forms or form letters used.
    - i. A blank Conference Evaluation and final conference evaluation results tabulated.
  - p. 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 Associate Director of Business Administration, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.
4. The conference staffs shall work with the SEC to find an adequate location to hold business meetings during the conference as

well as set a schedule to conduct such meetings.

5. Any school hosting a SAACURH Conference must provide an area for any extra program materials. NCCs can take any extra materials back to their school for their own use as a resource.
6. The Conference Finance Chair shall be required to submit to the Regional Associate Director for Business Administration, Regional Director, and Regional Adviser, a fully updated conference budget each month, beginning the month after the bid, through the conference closing and upon receipt of the conference closing report. The conference staff must provide documentation providing the details of the excess or the deficit. The host institution will be responsible for expenses taken out of the conference excess that were originally unaccounted for. (NF 99)
7. The cost of registration for 1 (one) conference chair to register for the -ACURH conference prior to the conference which they are hosting in the fixed cost of the conference budget. This money may be obtained through the conference loan line item of the SAACURH budget if no money is available at the time registration is due, but must be repaid as stated in the SAACURH Policy Book. (SA 99)

**Section C: SAACURH Executive Committee**

1. Registration for SAACURH Executive Committee shall be included in the SAACURH and No Frills Conference budgets. The conference staff shall budget for two SEC members per room at each regional conference. (NF 99)
2. While attending conferences, the SEC members may be reimbursed for meals purchased prior to the time that meals are provided by the conference. The maximum amount to be reimbursed will be \$15.00 dollars a day, which provides for breakfast, lunch, and dinner, but is not limited to only these meals. (NF 00)
3. The ADBA shall consult the following table when determining mileage reimbursement rates for round trip travel. The ADBA shall have full authority to reimburse up to .05 more or less per mile based on individual circumstances; however, any increase must be approved by the Regional Director. All attempts should be made to maximize the number of passengers per vehicle, reducing the number of vehicles necessary. (NF 06)

Number of Persons	0 – 49 miles	50 – 99 miles	100 – 199 miles	200+	Maximum Cost
1	\$0.00	\$0.20	\$0.18	\$0.17	\$200.00
2	\$0.00	\$0.22	\$0.20	\$0.19	\$400.00
3 – 4	\$0.00	\$0.24	\$0.22	\$0.21	\$800.00
5+	\$0.00	\$0.24	\$0.24	\$0.24	\$1000.00

4. The SAACURH Executive Committee, in consultation with the Conference Chair, shall set the delegate costs for each conference at least sixty days prior to the first day of the conference. The SAACURH Executive Committee shall have full authority over the conference budget. If the delegate cost is more than 15% of the cost that was in the conference host's bid, the Regional Director shall notify the region why the cost has increased within five days of setting the final delegate costs. (NF 06)

**Section D: General Conference Policies**

1. The break-even point used for developing conference budgets shall be the total of the past three conferences divided by 80% to form the new break-even. The break-even point will change for every conference. The ADBA will assign break-even points for each individual conference. (1/01)
2. A fee of \$15.00 per delegate shall be included in the regional conference budget and a fee of \$10.00 be included in the regional No Frills Conference budget. The total sum of this amount must be paid to the Regional Advisor by the conference staff by the close of the SAACURH Conference.
3. In the event that the total amount of the SAACURH Contingency account is less than ten percent (10%) of the previous Regional Conference budget, any and all conference excess shall be deposited into the Contingency account, until 10% is reached. Once the total amount of the SAACURH Contingency Account is greater than or equal to 10% of the previous Regional Conference Budget, the remaining conference excess shall be divided.
  - a. 1/2 shall be deposited in the SAACURH Vanguard Account;
  - b. 1/2 shall be turned over to the next corresponding regional conference to help lower delegate cost up to \$5,000. Any amount over \$5,000 will be invested in the appropriate account as determined by the ADBA.
  - c. This transaction will be done at the Summit immediately preceding the Conference.
4. Any financial excess generated by the conference is the property of SAACURH and must be paid to the ADBA no later than sixty (60) days after the end of the Regional Conference. (NA 08)
5. As part of the NACURH package of benefits, all SAACURH members in good standing shall receive a \$5.00 per delegate discount on the delegate fees for all regional conferences. This should be reflected by adding an additional five dollars to all delegates from non-member schools.
6. Delegations who arrive at the conference without full payment for the conference received by the conference staff will not be allowed to stay for the conference. All conference fees must be paid before a delegation will be allowed to register for a conference.
7. One selected state association representative shall have voice representation only during business meetings at the annual SAACURH Regional and No Frills conferences, and regional business meeting at the NACURH Conference.
8. 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 conference. The host schools should make every reasonable effort to ensure that the conference staff, host school, and the regional affiliates have taken effective precautions to provide for the safety and security of conference delegates.
9. Roll call will take place on the first night of the regional conference. Schools participating in roll call are required to combine with at least one other school for their roll call skit. The conference host will work with schools who do not have partners to assist them in finding a partner school. Groups of more than two schools will be allowed extra time for their roll call skit.
10. Alcohol and illicit drugs are nationally recognized as substances which may have a substantially negative effect on the lives of college students. As a leadership organization which 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. Therefore, all events related to regional conference shall be designated "alcohol and drug free". Additionally, the use,

consumption, or influence of drugs or alcohol by any conference delegate is strictly prohibited. Any delegate or advisor found in violation of this policy will be subject to removal from the conference as well as any other sanctions developed by the conference staff and the SEC.

