



GLACURH

GOVERNING DOCUMENTS

Updated
May 17, 2017

Kathie Wilson
Associate Director for Administration and Finance



REGIONAL CHARTER

THE GREAT LAKES AFFILIATE OF COLLEGE & UNIVERSITY RESIDENCE HALLS, INC.

We, the undersigned, under the authority vested in us by the NACURH Board of Directors of the National Association of College and University Residence Halls, INC. (NACURH), and pursuant to Article XII of the National by-laws and supplementary thereto, do hereby authorize and establish a regional affiliate of the National Association of College and University Residence Halls, Inc., to be known as the Great Lakes Affiliate of College and University Residence Halls (GLACURH).

As a recognized regional affiliate, GLACURH shall be comprised of NACURH member schools in the states of Michigan, Illinois, Indiana, Wisconsin and the province of Ontario, Canada. GLACURH shall abide by the Articles of Incorporation set forth by NACURH, Inc. and its bylaws as well as the policies outlined in the GLACURH Governing Documents.

In addition, GLACURH shall hold at least one Regional Leadership Conference in the fall where member schools within the region can come together to exchange information and ideas about issues facing their respective campuses. At this conference the GLACURH National Communications Coordinators (NCCs) shall elect a Regional Advisor. The Regional Advisor must be elected by a majority vote, where there is a quorum of at least 50% +1 of affiliated institutions. An unbiased person shall supervise election procedures and tally the votes. The term of office shall run from NACURH conference to NACURH conference, over a three year term.

At the Regional Business Conference, the GLACURH National Communications Coordinators (NCCs) shall democratically elect a Regional Director, Regional Associate Director for Administration and Finance, and Coordinating Officers, and the NRHH Communication Coordinators shall elect the Regional Associate Director of NRHH. The people elected must be elected by a majority vote, where there is at least a quorum of 50%+1. An unbiased person shall supervise election procedures and tally the votes. The term of office shall run from NACURH conference to NACURH conference. Each member of the Regional Board of Directors shall reside in housing that is owned and operated by that member's respective college or university housing department throughout their term of office, excluding the Regional Advisor.

The Director and/or Associate Director(s) may be recalled by a vote of two-thirds of the membership of the region. Recall procedures may be initiated by a petition to the Regional Advisor that has been signed by 25% of the member NCCs. The GLACURH Advisor shall notify all member NCCs of the recall vote and serve as the recall coordinator. The positions recalled shall be replaced using the process stipulated in the regional constitution.

Internal operating policies shall be established at the discretion of the Regional Director and the Regional Board of Directors, so long as such policies do not conflict with the Articles of Incorporation, and Bylaws of NACURH, Inc., the statutes of the State of Oklahoma, or policies approved by the quorum membership of the NACURH Board of Directors.

In witness thereof, the Chairperson of the NACURH Board of Directors, the NACURH Advisor, the Regional Director and the Regional Advisor have set their hands on this 26th day of June 2016.



Nathan Tack | NACURH Chairperson



Haylie Chamorro | Regional Director



Daniel Ocampo | NACURH Advisor



Abbas Hill | Regional Advisor

TABLE OF CONTENTS

TITLE 1	NAME, COLORS, AND STATEMENTS OF PURPOSE	5
TITLE 2	MEMBERSHIP	8
TITLE 3	NATIONAL RESIDENCE HALL HONORARY	11
TITLE 4	REGIONAL BOARD OF DIRECTORS	13
TITLE 5	ADVISOR RESOURCE TRAINING (ART) COORDINATOR	26
TITLE 6	FINANCES	28
TITLE 7	PHILANTHROPY	38
TITLE 8	CONFERENCES & BUSINESS MEETINGS	40
TITLE 9	REGIONAL BIDDINGS & AWARDS	55
TITLE 10	CONFERENCE AWARDS	73
TITLE 11	TECHNOLOGY	76
TITLE 12	AUTHORITY, AMENDMENTS, & INTERPRETATION	79
TITLE 13	RESOLUTIONS	82
TITLE 14	REVISIONS	85

