



Great Lakes Affiliate

Regional NRHH Policy Book

Created November 2011
Last Updated March 2017



POLICY BOOK

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STATEMENTS OF PURPOSE

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ARTICLE I

NAME

Section One

The name of this organization shall be Great Lakes Affiliate of College and University Residence Halls, herein referred to as GLACURH.

Section Two

GLACURH is an affiliate of the National Association of College and University Residence Halls, Incorporated (NACURH), and shall operate in accordance with the NACURH Articles of Incorporation.

Section Three

The National Residence Hall Honorary (NRHH) is an organization that operates in accordance with NACURH, and shall operate in accordance with the National NRHH Policy and Procedures.

ARTICLE II

VALUES OF THE NRHH

Section One

NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

Section Two

Recognition shall be defined as any and all efforts made to recognize others for their work within a residential life or university system.

Section Three

Service shall be defined as an act of dedication to one's community, campus, chapter, and self for achieving the greater good.

ARTICLE III

VISION STATEMENT

NRHH strives to unite a community of distinguished members who embody the values through a lifelong commitment to the honorary.

ARTICLE IV

MISSION STATEMENT

As an honorary, NRHH provides a dynamic leadership experience by promoting recognition and service. Through this, NRHH chapters offer our members diverse avenues to grow and succeed in the residence halls and as engaged members in their communities.

TITLE II

NRHH CHAPTERS

ARTICLE I
Affiliated Chapters

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AFFILIATED CHAPTERS

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

Section One

Affiliated Chapters

1. An NRHH Chapter shall be considered fully affiliated if they do the following prior to the National NRHH Business Meeting:
 - a. Be from a fully affiliated NACURH member school.
 - b. Submit a completed chapter affiliation form to the NCO.
 - c. Submit a list of their chapter's current members to the NCO.
 - d. An updated copy of their Chapter's Constitution that meets all of the current NRHH requirements and matches the NACURH and Regional NRHH policies must be submitted and approved by the NCO and AD-NRHH. If the Constitution is not submitted, a statement indicating constitutional changes have not been made must be submitted to the NCO and AD-NRHH.
 - e. Maintain good standing with GLACURH, NACURH, and NACURH Corporate Office.
2. An NRHH Chapter shall receive the following benefits from affiliation:
 - a. Voting rights at the annual NACURH Corporate Business Meeting and Regional Business Meetings.
 - b. Free Resource File Index pages from the NCO.
 - c. Access to free manuals and guides that assist chapters.
 - d. The right to purchase NRHH Pins.
 - e. The right to purchase NRHH individual membership certificates.
 - f. The right to purchase NRHH honor cords.
3. Schools shall pay the NACURH affiliation fee outlined in the NACURH governing documents.
4. A chapter is not considered as an affiliated chapter if their school is not also in good standing with NACURH.

ARTICLE II

Section One

CHAPTER MEMBERSHIP

Chapter Membership

1. Once an individual has shown dedication and commitment to NRHH according to the standards of their chapter, as stated in their chapter constitution, they will become an NRHH member for life.

Section Two

Active Membership

1. An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave.
 - a. An individual being inducted as an active member must:
 - i. Have lived in residence halls for at least one semester or equivalent of.
 - ii. Have made a positive contribution to the residence hall system.
 - iii. Maintain at least a GPA of 2.5 on a 4.0 scale, or its equivalent to be determined by the AD-NRHH with a representative of each individual school.
 1. NRHH Chapter Advisors will coordinate the evaluation process of GPA's, or its equivalent as determined by the AD-NRHH, for active members at the conclusion of each academic term.

Section Three

Early Alumni Membership

1. An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.
2. The following guidelines apply to the procedure of applying for early alumni membership status:
 - a. The member and/or chapter must complete the early alumni membership application (contact the

- AD-NRHH to obtain a copy), which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
- b. The completed early alumni membership application shall be submitted to the regions AD-NRHH for approval.
 - c. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 40, it will not be allowed more than 6 early alumni members approved per a year).
3. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. The region's AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
 - c. The chapter has exceeded its allotted early alumni membership approvals for the year.
 4. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
 - a. Each AD-NRHH shall have one vote.
 - b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

Section Four Alumni Membership

1. An alumni member of an NRHH chapter is a member that has moved off campus or is no longer a student. These members do not count in the 1% cap.
 - a. An active member of a chapter, who does not live in the residence hall system, or is no longer a student, shall be defined as an alumni member.
 - i. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad
 - ii. When members leave the on-campus community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit a notice of temporary leave, they must indicate the duration of their leave to the chapter.

