



NATIONAL RESIDENCE HALL HONORARY

POLICY BOOK

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TITLE 1

STATEMENTS OF PURPOSE

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ARTICLE I.

NRHH VALUES

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

ARTICLE II.

VISION STATEMENT

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

ARTICLE III.

MISSION STATEMENT

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

TITLE 2

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ARTICLE I

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Section 3: Early Alumni Membership

Section 4: Alumni Membership

Section 5: Honorary Membership

Section 6: Membership Capacity

Section 7: Transferring Membership

Section 8: NRHH Membership Removal Process

ARTICLE I.

AFFILIATION

Section 1.

Requirements

An NRHH Chapter shall be considered affiliated if they complete the following prior requirements prior to the start of the NACURH Corporate Business Meeting:

1. Submit a chapter affiliation form to the NIC.
2. Submit updated contact information for the chapter NRHH representative and advisor to the NIC.
3. Submit a current membership list to the NIC.
4. Submit an updated copy of the chapter's constitution in accordance with the NRHH Constitution Checklist.
5. Maintain good standing with NACURH.

Subsection A.

Affiliation Cycle

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

Subsection B.

RHA Requirement

Hosting an RHA is not a requirement for affiliation of an NRHH Chapter.

Section 2.

Benefits

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

1. Voting rights at the annual NACURH Corporate Business Meeting and regional business meetings, so long as the chapter maintains good standing.
2. Free Resource File Index (RFI) pages from the NIC.
3. Participation in the OTM program.
4. Access to free resources intended to support and assist chapters.
5. The right to purchase NRHH Pins.
6. The right to purchase NRHH honor cords.
7. The right to purchase NRHH individual membership certificates.

Section 3.

Fees

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

Subsection A.

Single Affiliation Fee

Schools who are also affiliating an RHA must only pay a single affiliation fee for both the RHA and NRHH affiliation.

ARTICLE II.

CHAPTER MEMBERSHIP

Section 1.

NRHH Membership

Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.

Section 2.

Active Membership

Subsection A.

Definition

An active member of an NRHH Chapter is one that has been inducted into the chapter and is currently living in on-campus housing.

Subsection B.

Temporary Leaves

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 within NRHH.

1. 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.

Subsection C.

Student Requirement

An individual being inducted as an active member must be a student of the college or university with which the chapter is affiliated.

1. "Student" shall be defined by the chapter's host institution.
2. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.

Subsection D.

On-Campus Requirement

Inductee must have lived in on-campus housing for at least one academic semester (a half-year academic term, typically lasting fifteen (15) to eighteen (18) weeks), or its equivalency.

1. Institutions not utilizing academic terms equivalent to a semester may work with the current AD-NRHH of that region to determine a live-on requirement equivalent to the NACURH standard.

Subsection E.

Positive Contribution

Inductee must have made a positive contribution to the residence hall system.

Subsection F.

Academic Standards

Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalency.

1. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current AD-NRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

Section 3.

Early Alumni Membership

Subsection A.

Definition

An Early Alumni of an NRHH Chapter is a member that is still living in on-campus housing but can no longer meet the chapter membership expectations.

Subsection B.

Membership Cap

Early Alumni members do not count toward the 1% membership cap.

1. The number of early alumni members a chapter shall be granted per academic year may not exceed fifteen percent of the chapter's membership cap.

Subsection C.

Application Guidelines

The following guidelines apply to the procedure of applying for early alumni membership status:

1. The member and/or chapter must complete the early alumni membership application.
 - i. This form can be obtained from the region's AD-NRHH.
 - ii. The form must include the signatures of the chapter President, chapter advisor, and the chapter member who is applying for early alumni status.
2. The completed early alumni membership application shall be submitted to the region's AD-NRHH for approval.

Subsection D.

Application Denial Guidelines

It is the right of the region's AD-NRHH to deny requests for early alumni membership reasons including, but not limited to:

1. Submission of an incomplete application form.

2. The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity within the chapter prior to submission of the application.
3. The chapter has exceeded its allotted number of early alumni members for the current academic year.

Subsection E. Appeals Process

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:

1. Each AD-NRHH shall have one vote.
2. A simple majority shall be necessary to accept the appeal, with the NAN casting the tie-breaking vote when necessary.

Section 4. Alumni Membership

Subsection A. Definition

An alumni member of an NRHH Chapter is a member that has moved off campus or is no longer a student.

Subsection B. Membership Cap

Alumni members do not count in the 1% membership cap.

Section 5. Honorary Membership

Subsection A. Definition

An Honorary membership is designed to recognize those who have demonstrated outstanding support and service to the residence hall students. This may include, but is not limited to housing personnel, instructors, and college or university staff.

Subsection B. Exceptions

Individuals who could qualify for active membership, with the exception of those graduating in the current academic term, cannot be inducted as an "honorary member."

Subsection C. Membership Cap

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.

1. These members do not count in the 1% membership cap.

Subsection D. Requirements

An individual being inducted as an honorary member must:

1. Have made positive contributions to the residence hall system
2. Otherwise be ineligible for active membership.

Section 6. Membership Capacity

Subsection A. 1% Definition

The active membership of a chapter may include no greater than 1% of the total residence hall population in the current academic year, or 20 members, whichever is larger.

Subsection B. Active Membership Composition

Only active members, as defined above, are counted in the membership cap.

Section 7. Membership Transfer Policy

Subsection A. Eligibility

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

Subsection B. Process

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.

Subsection C. Guidelines

The Membership Transfer Policy must be outlined according to the following:

1. The student applying to transfer their membership must be fully matriculated at the new institution.
2. 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.
3. Each chapter is able to come up with their own process detailing how letters will be evaluated.

4. If approved, the student and/or new chapter must complete the membership transfer application.
5. The membership transfer application may be obtained from the region's AD-NRHH.
6. 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.
7. The completed application shall be submitted to the region's AD-NRHH for approval.
8. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - i. The application form is incomplete.
 - ii. Adding new member(s) puts the chapter over its member cap.
8. 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:
 - i. Each AD-NRHH shall have one vote.
 - ii. A simple majority shall be necessary, with tie-breaking vote when necessary.

Section 8. NRHH Member Removal Policy

Subsection A. Usage

The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.

Subsection B. Membership Cap

If an Active member is removed, they no longer count towards the 1% membership cap.

Subsection C. Guidelines

The following guidelines apply to the procedure for the removal of an Active member:

1. The member and/or chapter must complete the NRHH Member Removal Application.
 - i. This form can be obtained from the region's AD-NRHH.
 - ii. The form must include the electronic signatures of the chapter President and chapter advisor.

- iii. This form must be submitted electronically.
2. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
3. The amount of members for removal is up to the discretion of the chapter.
4. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - i. Submission of an incomplete application form
 - ii. The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
5. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

TITLE 3

GENERAL POLICIES

ARTICLE I

MEETINGS OF THE NRHH NATIONAL BOARD

Section 1: Parliamentary Procedure

Section 2: Email Voting Procedures

ARTICLE II

NNB Appointed Positions

Section 1: Definition

Section 2: NNB Parliamentarian

Section 3: NNB Recording Secretary

Section 4: Appointment Procedures

ARTICLE I.