TITLE 1

NAME, COLORS, AND STATEMENTS OF PURPOSE

ARTICLE I

NAME

ARTICLE II

REGIONAL COLORS AND MASCOT

ARTICLE III

PURPOSE

ARTICLE IV

COMMITMENT TO DIVERSITY

ARTICLE I	NAME
Section 1	The name of this organization shall be Great Lakes Affiliate of College and University Residence Halls, herein referred to as GLACURH.
Section 2	GLACURH is an affiliate of the National Association of College and University Residence Halls, Incorporate (NACURH), and shall operate in accordance with the NACURH Articles of Incorporation.
ARTICLE II	REGIONAL COLORS AND MASCOT
Section 1	The GLACURH Regional Colors shall be light blue and dark blue. The HEX code for light blue is #96DAF8 The HEX code for dark blue is #004876
Section 2	The GLACURH Regional mascots shall be MOWII the Polar Bear and HOMES the oar.
ARTICLE III	PURPOSE
Section 1	Pursuant with the National Articles of Incorporation and Bylaws, GLACURH shall promote academic, intellectual, cultural and social understanding among the individual member schools and their representatives, stimulate interest and effort in campus and residence hall affairs, and develop maturity and responsibility in self-government. In accordance with these objectives, this organization shall integrate the ideas and exchange the ideas of its members and provide programs of mutual benefit, through achievement, act as the voice of the students in the residence halls through information exchanges and conferences.
Section 2	GLACURH shall act as the affiliation voice of residence hall occupants of member schools in the region.
Section 3	GLACURH shall also act as the national representative, on the regional level, in carrying out any and all business directed by corporate officers of the NACURH Board of Directors.
ARTICLE IV	COMMITMENT TO DIVERSITY
Section 1	The Great Lakes Affiliate of the National Association of College and University Residence Halls, Incorporated, is a student-run organization whose purpose is to provide communication, education, and leadership development opportunities in residence hall systems across the country and around the world. Students comprising the membership of our organization are of different abilities, races, ethnicities, sexual identities, religions, ages, genders, personal beliefs, and political affiliations. As such, GLACURH is a truly representative body of a truly multicultural population and is committed to promoting an atmosphere conducive to embracing and celebrating individual differences and lifestyles. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage schools to build conference delegations representative and inclusive of the diversity of the people of their individual campuses. Ultimately, we strive for an understanding, appreciation, and celebration of diversity.

TITLE 2

MEMBERSHIP

ARTICLE V MEMBERSHIP

ARTICLE VI NACURH CORPORATE OFFICE (NCO)

ARTICLE VII VOTING MEMBERSHIP

ARTICLE VIII NATIONAL COMMUNICATIONS COORDINATOR RESPONSIBILITIES

ARTICLE V

MEMBERSHIP

Section 1

Membership of GLACURH shall consist of all schools within the region defined as the Great Lakes by NACURH who choose to affiliate with it and have paid their annual dues. In addition, any and all requirements of NACURH membership must also be met.

Section 2

Affiliation

- A. To be declared an Active Member (Affiliated Member) of NACURH, schools must:
 1. Pay NACURH dues as determined by the NBD
 2. Submit an acceptable NACURH Corporate Office report
 3. Remain financially solvent with NACURH, Inc.; and,
 4. Submit a NACURH registration form.
- B. To be in good standing a school must be an affiliated member and follow all the criteria there of in subsection A.
- C. A special membership shall be created called Associate Membership, which will provide schools interested in joining with a special, non-renewable, one-year trial membership in NACURH. The NACURH benefits obtained through Associate Membership include:
 1. 100 free pages of copying for Resource File Reports
 2. Will be considered a member school for the purpose of conference fees
 3. All newsletters, etc. from the NACURH Corporate Office, Regional Board of Directors, etc.
 4. Benefits from all corporate contracts negotiated for NACURH members. In sum, full membership benefits except for voting rights.
- D. The CO for Membership and Recruitment will attempt to re-affiliate schools that have not yet done so prior to the Regional Business Conference.

Section 3

Affiliation Process

- A. The NACURH affiliation year will begin at the close of the NACURH Conference.
- B. All regional and NACURH services shall be stated at the beginning of the affiliation year.
- C. Any school not meeting the qualifications listed in the Active Member Definitions shall not be affiliated and will not receive regional or NACURH services.
- D. All schools not affiliated will regain services upon completion of all criteria listed in the Active Member Definition.
- E. Affiliation for all member schools must be completed by the NCC Informational Meeting at the NACURH Conference in order for a school to have voting rights.

Section 4

Affiliation Fees

- A. Full Membership fees are set at \$110.00 total for affiliation.
- B. Associate Membership fees are set at \$35.00 total for affiliation.