- iii. If a member who has submitted a notice of permanent leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NAN to request a temporary increase in their capacity until the next membership drive, at which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.

Section Five

Honorary Membership

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

Section Six

Membership Capacity

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

Section Seven

NRHH Membership Transfer Policy

1. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution

2. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
 - a. The student applying to transfer their membership must be fully matriculated at the new institution.
 - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing, detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
 - c. Each chapter is able to come up with their own process detailing how letters will be evaluated.
 - d. If approved, the student and/or new chapter must complete the membership transfer application.
 - e. The membership transfer application may be obtained from the region's AD-NRHH.
 - f. The membership transfer application shall include signatures from the following individuals:
 - i. The incoming chapter's president.
 - ii. The incoming chapter's advisor.
 - iii. The NRHH member who is seeking to transfer their membership.
 - g. The completed application shall be submitted to the region's AD-NRHH for approval.
3. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. Adding new member(s) puts the chapter over its member cap.
4. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 - a. Each AD-NRHH shall have one vote.
 - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

ARTICLE III NRHH BUSINESS

- Section One When business deals exclusively with matters relative to NRHH business alone, it shall be voted upon by the NRHH-CC from each NRHH Chapter in good standing at the NRHH Business Meeting.
- Section Two When business deals with matters relative to both RHA and NRHH, it shall be voted upon in a joint session of boardroom. Each school shall receive one vote, cast collaboratively by the RHA and NRHH representatives from the school. NRHH-CCs in attendance and in good standing at the business meeting shall have their own opportunity to speak on the matter being considered but will share turns on the speakers' list with the NCC from their institution, if applicable.
- Section Three The Regional Director and Associate Director of NRHH shall work together to prepare the agenda for both the NCC and NRHH-CC business to allow NRHH-CCs to be present for matters concerning them in NCC business.
- Section Four For the purpose of this section, NRHH Business shall be defined as all business pertaining to Of The Month (OTM Awards), the office and selection of the AD-NRHH, the requirements and selection of all NRHH awards, and all other business assigned by the AD-NRHH under consultation with the Regional Board of Directors.
- Section Five To conduct NRHH business, 50% plus 1 of the regionally affiliated NRHH Chapters must be present.

TITLE III

NRHH POSITIONS

ARTICLE I

NRHH Communications Coordinator

ARTICLE II

NRHH Regional Board of Directors Positions

ARTICLE I

NRHH COMMUNICATIONS COORDINATOR

- Section One The National Residence Hall Honorary Communications Coordinator (NRHH-CC) shall serve as the official liaison between the individual's NRHH chapter, GLACURH, and NACURH.
- Section Two The NRHH-CC shall be responsible for submitting fees and necessary forms to the AD-NRHH and NACURH Corporate Office (NCO).
- Section Three The NRHH-CC shall provide for transition in office for the incoming NRHH-CC from the individual's school. This transition shall include notification of such to the Regional Board and NACURH Corporate Office (NCO).
- Section Four NRHH-CCs shall not concurrently serve as an NCC in regional or NACURH business.
- Section Five NRHH-CCs shall have speaking rights in all GLACURH business.

ARTICLE II

NRHH REGIONAL BOARD OF DIRECTORS POSITIONS

- Section One The NRHH-CCs shall elect the Associate Director of NRHH for the GLACURH Regional Board at the Regional Business Conference.
- Section Two See Article X for Regional Board of Director Elections, Qualifications, and Terms of Office.
- Section Three Associate Director of NRHH (AD-NRHH)
1. Shall, when financially feasible, represent the region at all National NRHH Meetings.
 2. Shall judge all regional OTM submissions with the Regional OTM Selection Committee.
 3. Shall submit the winning OTMs to the NACURH Associate for NRHH by the 17th of each month.
 4. Should maintain regular and consistent contact with the NACURH executives, officers, individual member chapters, and the Regional Board.
 5. Shall regularly communicate with the Regional Advisor.