MEETINGS OF THE NRHH NATIONAL BOARD

Section 1.

Parliamentary Procedure

Subsection A.

Robert's Rules of Order

All meetings will be run according to the most current edition of Robert's Rules of Order, Newly Revised.

Subsection B.

Voting Members

In all meetings of the NNB, the Associate Directors of NRHH will serve as the primary voting members.

Subsection C.

Majority Vote

In meetings of the NNB, and in NRHH Corporate Business Meetings where NRHH Representatives are the primary voting members, a majority shall be recognized as a "simple majority" of total voting members.

Subsection D.

Simple Majority Definition

A simple majority will be defined as more than half the total voting membership, minus non-votes and abstentions.

Section 2.

Email Voting Procedures

Subsection A.

Legislation Distribution

The NAN shall prepare and distribute e-mail legislation to the voting members of the NNB for their consideration and disposition in accordance with the policies set forth by the NNB.

Subsection B.

Right to Table

The NAN may decide which proposals will be discussed over e-mail and reserves the right to table any legislation received until the next conference.

Subsection C.

Email Access Requirement

All voting members must have access to e-mail at some point during the voting time period.

Subsection D.

Distribution, Discussion, & Voting Timeline

Legislation will be distributed seven (7) days prior to a NNB chat. The discussion period must be at least three (3) days long followed by the voting period. The voting time period must be at least four (4) days with the option to extend at the discretion of the NAN, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the NAN.

Subsection E.

Amendments

Amendments may be proposed over e-mail and must be voted upon separately. When an amendment is proposed, the NAN will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline for the overall proposal will then be re-assigned by the NAN not to exceed seven (7) days.

Subsection F.

Voting Guidelines

All regional votes will be due to the NACURH Associate for NRHH's specified e-mail account by the deadline specified by the NAN.

ARTICLE I.

NNB Appointed Positions

Section 1.

Definition & Purpose

Subsection A.

NNB Appointed Positions

The NNB Appointed Positions will be comprised of the NNB Parliamentarian and the NNB Recording Secretary.

1. Only one NNB Parliamentarian may be appointed at a time, and this person appointed must currently be serving on the NNB.
2. Multiple NNB Recording Secretaries may be appointed at one time, and the quantity of NNB Recording Secretaries appointed each year is up to the discretion of the NAN.

Section 2.

Duties of the NNB Parliamentarian

Subsection A.

Attendance

Shall be present at all meetings of the NNB and the NRHH Corporate Business Meeting.

Subsection B.

Advisor

Shall serve as an advisor to the NNB on Robert's Rules of Order Newly Revised.

Section 3.

Duties of the NNB Recording Secretary

Subsection A.

Attendance

Shall be present at all meetings of the NNB.

Subsection B.

Minutes

Shall serve as the official minute officer for all meetings of the NNB.

Section 3.

Appointment Procedures

Subsection A.

Guidelines

Shall be appointed by the NAN with the approval by majority vote of the NNB.

TITLE 4

NRHH REGIONAL POSITIONS

ARTICLE I

REGIONAL ASSOCIATE DIRECTORS

Section 1: Definition

Section 2: NACURH Responsibilities

Section 3: Regional Responsibilities

Section 4: OTM Responsibilities

ARTICLE II

NRHH Regional Advisors

ARTICLE I.

REGIONAL ASSOCIATE DIRECTORS

Section 1.

Definition

An AD-NRHH is the region's representative for all NRHH related business and topics. The role of the AD-NRHH is defined through the regional by-laws, NACURH NRHH by-laws, and the NRHH policy book.

Section 2.

NACURH Responsibilities

Subsection A.

NNB Communication

Maintain communication with the NNB.

Subsection B.

Overall Communication

Maintain communication with the NBD, NSRO, NIC, and NACURH Executives.

Subsection C.

Regional Representation

Represent their region at the NACURH Semi-Annual Meeting and the NACURH Annual Meeting.

Subsection D.

NNB Reports

Prepare and present a report for the NNB meetings at the NACURH Semi-Annual Meeting and the NACURH Annual Pre-Conference Meeting.

Subsection E.

Annual and Corporate Report Contributions

Contribute to Annual and Corporate reports submitted to the NACURH Executives.

Subsection F.

NRHH Events & Programming

Support NRHH related events and programming at all NACURH Conferences.

Subsection G.

NACURH Publications

Submit at least two articles per year to a NACURH publication.

Subsection H.

NRHH Social

Attend the NRHH social at the NACURH Annual Conference.

Section 3.

Regional Responsibilities

Subsection A.

Recruitment & Retention

Recruit and retain NRHH Chapters within the region.

Subsection B.

Regional Communication

Communicate frequently with regional member chapters.

- Subsection C. Regional Conference Attendance**
Attend all regional conferences.
- Subsection D. Regional NRHH Business Meetings**
Preside over regional NRHH business meetings.
- Subsection E. Transition**
Facilitate a smooth transition for the new AD-NRHH.
- Subsection F. NRHH Resources**
Provide new NRHH resources and update existing NRHH resources.
- Subsection G. NRHH Reception**
Work with regional conference staff to host an NRHH reception.
- Subsection H. Additional Responsibilities**
Perform all responsibilities as set forth by the regional governing documents.

Section 4. OTM Responsibilities

- Subsection A. Promotion**
Encourage NACURH member schools to write and submit Of The Month nominations.
- Subsection B. Regional Administrator**
Coordinate the Regional OTM selection process for submission to the NACURH level.
- Subsection C. Submission Guidelines**
Submit regional OTM award recipients to the NACURH level by the 17th of the month at by 11:59 p.m. CST.
- Subsection D. Regional OTM Recognition**
Coordinate regional recognition for OTMs.
- Subsection E. Regional OTM Awards**
Create and distribute OTM certificates for all regionally-winning OTMs.

ARTICLE II. NRHH Regional Advisors

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

TITLE 5

NRHH TASKFORCES & COMMITTEES

ARTICLE I

PURPOSE

Section 1: Taskforces

Section 2: NACURH OTM Selection Committee

ARTICLE I.

NRHH Taskforces

NRHH shall have at least two taskforces tasked with improving the function of the Honorary.

Section 1.

Taskforce Guidelines

1. Taskforces shall be small groups of individuals and may include members from NBD & NNB, COs, NCCs, NRHH representatives, RHA/NRHH President and/or general students with the intent to accomplish small projects or tasks and provide flexibility.
2. The NACURH Chairperson or designee shall appoint the taskforce membership through an interest/application process and provide a timeline.
3. There shall be opportunities for NACURH Leadership to chair or co-chair taskforces, appointed by the NACURH Chairperson.
4. Each taskforce will prepare a report that will be collected at Semis and/or the Annual Conference Business Meeting as dictated by the NACURH Associate for Administration.
5. The following taskforce topics or focuses are encouraged:
 - i. NRHH Standards
 - ii. NRHH Resources
 - iii. OTM Categories
 - iv. Recognition

Section 2.