ARTICLE VI

NACURH CORPORATE OFFICE

Section 1

Resource File Index and Reports

- A. The Regional Board of Directors can officially request information from the NACURH Corporate Office free with an upper limit of 100 pages for the fiscal year. Any number of pages above this amount will be subject to a duplication charge of five cents (\$.05) per page.
- B. The NBD shall approve any new guidelines for resource file index reports and give the NACURH Corporate Office Director the power to return for revision reports not complying with these guidelines.
- C. The NACURH Corporate Office shall correspond with the NCCs during January of each year explaining how to write a NACURH Corporate Office report. Also included in this letter should be a list of categories needing to be updated.
- D. NACURH Corporate Office reports shall be due at NCC Check In at the NACURH Conference.
- E. Schools not attending the NACURH Conference must submit their reports to the NACURH Corporate Office no later than June 1.
- F. The NACURH Corporate Office Director may grant an extension only in extraordinary cases. Any extensions that are granted are at the sole discretion of the NACURH Corporate Office itself. It is understood that these will be granted rarely.
- G. The NACURH Corporate Office Director shall have the ability to waive the requirement of a NACURH Corporate Office report. All waivers should be approved by the NACURH Corporate Office Staff.
- H. Before the fall Regional Leadership Conference, the NACURH Corporate Office will send a list to the Regional Directors of the schools in their regions who have not submitted reports. The NACURH Corporate Office and the regional directors will send letters to the schools without reports informing them they are on probation and will not be allowed to vote at the regional meeting unless the report is submitted.

Section 2

Membership Certificates

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

Section 3

Miscellaneous

- A. The name of the "NCC Newsletter" published by the NACURH Corporate Office is permanently changed to the "NACURH NETWORK".
- B. Each year a registration form will accompany the billing statements for each member school. The information included will help NACURH better provide services for the members. Failure to submit the form by a school will mean suspension of said services.
- C. Requests for information from the resource files of the NACURH Corporate Office should be channeled through the NCC or NRHH chapter of each

respective member school.

ARTICLE VII VOTING MEMBERSHIP

Section 1 Each member school shall select an individual to represent it on a regional and national level. This individual shall be titled the National Communications Coordinator (NCC) and shall carry out all duties as specified in the by-laws.

Section 2 The NCCs of all member schools in good standing shall make up the voting membership of GLACURH.

Section 3 Quorum shall be defined as 50% plus one (1) of the voting membership of GLACURH.

ARTICLE VIII NATIONAL COMMUNICATIONS COORDINATOR RESPONSIBILITIES

Section 1 The National Communications Coordinator (NCC) shall serve as the official liaison between the individual's school, GLACURH and NACURH.

Section 2 The NCC shall be responsible for submission of membership dues and registration materials. These shall be submitted to the NACURH Corporate Office (NCO) by June 1 and are for the following fiscal year. Beyond June 1, a member school must submit these to remain in good standing with GLACURH.

Section 3 The NCC shall submit a research or resource report to the NACURH Corporate Office once per year, due by the National Conference of NACURH. Beyond the National Conference, a school will lose its good standing until such a report is submitted.

Section 4 The NCC shall be responsible for the coordination of conference delegates.

Section 5 The NCC shall provide for transition in office for the incoming NCC from the individual's school. This transition shall include notification of such to the regional office and the NACURH Corporate Office.

TITLE 3

NATIONAL RESIDENCE HALL HONORARY

ARTICLE IX

NATIONAL RESIDENCE HALL HONORARY

ARTICLE IX**NATIONAL RESIDENCE HALL HONORARY****Section 1**

The National Residence Hall Honorary Chapters in GLACURH will follow the NRHH Policy Book that is in place for the region. All NRHH business will be conducted in the NRHH Boardroom and will be voted upon by the NRHH-CC's from each NRHH chapter in good standing at the NRHH Business Meeting.

Section 2

GLACURH will recognize the NRHH Policy Book in all GLACURH Business.