6. Shall act as the official liaison between GLACURH, the NRHH National Board and the NACURH Associate for NRHH, and represent the region at all NRHH National Board Meetings.
7. Shall be responsible for organizing and hosting an NRHH reception at the Regional Leadership Conference by coordinating with the conference chair(s).
8. Shall represent the region at the NRHH reception at the NACURH Annual Conference.
9. Shall prepare and present a report for the NACURH Board of Directors and NRHH National Board to be presented at the NACURH Semi-Annual Business Meeting and at the NACURH Annual conference.
10. Shall carry out such directives as assigned by the Director.
11. Shall provide for both oral and written forms of transition for the incoming ADNRRH, including transfer of all files and notification to the NACURH Associate for NRHH.
12. Shall review all NRHH constitutions from regional chapters submitted through the affiliation process for approval within two weeks of submission. The AD-NRHH shall notify schools of any changes that need to be made in order to affiliate and assist chapters with the affiliation process.

TITLE IV

AWARDS

ARTICLE I Regional Awards

ARTICLE I

Section One

NRHH REGIONAL AWARDS

General Policies for NRHH Regional Awards

1. The GLACURH policy governs all NRHH awards, which can be found in Article XVI, Section One of the Governing Documents. Please refer to the GLACURH Governing Documents in the case that there are any discrepancies in the GLACURH NRHH Policy Book.

Section Two

Environmental Guidelines for Awards

1. The GLACURH policy governs all NRHH awards, which can be found in Article XIX, Section One of the Governing Documents. Please refer to the GLACURH Governing Documents in the case that there are any discrepancies in the GLACURH NRHH Policy Book.

Section Three

NRHH Outstanding Chapter of the Year Award

1. The NRHH Outstanding Chapter of the Year is the highest honor an NRHH Chapter can obtain from the region. This award recognizes outstanding achievements of an NRHH Chapter on the campus, regional, and NACURH levels.
2. One nomination per school is allowed. The chapter must be in good standing with the NACURH Corporate Office (NCO).
3. Only year specific information will be considered; in other words, bid content must reflect accomplishments from 12 p.m. of the Saturday of the previous year's GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH Regional Leadership Conference.
4. The written bid shall not exceed thirty (30) pages in length (10-12 point type). A page is defined as a side with print, including, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the thirty (30) pages but must include the award name, chapter, institution, and region name.
5. Recipient will be selected during the Regional Leadership Conference by the NRHH-CC from each chapter in good standing. There will be a pro/con session on each bid and then discussion on all bids together.
6. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Regional Leadership Conference.

7. The Coordinating Officer for Bidding & Awards will announce the deadlines for letters of intent and/or bids. Questions about this award should be directed to the Coordinating Officer for Bidding & Awards.
8. Required Criteria:
 - a. Communication on three levels: local, regional, and NACURH.
 - b. Support to the local, regional, and NACURH levels.
 - c. Participation in reinforcing the purpose of NRHH, GLACURH, and NACURH.
 - d. Goals and objectives of the chapter and how these were implemented.
 - e. Letters of support from the Chapter President, Chapter Advisor, and Director of Housing.
9. Any institution may submit this bid to the NACURH level.

Section Four

NRHH Building Block of the Year Award

1. This award is designed to honor the NRHH Chapter displaying tremendous effort, development and improvement.
2. Only year specific information will be considered; bid content must reflect accomplishments from 12 p.m. of the Saturday of the previous year's GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH Regional Leadership Conference, all information outside of this timeline will be disregarded.
3. One nomination per school is allowed. The chapter must be in good standing with the NACURH Corporate Office (NCO).
4. The written bid shall not exceed twenty (20) pages in length (10-12-point type). A page is defined as a side with print, including, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the twenty (20) pages but must include the chapter, institution, and region name.
5. The NRHH-CC from each chapter in good standing will select the recipient during the GLACURH Regional Business Conference. There will be a pro/con session on each bid and then discussion on all bids together.
6. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Regional Business Conference.
7. The Coordinating Officer for Bidding & Awards will announce the deadlines for letters of intent and/or bids. Questions about this award should be directed to the Coordinating Officer for Bidding & Awards.