11. During each year's SAACURH Conference, the conference staff is responsible for judging and selecting winners for the Best Roll Call, Best School Display (Large and Small school), and Most Spirited Delegations (Large and Small). The winners of these awards should receive a plaque covered in the host school's conference budget. Criteria for these awards should be developed by the Conference Staff and publicized to the membership prior to the conference.

#### **Section E: ADA Compliance Conference Add-on Fee**

1. The ADA Compliance Conference Add-on Fee is put into the ADA Compliance Fund. This fund may be used to assure that all SAACURH conferences are compliant with the Americans with Disabilities Act (ADA). Though it is primarily the conference host's responsibility to maintain ADA compliance, the fund may be used on a contingency basis to make SAACURH conferences ADA compliant. This fund is maintained by the SEC in conjunction with conference staff, though the SEC shall have full discretion over the account.
2. The ADA Compliance Conference Add-on Fee shall be set by the SEC but may be no smaller than three (3) dollars and no larger than ten (10) dollars. The ADA Compliance Conference Add-on Fee may be increased above ten (10) dollars for any individual conference with a 2/3rds approval of the NCCs at the previous conference.
3. Two (2) values shall be set to designate how funds are accumulated.
  - a. The first is the value where the dedicated Add-on Fee must be used:
    - i. Should the ADA Compliance Fund reach \$12,000, the SEC may choose to no longer charge the Add-on Fee.
    - ii. If the ADA Compliance Fund drops below \$10,000, the SEC 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. 25% of any conference excess must be contributed to the ADA Compliance Fund until the ADA Compliance Fund exceeds \$3,000.
4. Additional funds may be added to the ADA Compliance Fund as long as they continue to comply with the above policy.
5. The ADA Compliance Conference Add-on Fee is due to the SEC at the close of each conference that it is in use and will be added to the Region's ADA Compliance Fund. (SAA 05)

### **Policy 7**

#### **SAACURH Executive Committee and NCC Meetings**

**Section A:** The Regional Director, Associate Director for Business Administration, and all Regional Coordinators shall be selected by the NCCs. In the NRHH Boardroom, the Associate Director for NRHH will be selected by the NRHH Representative or a duly appointed representative from a school with an NRHH chapter in good standing (SAA 04). The elections of all these officers shall take place through secret ballot at the No Frills Conference. All of the above must be from a member school in good standing with SAACURH. A formal presentation of no longer than ten (10) minutes is to accompany the written bids for these offices.

**Section B:** The Regional Director and the Associate Director for Business Administration shall be the two representatives who represent SAACURH on the NBD. Both officers should be able to attend the Semi-Annual and Annual business conferences.

**Section C:** The Regional Advisor will be elected at the SAACURH Regional Conference in odd numbering years to serve for two (2) years plus transition starting at the following NACURH Conference.

**Section D:** The Advisor-Elect will be elected at the SAACURH Regional Conference and remain in this capacity through the following NACURH Conference. This person must have institutional support for all expenses. While it may be possible for the region to cover some expenses, it should not be expected. The Advisor-Elect must also plan on being employed in the region until the Advisor term is completed.

**Section E:** The NRHH Regional Advisor will be elected at the SAACURH Regional Conference in even numbering years to serve for two (2) years plus transition starting at the following NACURH Conference. (NF 00)

**Section F:** The NRHH Regional Advisor-Elect will be elected at the SAACURH Regional Conference and remain in this capacity through the following NACURH Conference. This person must have institutional support for all expenses. While it may be possible for the region to cover some expenses, it should not be expected. The NRHH Regional Advisor-Elect must also plan on being employed in the region until the Advisor term is completed. (NF 00)

#### **Section G: Guidelines for SEC Bids**

1. The written bids should include the candidate's access to office facilities and communication devices, a list of desired goals, an outline of current involvement, a resume with related experience, and letters of support from their RHA and Housing Department. The bid for Regional Director may be up to 12 pages in length (not including the cover page), and the bids for all other elected positions may be up to 8 pages in length (not including the cover page). A page is defined as one side of print. Time constraints on bid presentations shall be set by the Regional Director and announced to the bidding candidate.
2. All bids must be in proper electronic format or on white, double-sided, three hole punched paper that is either stapled or otherwise connected in such a way that makes recycling easy. Letters of support that have been scanned as an image must still occupy the same page size as if it were placed in the bid as text. No plastic binders, book bindings, etc. are allowed. The Regional Education Coordinator, in conjunction with the Regional Director, shall define the manner in which SEC bids shall be submitted for consideration. (NF 05,07)

**Section H:** Elections of SEC members shall take place as the first item on the agenda under new business, unless legislation affecting elections is pending, in which case elections will be postponed until the legislation affecting elections is resolved. (NA 99) The Regional Officers will be elected at the No Frills Conference.