TITLE 4

REGIONAL BOARD OF DIRECTORS

ARTICLE X

REGIONAL BOARD OF DIRECTORS

ARTICLE XI

REGIONAL BOARD OF DIRECTORS RESPONSIBILITIES

ARTICLE X

REGIONAL BOARD OF DIRECTORS

- Section 1** The elected officers of GLACURH shall be the Director, Associate Director of Finance and Administration, Associate Director of NRHH, Coordinating Officers (CO), and Regional Advisor.
- Section 2** The ex-officio members of the Regional Board shall be the Parliamentarian, the Regional Leadership Conference Chair(s), and the Regional Business Conference Chair(s).
- Section 3** These officers, as stated in the above sections one and two, shall comprise the GLACURH Regional Board of Directors and shall have authority to appoint such assistants as are appropriate to facilitate the operation of their offices.
- Section 4** **Election and Appointment of RBD Members**
- A. The Regional Director, Associate Director-Finance and Administration, and Coordinating Officers shall be elected separately by position by the voting members at the regional business conference
 - B. The NRHH-CCs shall elect the Associate Director-NRHH for the GLACURH Regional Board at the regional business conference.
 - C. The order in which elections shall occur is: Director, ADAF, AD-NRHH, followed by CO elections in alphabetical order.
 - D. Any unfilled CO positions shall be appointed by the GLACURH Director-Elect under the supervision of the current GLACURH Director and Regional Advisors. The appointment must take place from the regional business conference (Semi-Annual Conference) to NACURH (Annual Conference). The NCCs will approve (majority vote) the appointee at NACURH. The appointee will then fulfill the CO position.
 - E. Upon selection of a regional leadership conference site, the individual(s) specified as conference chairperson(s) in the chosen school's bid will become the conference chairperson(s).
 - F. All votes for elected regional board member positions shall be done by a secret ballot vote.
 - G. Any individual bidding for a position on the Regional Board of Directors shall submit an e-mail of intent to the Director at gl_bids@nacurh.org by the announced specified date.
 - H. Any individual bidding for a position on the Regional Board of Directors shall submit a PDF bid to the Regional Director one month prior to the regional business conference. Bids must be posted or sent in a manner that all NCCs, NRHH-CC's, and RBD can access it at least two weeks prior to the regional business conference.
 - I. Bids may not be more than sixteen (16) pages, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.) that is 8.5" x 11". A table of contents is required in all bids, and can be a part of another page of the document. Covers and title page are not included in the page count, dividers are included. All pages must be numbered.
 - J. Any individual bidding for the Regional Director, Associate Director-Finance and Administration, Associate Director-NRHH, or Coordinating Officer must

include proof of good academic standing. This must be an institutional document or in a letter of support from a professional staff member from the individual's institution.

- K. All pages must be numbered. Cover pages are not included in the page count, dividers are included.
- L. Any individual bidding for a position on the Regional Board of Directors must include the following: past student government and conference experience, position and organizational goals, strengths and areas of improvement, time commitments for their potential term and letters of support.
- M. Bidding from the floor shall be prohibited for all positions
- N. Any individual bidding for a position on the Regional Board of Directors must include a Regional Host School Acknowledgement form signed by themselves, the Chief Housing Officer and On-Campus Advisor of their host institution during their term. This page shall not count towards the overall page count.
 - 1. An up-to-date Regional Host School Acknowledgement form may be obtained from the Regional Director or Regional Advisor.
 - 2. The original signed copy must be submitted to the Regional Director and Regional Advisor at the conference the election shall occur.
- O. The election procedure for directorship members (Director, ADAF, AD-NRHH) shall be the following: ten minute oral presentation, five minute question and answer period, five minute pro/con, and ten minute discussion over all candidates.
- P. The election procedure for Coordinating Officers shall be the following: five minute oral presentation, five minute question and answer, five minute pro/con, and a ten minute discussion over all candidates.
- Q. If time has exhausted in the Q and A and Discussion periods above, they are extendable by a simple majority of the voting members.
- R. Any individual bidding for a position on the Regional Board of Directors must be in attendance at the conference that they are bidding at, with the exceptions being granted by the Regional Board of Directors if circumstances are beyond the individual's control.