8. Required Criteria:
 - a. Communication:
 - i. How were lines of communication further developed and strengthened on the local, regional, and NACURH levels.
 - ii. What new ways of communicating were implemented?
 - b. Support:
 - i. What new ways have you supported NRHH on the local, regional, and NACURH levels?
 - ii. Were the ideas originally from your chapter?
 - iii. How has membership support grown?
 - c. Goals and Objectives
 - i. What were your goals and objectives?
 - ii. How were those goals achieved, and what else was accomplished?
 - iii. How did these goals differ from previous years?
 - d. RHA interaction
 - i. Fundraising
 - ii. Programming
 - iii. Process of communication
 - e. Conference attendance
 - i. List conferences NRHH members have attended.
 - ii. List any programs presented by NRHH members at conferences.
 - iii. Is this an improvement from last year?
 - f. Recognition
 - i. What types of recognition does your chapter engage in?
 - ii. What new ways have you implemented to recognize people?
 - g. OTMs
 - i. List all NACURH and regional OTM winners.
 - ii. Please state months you have submitted OTMs.
 - iii. Is this an improvement from the previous year?
 - h. Programming and Leadership Experience
 - i. What annual opportunities are there for empowering leadership?
 - ii. What new opportunities have become available for advancing leadership?
 - i. Letters of Support

- i. Chapter President
 - ii. Chapter Advisor
 - iii. Director of Housing
- j. Misc. Information
 - i. Other new events the chapter undertook.
 - ii. Is the bid printed on recyclable paper utilizing both sides?
- 9. Any institution may submit this bid to the NACURH level.

Section Five

NRHH-CC of the Year Award

1. This award is designed to recognize outstanding service to NRHH and GLACURH by an individual who has been directly affiliated with the organization(s) in the role of NRHH-CC.
2. The Coordinating Officer for Bidding & Awards shall oversee the timeline for the NRHH-CC of the Year selection process, and shall inform member school NRHH presidents, NRHH-CCs, and/or advisors of the NRHH-CC of the Year selection process.
3. The nominee must be a member of a chapter in good standing.
4. The nominee cannot be nominated for the NRHH President of the Year Award.
5. All nominations must be submitted to the Coordinating Officer for Bidding & Awards electronically.
6. Bids may not be more than eight pages (10-12-point type), 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 pages must be numbered.
7. The NRHH-CC of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the regional year (12 p.m. of the Saturday of the previous years GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH Regional Leadership Conference.)
8. The Regional Board of Directors shall select the NRHH-CC of the Year award at the Regional Board of Directors' Winter Retreat.
9. The recipient will receive an engraved plaque at the Regional Business Conference.
10. Required Criteria

- a. Sub-regional, regional and NACURH correspondence.
 - b. Recognition through awards: campus, sub-regional, regional, and NACURH activities.
 - c. Participation in campus, sub-regional, regional and NACURH services.
 - d. Participation in conferences: delegation building, spirit, attendance and participation in meetings and programs
 - e. Letters of support.
11. Any institution may submit this bid to the NACURH level.

Section Six

NRHH Outstanding Member of the Year Award

1. This award is designed to recognize outstanding service to NRHH by an individual who has been directly affiliated with NRHH.
2. One nominee per school is allowed. Only year specific information will be considered; in other words, bid content must reflect accomplishments from 12 p.m. of the Saturday of the previous year's GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH Regional Leadership Conference. The nominee must be a member of a NRHH chapter in good standing and may not be a member of the Regional or NACURH Board of Directors, or have served as NRHH-CC in the past regional year.
3. Bids will be no longer than eight pages (10-12-point type), with a page defined as a side with print (this includes appendices, letters of support, text, and dividers); All bids shall contain page numbers.
4. Recipient will be selected during the Regional Leadership Conference by the NRHH-CC from each chapter in good standing. There will be a pro/con session on each bid and then discussion on all bids together.
5. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Regional Leadership Conference.
6. The Coordinating Officer for Bidding & Awards will announce the deadlines for letters of intent and/or bids along with numbers of copies to be made. Questions about this award should be directed to the Coordinating Officer for Bidding & Awards.
7. Required Criteria:

- a. Outstanding NRHH Specific involvement only
 - b. Service on a campus, state/province, regional, and NACURH level
 - c. How the nominees embody the spirit of NRHH on his/her campus
 - d. Letters of support
8. The winner of this award or any other institution may submit to the NACURH level.

Section Seven

NRHH President of the Year

1. This award is designed to recognize outstanding service of an NRHH Chapter President at an affiliated school who has had a direct positive impact on their institution, GLACURH, and NACURH
2. The Coordinating Officer for Bidding & Awards shall oversee the timeline for the NRHH President of the Year selection process, and shall inform member school NRHH presidents, NRHH-CCs, and/or advisors of the NRHH President of the Year selection process.
3. The nominee must be a member of a chapter in good standing.
4. The nominee cannot be nominated for the NRHH-CC of the Year Award.
5. All nominations must be submitted to the Coordinating Officer for Bidding & Awards electronically.
6. Bids may not be more than eight pages (10-12-point type), 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 pages must be numbered.
7. The NRHH President of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the regional year (12 p.m. of the Saturday of the previous year's GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH Regional Leadership Conference.)
8. The NRHH-CCs shall select the NRHH President of the Year award at the GLACURH Regional Business Conference, after a pro/con of each bid.
9. The recipient will receive an engraved plaque at the Regional Business Conference.
10. Required Criteria:

- a. Service to affiliated NRHH chapter by exhibiting: delegation, communication, goal setting, execution of goals, connection with own executive board, leadership, growth or success of chapter, and creativity.
 - b. Demonstrations of commitment to NRHH values.
 - c. Sub regional, regional, and NACURH correspondence.
 - d. Recognition through awards: campus, sub-regional, regional, and NACURH activities.
 - e. Participation in campus, sub regional, regional, and NACURH services for the benefit of NRHH.
 - f. Letter of support.
11. The recipient of the award will be encouraged to submit to the NACURH level
- a. In the event that the recipient does not want to submit to the NACURH level, the AD-NRHH will offer the opportunity to the other nominees. At which point, any institution may bid for this award NACURH.
 - b. The AD-NRHH will consult with the RBD and present a nominee for regional support.

TITLE V

OF THE MONTHS

ARTICLE I
OTM Categories

ARTICLE II
OTM Descriptions

ARTICLE III
Eligibility & Timeline

ARTICLE IV
Regional Selection Committee

ARTICLE I

OTM Categories

Forfeiture of NACURH and regional recognition shall result upon failure to adhere to these procedures.

Section One

NACURH & Regional OTM Categories

1. Advisor
2. Community Service Program
3. Diversity Program
4. Educational Program
5. Executive Board Member
6. First Year Student
7. Institution Faculty/Staff
8. Organization
9. Passive Program
10. Residential Community
11. Residence Life Professional Staff
12. Resident Assistant
13. Student Staff Member
14. Social Program
15. Spotlight
16. Student

ARTICLE II

OTM Descriptions

Section One

General Requirements

1. Each regional and NACURH OTM should be written and selected according to the following descriptions.
2. OTM nominees that are eligible for multiple categories must be submitted in the category most applicable to the language of the written OTM.

Section Two

Category Descriptions

1. Advisor: Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor.
2. Community Service Program: A service or philanthropic program that benefits a group, charity, or other organization. This could include drives, fundraising, charity runs and/or book fairs, or other specific events. The program should focus on the importance of the residents giving back to their broader communities in which they live.