NACURH OTM Selection Committee

The committee shall be responsible for assisting the NACURH Associate for NRHH (NAN) with the selection of NACURH-level Of The Month (OTM) awards. The committee will be selected, facilitated, and chaired by the NAN.

Subsection A.

Committee Duties

The committee's duties shall include:

1. Serve as an unbiased member of the committee, making selections solely on the content of the OTM nomination
2. Read the NACURH-level OTM award nominations, as assigned and facilitated by the NAN, and select the recipients of designated categories between the 18th and 24th day of every month
3. Attend any NACURH OTM Selection Committee training facilitated by the NAN
4. Attend all committee chats hosted by the NAN
5. Have the option to serve on OTM-related subcommittees

- or task forces as they arise
6. Shall assist with any OTM-related guides or presentations at the discretion of the NAN

Subsection B. Committee Cap

The committee shall consist of no more than six (6) members per region of NACURH, and no less than two (2) members per region of NACURH as permitted by the number of applications.

1. The committee shall consist of at least twenty-five (25) members

Subsection C. Eligibility

Committee membership is open to all students, faculty, or staff members at NACURH member schools, in good standing, or alumni as well as NACURH Advancement Society members.

1. Committee members do not need to be a member of NRHH
2. NNB, RBD, Office Staff, and the NACURH Annual Conference Directorship members may not serve on this committee
3. Alumni must be working at a currently affiliated institution, and will count in current regions numbers

Subsection D. Accountability

Committee members must commit to consistent communication with the NAN through occasional committee chats and email communication as needed.

1. Committee members must also commit to consistently voting on NACURH-level OTMs between the 18th to 24th day of every month, in accordance with Title 6. Article I. Section 3. Procedures of the NRHH Policy Book.
2. In the event that a committee member has missed two consecutive months of voting without prior notice, the member is placed in probationary status with the committee and must meet with the NAN within two weeks of their second unexcused voting period.
3. In the event that a committee member is placed on probationary status with the committee and either (1) fails to communicate with the NAN within two weeks of their second unexcused voting period, or (2) has a third unexcused voting month, the member is removed from the committee.

Subsection E. Membership Selection

Members shall be recruited and appointed via an application process facilitated by the NAN.

1. In the event that the committee membership drop below thirty-five (35) members, the NAN shall facilitate an open application and appointment process to fill the vacancies, while upholding the maximum cap of no more than six (6) members per region
 - i. In upholding the six (6) members per region maximum, the NAN shall also have the authority to appoint other voting members to temporarily assist the NACURH OTM Selection Committee including, but not limited to: alumni and current members of NACURH/NRHH.
2. Eligibility for re-application into the committee within the same affiliation year should be communicated, discussed with, and approved by the current NAN on a case by case basis.

Subsection F. Timeline

The NACURH OTM Selection Committee must function consistently from NACURH to NACURH.

TITLE 6

AWARDS

ARTICLE I

OF THE MONTH AWARDS

Section 1: NACURH OTM Categories

Section 2: Eligibility

Section 3: Procedures

Section 4: Reviewing, Voting & Selection

Section 5: Recognition

Section 6: NACURH OTM Descriptions

ARTICLE II

PINS

Section 1: NRHH Diamond Pin

Section 2: Outstanding Leadership and Service Pin

Section 3: Bronze Pin

ARTICLE III

NRHH OUTSTANDING CHAPTER OF THE YEAR

Section 1: Purpose

Section 2: Eligibility

Section 3: Pages

Section 4: Selection Criteria

Section 5: Award Selection

Section 6: Award

ARTICLE IV

OCM NRHH BUILDING BLOCK CHAPTER OF THE YEAR

- Section 1: Purpose
- Section 2: Eligibility
- Section 3: Pages
- Section 4: Selection Criteria
- Section 5: Award Selection
- Section 6: Award

ARTICLE V

NRHH PRESIDENT OF THE YEAR

- Section 1: Purpose
- Section 2: Eligibility
- Section 3: Pages
- Section 4: Selection Criteria
- Section 5: Award Selection
- Section 6: Award

ARTICLE VI

OUTSTANDING NRHH MEMBER OF THE YEAR

- Section 1: Purpose
- Section 2: Eligibility
- Section 3: Pages
- Section 4: Selection Criteria
- Section 5: Award Selection
- Section 6: Award

ARTICLE I.

OF THE MONTH AWARDS

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

Section 1.

NACURH OTM Categories

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

Section 2.

Eligibility

Subsection A. Submission Location

Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).

Subsection B. Regional Winner Requirement

Each nomination submitted for NACURH consideration must have been a regional winner.

Subsection C. Author Eligibility

OTMs cannot be authored by any of the following individuals:

1. The Regional Director
2. The Regional Associate Director for NRHH
3. The NACURH Executives

Subsection D. OTM Removal
Nominations authored by any of the above listed individuals will be removed from consideration on the regional and NACURH levels by the region's AD-NRHH.

Subsection E. Nominee Eligibility
Elected officers within the regions may not be nominated for any of the NACURH OTM categories.

Subsection F. Bad Standing
Member institutions in bad standing, as defined by NACURH Policy, will not be able to submit or win OTM Awards.

Section 3. Procedures

Subsection A. Regional Submission Timeline
All OTM submissions to the regional level must occur by the 10th of each month by 11:59pm in each time zone following nomination on the NRHH OTM database.

Subsection B. Regional OTM Selection Structure
It is recommended that the regions adopt a structure and timeline that reflects that of the NACURH OTM Selection Committee.

Subsection C. NACURH Submission Timeline
Nominations must be forwarded from the regional level as soon as voting or regional selection process is complete on the OTM database no later than the 17th of the month following nomination by 11:59pm CST. (E.g. An October OTM must be submitted to the NACURH level no later than November 17 at 11:59pm CST).

Subsection D. NACURH-Winner Selection Timeline
Nominations must be designated as a NACURH Winner as soon as voting is complete on the NACURH OTM database no later than the 24th of the month following nomination by 11:59pm CST.

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

Section 4. Reviewing, Voting & Selection

Subsection A. Regional OTMs
Regional OTMs will be reviewed and voted upon according to regional policy.

Subsection B. NACURH OTMs
NACURH OTMs will be reviewed and voted upon by the NACURH OTM Selection Committee, chaired by the NAN.

Subsection C. Selection Criteria
OTM award selection shall be based on present criteria established by the NNB.

Subsection D. Monthly Consideration
Only OTMs submitted in the same month will be considered together (e.g. All OTMs submitted in the month of March will be considered with other OTMs submitted in March).