Section 5

Board Qualifications (Excluding the Regional Advisor)

- A. The Director, Associate Director-Finance and Administration, and Coordinating Officers shall be students from a member school and shall remain so throughout their term of office. The Associate Director-NRHH shall be a member of an NRHH Chapter in good standing with GLACURH.
- B. Each CO must be from a school that is considered in good standing by the NCO. The Regional Leadership Conference Chairperson(s) shall be from the member school chosen to host the next regional leadership conference and shall remain until the close of the conference.
- C. The Director shall have attended at least one regional and the regional business conference and been present in boardroom, prior to bidding for the position.
- D. The Associate Director-NRHH shall have attended at least one regional or one national conference. The Associate Director for Administration and Finance shall have attended, and been present during boardroom, at least one regional or national conference prior to the conference where they are

- bidding for the position.
- E. All RBD members shall live in housing that is owned and operated by that member's respective college or university housing department throughout their term of office, excluding summer and winter breaks.
 - F. No RBD Members or ex-officio members may concurrently serve as a NCC or NRHH-CC with the exception of a two-week transition period where the newly elected RBD member can transition their school's newly elected NCC.
 - G. The CO shall have attended at least one regional or one national conference.
 - H. The RBD members shall maintain a 2.5 GPA on a 4.0 scale for the current academic session and good disciplinary standing with their respective institutions. Each RBD member shall send an authorized letter of verification of their academic standing each academic session (prior to bidding for office and during their term).
 - I. All RBD members shall be students at a member school in good standing. The institutions standing shall remain good throughout the individual's RBD term, unless otherwise stipulated. If this fails to occur, the individual will be removed from the position in cooperation with the Director and the Regional Advisor.
 - J. All RBD Members and RBD-Elects must maintain 'full-time' student status for the entirety of their terms of office, including the interim period between their election and installation in office. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements. Exceptions may be granted by the Regional Director and Regional Advisor.
 - K. No RBD member can hold both a Regional Board of Directors position and a conference team position during their elected or appointed term.

Section 6

Regional Advisor Selection and Confirmation

- A. The Regional Advisor shall be selected through an application and confirmation process, which will include the submission of a bid, a virtual presentation, and a question and answer process to be completed by the Regional Board of Directors (RBD).
 - 1. This process shall be executed between the Regional Leadership Conference and Regional Business Conference in its respective affiliation year.
 - 2. The bid for Regional Advisor shall meet the criteria established under Article X Section 4 of this governing document.
 - 3. The RBD will establish a Regional Advisor bidding timeline and advertise the process to the entire region which shall include the bid intent deadline, bid submission deadline, timeframe for interviews, when candidates will be notified and when announcements will be made.
- B. The RBD shall select up to two finalists based on the bids submitted; finalist will be invited to a virtual RBD meeting where candidates will have the opportunity to present and answer questions. The process shall be outlined as follows:
 - 1. 10-minute virtual presentation to the RBD.
 - 2. 5-minute Question and Answer session, extendable up to two time.
 - 3. 5-minute Pro/Con session.

4. 10-minute Discussion of both candidates.
- C. The RBD shall then select one candidate with a simple majority vote of all RBD members present; this candidate shall become the Regional Advisor-Elect pending a confirmation from the voting members at the Regional Business Conference.
- D. The Regional Director shall present the Regional Advisor-Elect at the Regional Business Conference for a confirmation from the region.
 1. Confirmation shall be achieved via a simple-majority secret ballot vote.
 2. Should a candidate not receive confirmation, the process will re-open and the RBD shall follow the steps as outlined above.
 3. If a candidate has not been selected prior to NACURH, the current Regional Advisor shall serve as an Interim until the next Regional Advisor has been elected and confirmed.

Section 7

Regional Advisor Qualifications

- A. The Regional Advisor shall be a member of the professional housing community from a member school in good standing.
- B. Regional Advisor must be employed in a full-time student personnel position with at least 3 years of full-time professional experience in housing and/or residence life.
- C. Must have previous RHA or NRHH advising experience.
- D. The Regional Advisor must have been previously inducted into the National Residence Hall Honorary, must have advised an NRHH chapter previously, must have completed NRHH training through ART, or be approved by a vote in the NRHH boardroom.
- E. It is preferred but not required that the regional advisor have completed the ART program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
- F. Must have attended at least one NACURH and one regional leadership conference and have been present in boardroom.

Section 8

RBD Term of Office

- A. The incoming members of the RBD elected/confirmed at the regional business conference will be considered position-elects from the time they are elected/confirmed until the close of the proceeding NACURH Conference.
- B. The term of office for all members of the Regional Board shall be for one year from the close of the annual NACURH Conference to the close of the following annual NACURH Conference.
- C. The term of office of the Regional Advisor shall be from the annual NACURH Conference following confirmation to the annual NACURH Conference three years after.
- D. Selection of the Advisor will occur every three years via the process and timeline outlined in this section.

Section 9

Any Regional Board member may be removed from office by a 2/3 majority of voting constituents.