3. Diversity Program: A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in every day lives of the residents.
4. Educational Program: A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can range from academic success programming, learning a new skill or promoting global citizenship, etc.
5. Executive Board Member: This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus.
6. First Year Student: Any student first year student leader (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall and taking an active role in their communities and positively impacting those around them. Submissions in this category may emphasize academics, leadership, involvement, contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First Year Student category.
7. Institution Faculty/Staff: Individuals who aid students in their academics, which includes professors, instructors, teaching assistants, counselors, and other academic affairs staff. This category is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom.
8. Organization: Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. This is for recognition of the organization as a whole and not just the accomplishments of a few members. Emphasis should be placed on the successes of the organization as well as how they have helped the campus in general and the residence life community.
9. Passive Program: Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.
10. Residential Community: Any residential community, such as wings, halls, floor, complexes, etc. This award should

emphasize what this community has done as well as how it has supported others (both within and outside their community). This community being recognized must not be an official campus organization. Should illustrate what brings a group of individuals together and how they worked together as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.

11. Residence Life Professional Staff: Individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Professional Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community in the month of nomination. Examples include, but are not limited to: Hall Directors, Graduate Assistants in Residence Life, Residence Life Faculty, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, Etc.
12. Resident Assistant: Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee's accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above- mentioned organizations.
13. Student Staff Member: Any individual within a residence hall student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members while these students are not working in the capacity of a Resident Assistant or Executive Board Member position and who have made outstanding contributions to the residence life community in the month of nomination. Nominees should have gone above and beyond the duties as outlined in their job description, and the OTM should focus on the nominee's accomplishments within the student staff role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include any residence life student staff position, including but not limited to: housing

student/office assistants, front desk/office assistants/attendants, student maintenance/custodian assistants, marketing assistants, housing ambassadors/tour guides, security assistants, residence hall safety/patrol workers, programming assistant, learning community liaison, diversity mentors and academic support/tutor; however, this should not include paid executive board members of RHA/NRHH, or other hall council positions.

14. Social Program: Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.
15. Spotlight: Anything that does not fall under any of the other categories that you feel is worthy of an Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.
16. Student: Any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Things to consider may be students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement and more. Also of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

ARTICLE III

Section One

Eligibility & Timeline

Eligibility

1. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
2. Each nomination submitted for regional consideration must have been a campus winner and each nomination submitted for NACURH level consideration must have been a regional winner.
3. Nominations must be month specific.
4. Author Eligibility

- a. NACURH Leadership may not author an OTM in any Regional or NACURH-recognized categories in consideration for selection at the campus, Regional, or NACURH level.
 - i. Nominations in violation of this policy will be removed from consideration on the Regional and NACURH levels by the region's AD-NRHH.
- 5. Nominee Eligibility
 - a. NACURH Leadership may not be nominated for any of the Regional or NACURH-recognized OTM categories in consideration for selection at the campus, Regional, or NACURH level.
 - i. Nominations in violation of this policy will be removed from consideration on the Regional and NACURH levels by the region's AD-NRHH.

Section Two Timeline

- 1. Regional Procedures
 - a. All OTM submissions to the regional level must occur by the 10th of each month by 11:59 p.m. in each time zone following nomination on the NRHH OTM database.
- 2. NACURH Procedures
 - a. Nominations must be forwarded from the regional level as soon as selection is complete on the OTM database by the 17th of the month by 11:59 p.m. CST following nomination.
- 3. Extensions
 - a. An extension can be granted with approval from the NAN and NCO Director or their designee if there are problems with submissions. The NAN will notify the ADs-NRHH of any such decision within 24 hours.
- 4. Selection
 - a. Regional OTMs will be selected by the Regional OTM Selection Committee coordinated by the AD-NRHH.
 - b. NACURH OTMs will be selected by the NACURH OTM Selection Committee coordinated by the NAN.
 - c. All awards are to be given based on preset criteria established by the NNB.
 - d. Like months will be considered together.
 - e. Members of Regional or NACURH OTM selection committees may not vote in any category they submitted an OTM.