Subsection E. Voting Exclusions
Members of regional or NACURH OTM Selection Committee may not vote in any category *in which* they submitted or *were nominated* for an OTM.

Section 5. Recognition

Subsection A. NACURH-Affiliated Publication Submissions
The NSRO Director or their designee is encouraged to submit all winning NACURH Program Of the Month winners to NACURH-affiliated publications.

Subsection B. OTM Certificates
All winners will be recognized by a certificate at a NACURH-affiliated conference.

1. Regional certificates are the responsibility of the ADs-NRHH
2. NACURH certificates and pins are the responsibility of the NSRO.

Subsection C. OTM Traveling Award
The OTM Traveling Award will be presented at the Annual NACURH Conference. The recipient will receive the OTM Traveling Award Plaque and a certificate personalized for that member school. The NAN is responsible for making sure the award is ordered, the certificate is printed, and for calculating points each month after NACURH Winners have been announced. Points are a running total from April OTMs to March OTMs and will be calculated as follows:

1. Campus Winner – 5 points
2. Regional Winner – 10 points
3. NACURH Winner – 25 points

Subsection D.

OTM Traveling Award Plaque

The recipient of the award is responsible for getting the traveling award plaque to the next annual NACURH conference even if they will not be in attendance.
applicable category.

Subsection E.

Bad Standing

Member institutions in bad standing, as defined by NACURH Policy, will not be able to win the OTM Traveling Award.

Section 6.

NACURH OTM Descriptions

Each NACURH OTM should be written and voted upon according to the following descriptions. OTMs must be submitted in the most applicable category.

Subsection A.

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. Examples include, but are not limited to: RHA Advisor, NRHH Advisor, Area Council Advisor, Hall Council Advisor, Resident Assistant Advisory Board, etc...

Subsection B.

Community Service Program

A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of the residents giving back to the communities in which they live. Examples include, but are not limited to: drives, fundraisers, day of service, etc...

Subsection C.

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 the everyday lives of the residents.

Subsection D.

Educational Program

A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc...

Subsection E.

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. Examples include, but are not limited to: Executive Board Members or Chair Positions in RHA, NRHH, etc...

Subsection F. First Year Student

This category includes student first year students (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall, takes an active role in their community, and positively impacts those around them. The nominee must be in their first year at their current institution. Submissions in this category may emphasize academics, leadership, involvement, and 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.

Subsection G. Institution Faculty/Staff

This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. 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. Examples include, but are not limited to: Professors, Instructors, Teaching Assistants, Counselors, Other Academic Affairs Staff, Custodial/Maintenance Staff/ Public Safety Officers, Dining Service Staff, Health Services, etc...

Subsection H. Organization

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasis should be placed on the successes of the organization as a whole, not just a few members and should detail how they have helped the campus in general and the residence life community. Examples include, but are not limited to: Hall Councils, Executive Boards, Advisory Councils, Community Activities Board, Leadership Involvement Team, NRHH Chapters, etc... and Organizations Outside of Residential Life that positively impact resident students.

Subsection I. Resident Assistant

Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall. Nominees should have gone above and beyond the duties as outlined in their job description to support residents in the communities in which they work as well as 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. Examples include, but are not limited to: Resident Assistant, Community Assistants, Senior Resident Assistants or any other positions equivalent to the RA position.

Subsection J. Residential Community

This category includes any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done and how it has supported others (both within and outside their community). The community being recognized must not be an official campus organization. The submissions should illustrate what brings a group of individuals together and how they worked 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.

Subsection K. Residence Life Professional Staff

This category includes 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, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, etc...

Subsection L. 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.

Subsection M. Social Program

Any social program that focuses on resident interaction and their ability to meet new people. Programs in this category can range from a floor social program to a campus wide program.

Subsection N. Spotlight

This category includes anything that does not fall under any of the other categories that you feel is worthy of 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.

Subsection O.

Student

This category includes any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Nominees could include, but are not limited to 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 etc...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 II.

PINS

Section 1.

NRHH Diamond Award

Subsection A.

Purpose

The NRHH Diamond Award is an honor bestowed upon individuals who have made outstanding strides reaching beyond their on-campus community while exemplifying the values of NRHH. The award recognizes outstanding achievements and/or collaborations linking members of their chapter to that of their campus community and other college and university NRHH Chapters across NACURH.

Subsection B.

Eligibility

Individuals nominated and chosen for the award must be an NRHH member of an affiliated NRHH chapter. The NNB, NBD, RBD, and Offices cannot be nominated for the Diamond Award. Only nominations filled out using the NRHH Diamond Award Application will be considered. No self-nominations will be accepted. Nomination forms shall be distributed by the NAN to the NNB, who will then distribute them to their regions NRHH Chapters by April 15 of each year and will be due by a predetermined date as determined by the NAN.

Subsection C.

Nomination Form

The nomination form shall include:

2. Nominee Information

- i. Name
 - ii. School
 - iii. Region
 - iv. Will the nominee be in attendance at the NACURH Annual Conference?
- 3. Nominator Information
 - i. Name
 - ii. Contact information (email, phone number)
- 4. Short answer
 - i. How has the nominee exemplified each of the values of NRHH (service and recognition) both in and out of NRHH? A maximum of 500 words.
 - ii. How has the nominee been involved at each of the levels of NACURH (campus, regional and NACURH)? A maximum of 500 words.
 - iii. How does the nominee go above and beyond as a member of NRHH? A maximum of 200 words.
 - iv. How has the nominee grown as a student leader within NRHH? A maximum of 200 words.

Subsection D. Selection

The respective AD-NRHH for each of the regions will select two nominations from those submitted by their region to advance to the NACURH level at which point the final award recipients will be selected by a three-fourths (3/4) majority vote of NNB members in attendance at the NACURH Annual Conference.

Subsection E. Award

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

Section 2. Outstanding Leadership and Service Pin

Subsection A. Description

This pin is the highest individual honor an NRHH Chapter can award to its members.

Subsection B. Purpose

The pin shall be awarded to NRHH Members (active, alumni, *early alumni* or honorary) that have provided outstanding leadership and service to their NRHH Chapter.

Subsection C. Vendor

The pins may be purchased from the NSRO.

Subsection D.

Maximum Awarded Per Year

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

Section 3.

Bronze Pin

Subsection A.

Description

This pin is the highest individual honor given by the RHA or NRHH President.

Subsection B.

Purpose

The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.

Subsection C.

Vendor

The pins may be purchased from the NSRO.

Subsection D.

Maximum Awarded Per Year

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

ARTICLE III.

**NRHH OUTSTANDING
CHAPTER OF THE YEAR**

Section 1.

Purpose

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

Section 2.

Eligibility

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

Section 3.

Pages

The written bid shall not exceed thirty (30) pages in length (10-12 point type) double sided. A page is defined as a side with print, including 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.

Section 4. Selection Criteria

Subsection A. Page Numbers

All pages must be numbered accordingly.