Section 10

Vacancies in RBD Positions

- A. If the Director's position is vacated, the Associate Director for Administration and Finance will become the Director and a new Associate Director for Administration and Finance will be appointed and approved by 2/3 vote of the Regional Board or become the Interim-Director and a new Director will be appointed and approved by 2/3 vote of the Regional Board. The Interim-Director will fulfill all of the duties of the Director until such a time when the position could be filled.
- B. If any position except that of the Director, is vacated, the RBD shall have the option to fill the position and the Director shall appoint someone to fill the position pending a majority vote of the Regional Board of Directors. If the unfilled position is that of the Director-elect, the Regional Advisor shall serve as the election coordinator.
- C. The Director and/or Associate Director(s) may be recalled by a vote of two-thirds of the voting membership of the region. Recall procedures may be initiated by a petition to the Regional Advisor signed by 25% of the member NCCs. The Regional Advisor shall notify all member NCCs of the recall vote and serve as the recall coordinator.

ARTICLE XI

REGIONAL BOARD OF DIRECTORS RESPONSIBILITIES

Section 1

Duties of the RBD

- A. Shall carry out such directives as are adopted at scheduled GLACURH business meetings.
- B. Shall carry out such directives as are included in this document.
- C. Shall carry out such directives as are in the NACURH Governing Documents and as issued by the NACURH Board of Directors.
- D. Shall be in attendance at all regional business conferences.
- E. Shall not submit Of the Months (OTMs)
- F. Shall utilize technology available to offer educational opportunities for member institutions.

Section 2

Regional Director

- A. Shall be responsible for communicating with NCCs prior to every business meeting as to what they need to bring.
- B. Shall preside over all regional meetings and prepare an agenda for each meeting.
- C. Shall represent the region at all National Board Meetings, acting as the official liaison between GLACURH member schools and the NACURH Board of Directors.
- D. If invited and able, shall represent the region at the annual GLACUHO, OACUHO, and UMR-ACUHO Conferences.
- E. Shall be responsible for a monthly correspondence to the regional National Communications Coordinators, Regional Board members, and National Board members.
- F. Shall maintain regional list serve
- G. After each NCC meeting, shall prepare a short summary of the policies the NCCs passed during the meeting. This shall include brief descriptions of the

decisions of the NCCs. This summary shall be included in the monthly correspondence to the NCCs prior to the next NCC meeting.

- H. Shall establish vote-counting systems that will be upheld throughout their term.
- I. Shall provide for both oral and written transition in office for the incoming Director, including transfer of all files and notification of transition to the National Chairperson.
- J. Shall oversee all submissions to NACURH Publications.
- K. Shall provide clear, set expectations and goals for the conference staffs, in collaboration with the Associate Director for Administration and Finance and the Associate Director of NRHH.

Section 3

Associate Director for Administration and Finance (ADAF)

- A. Shall be responsible, or the individual's designee, for transposing, typing, duplicating, and distributing copies of the minutes from the NCC meetings within three (3) weeks of the meeting.
- B. Shall submit to the NCCs and the Regional Board a budget for approval by the NCCs for the upcoming fiscal year, from April 1st to March 31st, at the annual regional business conference.
- C. Shall submit to the NCCs, Regional Board and the National Associate for Finance a monthly financial statement. These statements shall be submitted by the 15th of the month following the month for which they were written.
 - 1. These financial statements shall include the following information:
 - a. A Cover Page with the month, year, and current ADAF name and title.
 - b. A Budget Variance report that reflects the difference between what has been budgeted for regional revenues and expenses versus what has actually be received or spent as revenues and expenses.
 - c. A Balance Sheet that reflects the current dollar amount of our region's assets, liabilities, and equities.
 - d. A Detailed Account Transactions Report
 - 2. Should NACURH no longer require our entity to utilize the Xero accounting software any regional monthly financial statements that are sent to the NAF will also be sent to the region to ensure financial transparency.
 - 3. Should the NAF no longer require a financial statement to be submitted on the national level, then the Regional Advisor, Regional Director, and ADAF shall determine the best way to report monthly financial statements to the region.
- D. Shall represent the region at National Board meetings when financially feasible.
- E. As directed by the Director, shall have the authority to make any changes to the GLACURH Constitution which does not alter its meaning (i.e., spelling, grammar, obsolete or sexist terms).
- F. Shall oversee the process of selecting the regional philanthropy in conjunction with the CO for Recognition and Service, every five years.
- G. Shall carry out such directives as assigned by the Director.