- f. Members of the regional and NACURH OTM selection committees shall vote on all OTM categories with an unbiased opinion.
 - g. General category OTM's must be a minimum of 300 words for regional consideration.
 - h. Program category OTM's must be a minimum of 100 words in each section for regional consideration.
 - i. If an OTM is under the minimum word count, the OTM can receive regional consideration at the discretion of the AD-NRHH.
5. Recognition
- a. All winners will be recognized by a certificate at a NACURH-affiliated conference. The NAN or their designee is encouraged to submit all winning NACURH Program Of the Month winners to the NACURH Associate of Administration (NAA) for publication in a NACURH-affiliated publication.
 - b. OTM Traveling Trophy Award
 - i. The OTM Traveling Trophy Award will be presented at the GLACURH Regional Leadership Conference. The recipient will receive the OTM Traveling trophy. The AD-NRHH is responsible for making sure the award is ordered and for calculating points each month after NACURH Winners have been announced. Points are a running total from GLACURH Regional Leadership Conference to GLACURH Regional Leadership Conference and will be calculated as follows:
 - 1. OTMs Submitted- 1 point
 - 2. Campus Winner- 5 points
 - 3. Regional Winner- 10 points
 - 4. NACURH Winner- 25 points
 - ii. The recipient of the award is responsible for getting the traveling award plaque to the next GLACURH Regional Leadership Conference even if they will not be in attendance.

ARTICLE IV

Section One

Regional OTM Selection Committee

Structure & Selection

1. The Regional OTM Selection Committee shall be comprised of undergraduate and graduate students and advisors. These members must be from institutions in good standing within GLACURH.

2. The Regional OTM Selection Committee will be made up of members of NRHH and/or RHA.
3. Applications must be submitted in a manner as deemed appropriate by the AD-NRHH.
4. Applications must be submitted by a deadline set by the AD-NRHH.
5. There is no limit on the number of people that may serve on the Regional OTM Selection Committee.

Section Two

Duties of the Regional OTM Selection Committee

1. The Regional OTM Selection Committee shall vote on categories assigned to them by the ADNRHH by 11:59pm on the 15th of each month.
2. Regional OTM Selection Committee members shall not vote on a category in which
 - a. They have authored an OTM
 - b. They have been nominated for an OTM
 - c. They feel a bias toward an OTM
3. The Regional OTM Selection Committee shall vote on OTMs using the OTM descriptions outlined in NACURH and Regional Policies.
 - a. If an OTM does not meet the description outlined in the NACURH and Regional Policies and the Regional OTM Selection Committee selects it as the winner, the AD-NRHH may overrule the selection.
 - b. In the case of a tie, the AD-NRHH shall choose the winner. The AD-NRHH must submit Regional OTM winners to NACURH by 11:59pm CST on the 17th of each month.

TITLE VI

AMENDMENTS

ARTICLE I

Amendments of the NRHH Policy Book

ARTICLE I

AMENDMENTS OF THE NRHH POLICY BOOK

- Section One Amendments to this document shall be made at a scheduled GLACURH NRHH business meeting.
- Section Two A 2/3 affirmative vote of the affiliated NRHH chapters at the business meetings wherein the amendment is presented, shall adopt the amendment.
- Section Three Proposed amendments should be prepared and distributed to all NRHH-CCs and the Regional Board two weeks prior to the business meeting at which it is to be voted upon.
- Section Four GLACURH NRHH shall be empowered to adopt such rules and regulations as deemed necessary for carrying out its functions through the procedures established in this document, provided such rules and regulations do not conflict with this document.
- Section Five The amendments shall go into effect upon adoption of this document.
- Section Six The AD-NRHH and Regional Advisor will be responsible for archiving old constitutions in AD-NRHH records and the regional hard drive after each conference. The new constitution will be published to the region three weeks after the close of each conference.
- Section Seven When the NRHH National Board of NACURH passes a policy change at the NACURH-level and mandates the same change at the regional level, the formal amendment procedure shall be bypassed. The Associate Director of NRHH, in coordination with the Regional Director and Regional Advisor, shall be empowered to update this policy book immediately following such a change in NACURH policy. Following the update, the Associate Director of NRHH shall inform all chapters in the region of the change. At the discretion of the Associate Director of NRHH, a discussion of the policy change can be held at the next regional NRHH business meeting. A discussion of the policy change may also be requested by a majority vote of the NRHH-CCs present at the next regional NRHH business meeting.