Subsection B. Title Pages

Title pages must include the following information:

1. Award Name
2. Chapter/School Name
3. Institution
4. Region Name

Subsection C. Letter of Support

The bid must include a letter of support from at least one of the following:

1. Chapter Advisor
2. RHA President
3. Professional Housing Staff

Subsection D. Campus Level Content

1. Purpose & Goals
 - i. What is the purpose of the chapter?
 - ii. How was the purpose met and/or exceeded?
 - iii. What were the goals and objectives of the chapter?
 - iv. Were the goals and objectives achieved? How were they achieved? What was learned?
2. Structure and organization of chapter
 - i. How is the chapter, executive officers, and membership structured?
 - ii. How does the structure contribute to the purpose and goals of the chapter?
3. Membership
 - i. How does the chapter recruit new members?
 - ii. How are members selected?
 - iii. How does the chapter retain member involvement?
 - iv. What resources and development does the chapter provide for its members?
 - v. What role do members play in the development of the chapter's vision, goals, and objectives?
 - vi. What is the role of Active, Alumni, Early Alumni, and Honorary members in the chapter?

4. Programming, Initiatives, and Accomplishments
 - i. Leadership
 - a. How has the chapter provided leadership and direction in their role in the on-campus community?
 - b. How do the chapter's members demonstrate a capacity for leadership development and involvement?
 - ii. Recognition
 - a. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools?
 - iii. Service
 - a. How has the chapter provided worthwhile service to the on-campus and surrounding community?
5. Advancement and Growth
 - i. How has the chapter advanced during the past year?
6. Challenges
 - i. What challenges did the chapter face this year?
 - ii. How did the chapter address these challenges? What were the results?
 - iii. What challenges will the chapter face in the future?
7. Collaboration
 - i. How has the chapter utilized collaboration to foster benefits for members and the campus community?
 - ii. With what student organizations, university departments, and/or community partners has the chapter collaborated?
8. Communication
 - i. How does the chapter communicate with members, residence hall government, residence hall staff, and administration?
9. Budget
 - i. What is the chapter's budget? From where does this budget come?

- ii. How does the chapter employ its financial resources to achieve its purpose and goals?

Subsection E. Regional Level Content

1. Regional Conferences
 - i. Has the chapter had representation at regional conferences, both in and out of boardrooms?
2. Regional Communication
 - i. How has the chapter communicated with regional schools and chapters?
 - ii. How has the chapter benefited from regional communication?
 - iii. How has the chapter participated in regional communication platforms? (e.g. chats, forums, reports, etc.)
3. Involvement in regional projects/initiatives
 - i. How has the chapter been involved with regional projects/initiatives?
 - ii. Have chapter members been involved on regional committees/taskforces?
4. Bids for regional awards
 - i. Has the chapter submitted any regional bids?
 - ii. Has the number of submitted bids increased since last year

Subsection F. NACURH Level Content

1. NACURH Annual Conference
 - i. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?
2. NACURH Communication
 - i. How has the chapter communicated with schools and chapters in NACURH?
 - ii. How has the chapter communicated with the NIC/NSRO?
 - iii. Have chapter members participated in NACURH committees/taskforces?
 - iv. Have chapters participated in NACURH initiatives/projects?
 - v. How has the chapter benefited from NACURH communication?

3. OTMs
 - i. How does the chapter participate in the OTM program?
 - ii. How has the chapter met and/or exceeded OTM goals?
 - iii. How many submissions, campus winners, regional winners, and NACURH winners does the chapter have?
 - iv. How does the chapter use OTMs to further its purpose and goals?

Subsection G. Other Resources

1. Publications (newsletter, newspaper clipping, online articles, etc.)
 - i. Has the chapter utilized or written any newsletters throughout the year?
 - ii. Has the chapter received press coverage?
 - iii. Has the chapter developed any guides or resources that have contributed to its success?
2. Applications and forms
 - i. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
3. Miscellaneous Resources

Subsection H. Additional Materials

Does the chapter have any additional resources or materials that are of use to other chapters?

Section 5. Award Selection

Subsection A. Selection Committee

The selection committee shall be composed of the NNB.

Section 6. Award

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

ARTICLE IV. OCM NRHH BUILDING BLOCK CHAPTER OF THE YEAR

Section 1. Purpose

The NRHH Building Block Chapter of the Year is given to a chapter that shows outstanding growth and development during the year of

nomination.

Section 2.

Eligibility

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

Section 3.

Pages

The written bid shall not exceed twenty (20) pages in length (10-12 point type) double sided. 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 award name, chapter, institution, and region name.

Section 4.

Selection Criteria

Subsection A.

Page Numbers

All pages must be numbered accordingly.

Subsection B.

Title Pages

Title pages must include the following information

1. Award Name
2. Chapter/School Name
3. Institution
4. Region Name

Subsection C.

Letter of Support

The bid must include a letter of support from at least one of the following:

1. Chapter Advisor
2. RHA President
3. Professional Housing Staff

Subsection D.

Campus Level Content

1. Purpose & Goals
 - i. What is the purpose of the chapter?
 - ii. How was the purpose met and/or exceeded?
 - iii. What were the goals and objectives of the chapter?
 - iv. Were the goals and objectives achieved? How were they achieved? What was learned?
2. Structure and organization of chapter

- i. How is the chapter, executive officers, and membership structured?
 - ii. How has the structure and organization of the chapter changed over the past year(s)?

- 3. Membership
 - i. How does the chapter recruit new members?
 - ii. How has the chapter membership grown?
 - iii. How has the strategy toward membership adapted and improved?
 - iv. What role do members play in the development of the chapter's vision, goals, and objectives?
 - v. What is the role of Active, Alumni, Early Alumni, and Honorary members in the chapter? How have these roles improved or otherwise changed during the past year(s)?

- 4. Programming, Initiatives, and Accomplishments
 - i. How has the chapter improved in its efforts with respect to campus programming, initiatives, and other achievements? How is this improvement measured?
 - ii. Has the chapter created new programming or leadership initiatives?
 - iii. Has the chapter created new recognition programs, services, or award?
 - iv. Has the chapter expanded and built existing programs and initiatives?
 - v. What tools has the chapter used to evaluate programmatic efforts?
 - vi. How has the chapter demonstrated a commitment to the NRHH values (service and recognition) to its membership and the campus community?

- 5. Advancement and Growth
 - i. How has the chapter advanced during the past year?
 - ii. How is this advancement witnessed by the chapter's membership and campus community?

- 6. Challenges
 - i. What challenges were faced by the chapter this year?
 - ii. How did the chapter address these challenges? What were the results?

- iii. What challenges will the chapter face in the future?
- 7. Communication
 - i. How has the chapter fostered communicate with members, residence hall government, residence hall staff, and administration?