**Section I:** All SEC and SEC-elects must be able to remain at the No Frills Conference site until noon following the conference closing to

provide for transition purposes.

**Section J:** Candidates for the SEC-Elect positions must be planning on attending the next NACURH conference to complete transition and be sworn into office. SAACURH will pay half of the registration costs to the NACURH Conference for the SEC-Elects. (SA 99)

**Section K:** All officers and Advisors on the SAACURH Executive Committee are required to submit an officer or advisor report prior to the SAACURH regional conference, the SAACURH business conference, and the NACURH national conference that details and updates the SAACURH members of what each officer and advisor has done in their position since the time of the last officer report. (NF 06)

**Section L:** The SAACURH Executive Committee must either email or mail a pre-business packet to all member schools prior to each regional and national conference including all bids and proposals that will be discussed during the meetings postmarked at least ten (10) business days prior to the conference. The Regional Director has the authority to set a submission deadline for bids and proposals in order to meet the deadline. (NF 05)

**Section M:** There shall be no proxy voting by any member school at a SAACURH business meeting.

**Section N:** After each regional meeting, the Promotions Coordinator shall distribute copies of the meeting's minutes to all member schools within four (4) weeks of the conference.

**Section O:** Email legislation shall take place under the discretion of the Director.

1. The chair shall prepare and distribute email ballots to the SAACURH-L regional list serve for voting members to consider and dispose in accordance with the policies set forth by the SEC.
2. The chair has the power to decide which proposals will be passed over email and reserve the right to table legislation received until the next conference.
3. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chair, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the chair.
4. Amendments may be proposed over email and must be voted upon separately. When the announcement is proposed, the chair will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline will then be reassigned by the chair, not to exceed seven (7) days.
5. Roberts Rules of Order will pertain at all times. (SAA 00)

#### **Policy 8 Miscellaneous**

**Section A:** All bids and proposals must be on white, double-sided, three hole punched paper that is either stapled or otherwise connected in such a way that makes recycling easy. No plastic binders, book bindings, etc. are allowed.

**Section B: Improper Award and Officer Bids Procedure (SAA 04)**

1. Any award or officer bid that is missing required information or is over the mandated page limit, as set forth by the SAACURH policy book or Director, shall be marked as "Against Policy" prior to being distributed to the region. A description of why the bid is against policy shall also be included.
2. Any award or officer bid that is over the mandated page limit as set forth by the SAACURH policy book or Director shall have the excess pages removed prior to being distributed to the region. Excess pages shall be defined as any additional pages after the mandated page limit. No required letters of support may be removed. If required letters of support are included in the excess pages to be removed; the required letters of support shall be moved to the front of the bid and the bid renumbered temporarily to determine which excess pages to remove.

**Section C:** The Regional Roll Call, Display, Banner, and T-shirt will be assigned by the Regional Director at the SAACURH Conference every year to allow ample time for planning.

**Section D:** A Constitutional and Policy Book Review Committee should be overseen by the Regional Associate Director of Business Administration every year to review and address the SAACURH Constitution and Policy Book. This committee will be a standing committee of SAACURH. This committee should discuss regularly throughout the year and should meet at least once during every SAACURH, No Frills, and NACURH conference.

**Section E:** The Constitution and Policy Book shall be updated and distributed prior to each SAACURH Conference and be included on the SAACURH Conference business meeting agenda for approval

**Section G: SAACURH Technology**

1. SAACURH currently owns several computers that are issued out to members of the SAACURH Executive Committee to help them complete their job over the course of the year. When the SEC member is issued a SAACURH laptop for the year, they are responsible for signing the SAACURH Executive Committee Technology Contract. Once signing this contract, they will be responsible for the provisions set forth in the contract for taking the appropriate steps in ensuring that the SAACURH laptops are kept in quality shape when they are returned.

**Section H: SAACURH Laptop Accidental Protection**

1. Every new laptop purchased must have a minimum warranty of 3 years to INCLUDE accidental protection. This will make sure that each laptop will last 3 years, before it has to be replaced. It also protects the system and the user, allowing for any accidental spills or drops to be replaced at no cost to SAACURH up until that warranty has expired.

**Section I:** The official logo of the South Atlantic Affiliate of College and University Residence Halls will be an image of "Louie the Lion" as seen in Figure 1. The official colors of the South Atlantic Affiliate of College and University Residence Halls will be "Blue #333399 and Gold #EAB200." Informally, these colors will be known as "blue and gold." (NF 06)