Subsection E. Regional Level Content

- 1. Regional Conferences
 - i. Has the chapter had representation at regional conferences, both in and out of boardrooms?
 - ii. How has attendance at regional conference assisted in the growth of the chapter this year?
- 2. Regional Communication
 - i. How has the chapter communicated with regional schools and chapters?
 - ii. How has the chapter grown as a result of regional communication?
- 3. Involvement in regional projects/initiatives/committees
 - i. How has the chapter been involved with regional projects/initiatives/committees/taskforces?
 - ii. How has the chapter grown as a result of this involvement?
- 4. Bids for regional awards
 - i. Has the chapter submitted any regional bids?
 - ii. How has the chapter improved in bid creation and submission during the past year(s)?

Subsection F. NACURH Level Content

- 1. NACURH Annual Conference
 - i. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?
 - ii. How has attendance at the NACURH Annual Conference assisted in the growth of the chapter this year?
- 2. NACURH Communication
 - i. How has the chapter communicated with schools and chapters in NACURH?
 - ii. How has the chapter communicated with the NIC/NSRO?
 - iii. How has the chapter participated in NACURH projects/initiatives/committees/taskforces?

- iv. How has the chapter grown as a result of NACURH communication and participation?
- 3. OTMs
 - i. How does the chapter participate in the OTM program?
 - ii. How has the chapter met and/or exceeded OTM goals?
 - iii. How many submissions, campus winners, regional winners, and NACURH winners does the chapter have?

Subsection G. Other Resources

- 1. Publications (newsletter, newspaper clipping, online articles, etc.)
 - i. Has the chapter utilized or written any newsletters throughout the year?
 - ii. Has the chapter received press coverage?
 - iii. Has the chapter developed any guides or resources that have contributed to its success?
- 2. Applications and forms
 - i. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
- 3. Miscellaneous Resources
 - i. Does the chapter have any additional resources or materials that are of use to other building chapters?

Section 5. Award Selection

Subsection A. Selection Committee

The selection committee shall be composed of the NNB.

Section 6. Award

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. The award is endorsed by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement. A maximum of one (1) award per year may be given.

ARTICLE V.

NRHH PRESIDENT OF THE YEAR

Section 1.

Purpose

This award recognizes the outstanding service of an NRHH Chapter President at an affiliated school who has had a direct positive impact on their school, region, and NACURH.

Section 2.

Eligibility

This award may be given yearly at the discretion of the NNB. Nominees must be from a chapter in good standing. Only one bid per region. The bids shall be submitted in a manner described by the NACURH Chair by April 15 of each year. Only individuals who have completed an entire term as president as prescribed by the constitution of the host institution's governing body, or who have just completed a full term within sixty days of the annual conference, are eligible for the award. Only content that reflects the accomplishments from NACURH annual conference to NACURH Annual Conference, with the exception of content included for comparison purposes will be considered.

Section 3.

Pages

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

Section 4.

Selection Criteria

Subsection A.

Page Numbers

All pages must be numbered accordingly.

Subsection B.

Title Pages

Title pages must include the following information

1. Award Name
2. Nominee Name
3. Chapter/School Name
4. Institution
5. Region Name

Subsection C.

Letter of Support

The bid must include a letter of good standing, specifically using the term "good standing" as defined by the institution, from a

professional university official of the recipient's host institution.

Subsection D.

Suggested Criteria

1. Service to affiliated NRHH chapter by exhibiting: delegation, communication, goal setting, execution of goals, connection with their executive board, leadership, success or growth of the chapter, and creativity.
2. Demonstration of commitment to NRHH values.
3. Recognition through awards: campus, regional, and NACURH services.
4. Participation in campus, regional, and NACURH services for the benefit of NRHH.
5. Representation of NRHH on the campus and at regional and NACURH conferences.

Section 5.

Award Selection

Subsection A.

Selection Committee

The selection committee shall be composed of the NNB or their designee.

Section 6.

Award

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

ARTICLE VI.

**OUTSTANDING NRHH
MEMBER OF THE YEAR**

Section 1.

Purpose

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

Section 2.

Eligibility

This award may be given yearly at the discretion of the NNB. Nominees must be an active member of a member chapter in good standing. Only one bid per region. The bids shall be submitted in a manner described by the NACURH Chair person by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference. All nominees must be a student at a member school in good standing (defined by the host institution; i.e. academically, judicially, etc.) and live in an on-

campus housing unit for the entire academic year of nomination. Nominees for this award may not have served as an NRHH Chapter President during the year of nomination.

Section 3.

Pages

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

Section 4.

Selection Criteria

Subsection A.

Page Numbers

All pages must be numbered accordingly.

Subsection B.

Title Pages

Title pages must include the following information

6. Award Name
7. Nominee Name
8. Chapter/School Name
9. Institution
10. Region Name

Subsection C.

Letter of Support

This bid shall include a letter of good standing, specifically using the term "good standing" as defined by the institution, from a professional university official of the recipient's host institution

Subsection D.

Campus Level Content

1. Chapter Involvement
 - i. How is the member involved in the campus NRHH Chapter?
 - ii. How does the member participate in programming and other initiatives?
 - iii. If the nominee is an NRHH officer on campus, how did the nominee fulfill and exceed officer duties?
 - iv. How does the member exemplify the values of NRHH (service and recognition) in their commitment to their chapter?
 - v. How has the nominee been a role model member of the campus chapter?

2. Non-NRHH Campus Involvement
 - i. How is the member involved on campus?
 - ii. How does the member demonstrate commitment to the values of NRHH (service and recognition) in their roles on campus?
3. Personal and Professional Development
 - i. How has the member developed and grown this year?
 - ii. What challenges did this member face this year? How did they address these challenges? What were the results?
 - iii. How has the member utilized personal and professional development to benefit and improve the chapter and campus community?
4. Awards & Recognition
 - i. Has the member received any awards or recognition for their service to the chapter or campus?

Subsection E. Regional Level Content

1. Regional Conferences
 - i. Has the member attended any regional conferences?
 - ii. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
 - iii. Has the member represented their chapter on the regional level?
 - iv. How has the chapter benefited from this member's attendance at regional conferences?
2. Regional Participation
 - i. How has the member been involved in communicating with other chapters in the region?
 - ii. Has the member participated in regional initiatives/projects/committees/taskforces?

Subsection F. NACURH Level Content

1. NACURH Annual Conference
 - i. Has the member attended the NACURH Annual Conference?
 - ii. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?

- iii. Has the member represented their chapter on the NACURH level?
 - iv. How has the chapter benefited from this member's attendance at the NACURH Annual Conference?
2. NACURH Participation
- i. How has the member been involved in communicating with other chapters in NACURH?
 - ii. Has the member participated in NACURH initiatives/project/committees/taskforces?

Section 5. Award Selection

Subsection A. Selection Committee

The selection committee shall be composed of the NNB.

Section 6. Award

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

TITLE 7

FINANCES

ARTICLE I FISCAL YEAR DEFINITION

ARTICLE II TAX IDENTIFICATION NUMBER

ARTICLE III BUDGETS Section 1: OTM Program Section 2: AAFN

ARTICLE IV FINANCIAL ACCOUNTABILITY Section 1: Accounts Receivable Section 2: AAFN

ARTICLE V INVENTORY Section 1: Merchandise Section 2: Payment

ARTICLE I.

FISCAL YEAR DEFINITION

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

ARTICLE II.

TAX IDENTIFICATION NUMBER

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

ARTICLE III.

BUDGETS

Section 1.

OTM Program

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

Section 2.

Association of Alumni and Friends of NACURH Program (AAFN)

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

ARTICLE IV.

FINANCIAL ACCOUNTABILITY

Section 1.

Accounts Receivable

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

ARTICLE V.

INVENTORY

Section 1.

Merchandise

Subsection A.

NRHH Certificates

The price per the NRHH certificate will be determined by the NSRO Directorship and is only available to affiliated NRHH chapters.

Subsection B. NRHH Membership Pins
The price per NRHH Membership pin will be determined by the NSRO Directorship and is only available to affiliated NRHH chapters.

Subsection C. Outstanding Leadership and Service Pins
The price per Outstanding Leadership and Service Pin will be determined by the NSRO Directorship & the NAF and is only available to affiliated NRHH Chapters.

Subsection D. Bronze Pins
The price per Bronze Pin will be determined by the NSRO Directorship & the NAF and is only available to schools in good standing with NACURH, Inc.

Subsection E. NRHH Honor Cords
The price per NRHH Honor Cord will be determined by the NSRO Directorship and is only available to affiliated NRHH chapters.

Subsection F. RBD Pins
The price per RBD Pin will be determined by the NSRO Directorship & the NAF and can be purchased by the regional boards.

Section 2. Payment

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

TITLE 8

AMENDMENT PROCEDURES

ARTICLE I

AMENDMENTS TO NRHH POLICY BOOK

Section 1: Author Eligibility

Section 2: Approval

Section 3: Fees-Related Policy Changes

ARTICLE I. AMENDMENTS TO NRHH POLICY BOOK

Section 1. Author Eligibility

Amendments to the NACURH NRHH Policy Book may be proposed by any member of NACURH.

Section 2. Approval

Amendments to the NACURH NRHH Policy Book may be approved as stated in Article XII, Section II of the NRHH Bylaws.

Section 3. Fees-Related Policy Changes

Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual conference during the NACURH Corporate Business Meeting by the chapters.

TITLE 9

APPENDIX

ARTICLE I
CONSTITUTION CHECKLIST

ARTICLE II
EARLY ALUMNI FORM

ARTICLE III
MEMBER REMOVAL FORM

ARTICLE IV
MEMBER TRANSFER FORM

ARTICLE V
DIAMOND AWARD FORM

ARTICLE I. CONSTITUTION CHECKLIST

NATIONAL RESIDENCE HALL HONORARY CONSTITUTION REQUIREMENTS CHECKLIST:

Chapter constitutions MUST include the following articles:

A. Name

1. Institution's Name
2. Chapter's Name
 - i. Your chapter name is allowed to simply be your institution's name.
Example: University of Summer's National Residence Hall Honorary

B. Purpose

C. NRHH Values

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

D. Membership Qualifications

1. Statement acknowledging the potential of membership for life.
 - i. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.
2. **Active Membership**
 - i. 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. An individual being inducted as an active member must:
 - a. Be a student of the college or university with which the chapter is affiliated, with student defined by the chapter's host institution, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.
 - b. **Inductee must have lived in on-campus housing for at least one academic term as defined by the affiliated institution.**
 - c. Have made a positive contribution to the residence hall system.
 - d. Have a 2.5 on a 4.0 scale.
3. **Early Alumni Membership**
 - i. 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.

- ii. 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 your region's AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
 - b. The completed early alumni membership application shall be submitted to the region's AD-NRHH for approval.
- iii. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
- iv. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. 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.
- v. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
 - a. Each AD-NRHH shall have one vote
 - b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

4. Alumni Membership

- i. 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.
 - a. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.
 - b. 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.
 - c. 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.

5. Honorary Membership

- i. An individual who is inducted into a NRHH chapter and is not a student but offers support to the on-campus community and the student affairs profession, including but not limited to, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member.
 - a. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an "honorary member."
 - b. 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.
6. NOTE: These are the ONLY FOUR TYPES OF MEMBERSHIP in NRHH. Any other types of membership will prevent constitution approval.

7. Membership Capacity

- i. The total active 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 does not include alumni, early alumni or honorary members.

8. Member Removal Policy

- i. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- ii. If an Active member is removed, they no longer count towards the 1% membership cap.
- iii. The following guidelines apply to the procedure for the removal of an Active member:
 - a. The member and/or chapter must complete the NRHH Member Removal Application.
 - b. This form can be obtained from the region's AD-NRHH.
 - c. The form must include the electronic signatures of the chapter President and chapter advisor.
 - d. This form must be submitted electronically.
 - e. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
- iv. The amount of members for removal is up to the discretion of the chapter.

- v. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - a. A. Submission of an incomplete application form.
 - b. The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- vi. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

9. NRHH Membership Transfer Policy

- i. 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
- ii. 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.
- iii. If approved, the student and/or new chapter must complete the membership transfer application.
- iv. The membership transfer application may be obtained from the region's AD-NRHH.
- v. The membership transfer application shall include signatures from the following individuals:
 - a. The incoming chapter's President.
 - b. The incoming chapter's Advisor.
 - c. The NRHH member who is seeking to transfer their membership.
- vi. The completed application shall be submitted to the region's AD-NRHH for approval.
- vii. 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.
- viii. 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.

E. Selection Procedures

- 1. Nomination process and procedures
- 2. How often are your chapter's induction ceremonies?

F. Officers

- 1. Officer titles (don't forget to include advisors)
- 2. Qualifications for officers
- 3. Individual position responsibilities
- 4. Officer election process
- 5. Process for removing individuals from executive office(s)
- 6. Vacancy of office

G. Meetings

- 1. When are meetings?
 - i. Can be as general as Executive Board will decide when meetings are

H. Finances

- 1. Statement about the chapter is in good standing with the region and NACURH/NACURH offices
- 2. How chapter funds projects, affiliations, etc?

I. Amendment Procedures

- 1. Amendments must pass by __% vote of active members present

J. *Need help creating or updating a NRHH constitution? See Chapter Constitution Recommendations*

CHAPTER CONSTITUTION RECOMMENDATIONS :

- A. Note: The following is based off of information from the NRHH National Policy Book, NRHH National Bylaws, and previously approved constitutions. These are SUGGESTIONS and recommendations, not requirements.
- B. Name
 - 1. Date chapter was founded (if known)
- C. Purpose
 - 1. See the Vision and Mission statements in the NRHH Policy Handbook
- D. Membership Qualifications
 - 1. See Article II, sections 1 through 7 in NRHH National Policy Book
- E. Officers
 - 1. Can they hold officer roles in other campus organizations (hall councils, campus resident hall association, etc.)
 - 2. Qualifications
 - i. GPA minimum
 - ii. Length of time in honorary before eligible to run for office
- F. Meetings
 - 1. Keep it general because it will probably need to change from semester to semester
 - 2. Attendance Policy
- G. Finances
 - 1. Membership fees and dues (if needed)
 - 2. Permission for spending chapter funds
 - 3. Requirement of a yearly budget
 - i. Reviewed and voted on by
- H. Amendment Procedures
 - 1. How are amendments presented
- I. Committees
 - 1. You do not have to have committees
 - 2. You can be general and state that committees shall be created as needed by chapter officers
 - 3. You can be specific and name the different committees that your chapter wants
 - 4. Include names of committees
 - 5. Committee responsibilities
 - 6. Are members required to serve on committees?
- J. Ethical Considerations
- K. Parliamentary Procedures
 - 1. Use of Robert's Rules of Order?
 - 2. Quorum requirement?

Article 2 - Early Alumni Status Application

Early Alumni Status Application

Early Alumni Status Policy: An Early Alumni Member of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter's expectations for active membership. These members do not count toward the 1% membership cap. The following guidelines apply to the procedure of applying for early alumni membership status:

1. The member and/or chapter must complete the early alumni membership application (contact your 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.
2. The completed early alumni membership application shall be submitted to the respective AD-NRHH for approval.
3. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent (15) of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per year).
4. It is the right of the AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. The 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 cap for early alumni membership approvals for the year.
5. If the member and/or chapter wish to appeal the decision of the AD-NRHH, they may appeal to the NRHH National Board (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.

Application:

School/Chapter Name: _____ Region: ___ ACURH

Chapter Email: _____ Chapter Phone: _____

Number of Active Members: _____ Number of current E. A. members _____

EAM Candidate Name: _____

Candidate Email: _____ Candidate Phone: _____

Candidate Induction Date: _____ Candidate Graduation Date: _____

Why is this candidate being recommended for Early Alumni Membership?

Early Alumni Status Application

What expectations does your chapter have in place that cannot be fulfilled by this candidate?

Please describe the efforts that have been made to convey the chapter expectations to this candidate and their response to those efforts.

Have you communicated to the candidate that he/she is being recommended for EAM?

Yes _____ No _____

REQUIRED SIGNATURES:

EAM Candidate Signature: _____

NRHH Chapter President Signature: _____

NRHH Chapter Advisor Signature: _____

Date Application Received: _____

Thank you for submitting this application for EAM recommendation. After careful consideration and review of this application a decision will be made and your chapter will be notified of the outcome. In the event that this person is authorized to EAM then an additional Active Member space will become open within your chapter.

For Official Use:

Approved _____ Denied: _____ Date: _____

AD-NRHH Signature: _____ Region: _____

Article 3 - NRHH Member Removal Form

NRHH Member Removal Form

In order to remove a current member of NRHH, this application must be filled out with confirmation from each party. It must be submitted electronically to each regional AD-NRHH for approval. Please refer to the NRHH Policy Book for more information.

The following guidelines apply to the procedure of applying for removal:

1. The member and/or chapter must complete the removal application (contact your Regional AD-NRHH to obtain a copy) which shall include the electronic signatures of: Chapter President and Chapter Advisor.
2. The completed application shall be submitted to the respective Regional AD-NRHH for approval.
3. It is the right of the Regional AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. The Regional AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity or ineligibility within the chapter before submitting the application.
4. If the member and/or chapter wish to appeal the decision of the AD-NRHH, they may appeal to the NRHH National Board (NNB), through written request as to why the Candidate deserves to continue as a member of NRHH. 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.

Application:

School/Chapter Name: _____ Region: ___ ACURH

Chapter Email: _____ Chapter Phone: _____

Number of Active Members in Chapter: _____

Individual Filling Out Application:

Name: _____ Position in Chapter: _____

Email: _____ Phone: _____

Removal Candidate Information:

Candidate Name: _____

Candidate Email: _____ Candidate Phone: _____

Candidate Induction Date: _____ Candidate Graduation Date: _____

NRHH Member Removal Form

Why is this candidate being recommended for Removal?

What expectations does your chapter have in place that cannot be fulfilled by this candidate?

Please describe the efforts that have been made to convey the chapter expectations to this candidate and their response to those efforts.

Any additional information? (Please keep additional information specific to their involvement in NRHH)

Have you communicated to the candidate that he/she is being recommended for Removal?

Yes _____ No _____

REQUIRED SIGNATURES:

NRHH Chapter President Signature: _____

NRHH Chapter Advisor Signature: _____

Date Application Received: _____

Thank you for submitting this application for Membership Removal. After careful consideration and review of this application a decision will be made and your chapter will be notified of the outcome. In the event that this person is authorized for removal, then an additional Active Member space will become open within your chapter.

For Official Use:

Approved _____ Denied: _____ Date: _____

AD-NRHH Signature: _____ Region: _____

Article 4 - Member Transfer Form

Transfer Chapter Membership Application

Original School/Chapter Name: _____ Region: ____ ACURH

Original Chapter Email: _____ Original Chapter Phone: _____

New School/Chapter Name: _____ Region: ____ ACURH

New Chapter Email: _____ New Chapter Phone: _____

New Chapter Membership Cap: _____ Number of current Active members _____

Transfer Candidate Name: _____

Candidate Email: _____ Candidate Phone: _____

Candidate Induction Date: _____

Why is this candidate requesting to transfer membership to another chapter?

REQUIRED SIGNATURES:

Transfer Candidate Signature: _____

NRHH Chapter President Signature: _____

NRHH Chapter Advisor Signature: _____

Date Application Received: _____

Thank you for submitting this application for transfer membership recommendation. After careful consideration and review of this application a decision will be made and your chapter will be notified of the outcome. In the event that this person is authorized to transfer then an additional Active Member space will be filled within your chapter.

For Official Use:

Approved _____ Denied: _____ Date: _____

AD-NRHH Signature: _____ Region: _____

NACURH, INC.

NRHH DIAMOND AWARD APPLICATION

Due April 30th at 11:59pm EDT to your Regional AD-NRHH

Section I: Nominee Information

Name: _____ School: _____

Region: ___CAACURH ___GLACURH ___IACURH ___MACURH
___NEACURH ___PACURH ___SAACURH ___SWACURH

Will this person attend the NACURH Annual Conference? ___Yes ___No

Section II: Nominator Information

Name: _____

E-mail: _____

Phone: _____

Section III: Short Answer

1. How has the nominee exemplified each of the values of NRHH (recognition and service) while making an impact on campus through leadership, both in and out of NRHH? 500 word maximum.
2. How has the nominee been involved at each of the levels of NACURH (campus, regional, and NACURH)? 500 word maximum.
3. How does the nominee go above and beyond as a member of NRHH? 200 word maximum.
4. How has the nominee grown as a student leader within NRHH? 200 word maximum.