- H. Shall provide for both oral and written forms of transition for the incoming Associate Director, including transfer of files.
- I. Shall oversee the reporting of regional Inductees into the Advancement Society to the the NACURH Executives.
- J. Shall oversee and guide conference chairs and finance chairs in all areas related to conference budgets and financing.
- K. Shall oversee the application and selection process for all Conference Scholarships.

Section 4 Associate Director of NRHH (AD-NRHH)

- A. Shall, when financially feasible, represent the region at all National NRHH Meetings.
- B. Shall judge all regional OTM submissions with the Regional OTM committee.
- C. Shall submit the winning OTMs to the NACURH Associate for NRHH by the 17th of each month.
- D. Should maintain regular and consistent contact with the NACURH executive officers, individual member chapters, and the Regional Board.
- E. Shall regularly communicate with the Regional Advisor.
- F. Shall act as the official liaison between GLACURH, the NRHH National Board, NACURH Associate for NRHH, and represent the region at all NRHH Board Meetings.
- G. Shall be responsible for organizing and hosting an NRHH reception at the Regional Leadership Conference by coordinating with the conference chair(s).
- H. Shall represent the region at the NRHH reception at the NACURH Conference.
- I. Shall prepare and present a report for the NACURH Board of Directors and NRHH National Board to be presented at the Semi- Annual Business Meeting and at the NACURH annual conference.
- J. Shall maintain Regional NRHH List Serve
- K. Shall carry out such directives as assigned by the Director.
- L. Shall provide for both oral and written forms of transition for the incoming AD-NRHH, including transfer of all files and notification to the NACURH Associate for NRHH.
- M. Shall be a member of an NRHH Chapter in good standing with GLACURH.
- N. 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.

Section 5 Coordinator Officers (COs)

Subsection 1 General Duties of All COs (Elected and Appointed)

- A. Shall provide for an effective transition, both oral and written, in office for the incoming coordinator, including transfer of files.
- B. Shall carry out such directives as assigned by the Directorship.
- C. Shall submit a monthly correspondence to the Director and GLACURH.
- D. Act as a liaison to assist the schools in the region. Each CO position will be designed to strengthen the region through communication and the mission of

- GLACURH. COs will direct all questions and concerns about a particular focus area to the appropriate RBD member.
- E. Shall respect the views of states and provinces within the GLACURH region.
- F. Shall fulfill all the duties outlined in the NACURH Policy book (check-In where applicable).
- G. Shall utilize resources to support RHA and NRHH Chapters. Be a resource to member schools that have concerns about procedures within each individual RHA and NRHH Chapter in the region.
- H. Shall respect the views of states and provinces within

Section 6 Vacant CO Positions

All COs shall be appointed additional duties that deem suitable by the GLACURH Director-Elect, but under the supervision of the current GLACURH Director and Advisor:

- A. If a CO positions is left vacant after the regional business conference, then the GLACURH Director-Elect, under the supervision of the current GLACURH Director and Regional Advisor, shall appoint an individual to fill the vacant position from the Regional Business Conference to the same year's NACURH Conference.
- B. If a CO position remains vacant at the close at the regional business conference (semi-annual conference) then the GLACURH Director-elect under the supervision of the current GLACURH Director and Regional Advisor may accept nominations for the unfulfilled CO position up to thirty (30) days prior to NACURH Annual Conference. The Director-Elect may move up the nomination period to any date from the Regional Business Conference to the 30 day deadline before the NACURH conference. This will allow flexibility to fill CO positions that may remain vacant after the Regional Business Conference.
- C. At NACURH, the NCCs of the entire assembly (must reach quorum) will vote to affirm (Majority Vote) the GLACURH Director-Elect's appointee.
- D. If the NCCs of an entire assembly do not approve of the GLACURH Director-Elect's appointee, then after the NACURH Conference the GLACURH Director may consult other members of the RBD, Advisors, NCCs, and NRHH CCs to make the best appointment possible. Thus, the GLACURH Director must have a new appointee by the same year's GLACURH Conference.
- A. Once the appointee is appointed by GLACURH, the NCCs can no longer object to the GLACURH Director's appointment. A recall process may be committed, but only under extenuating circumstances.

Section 7 CO Appointed/Additional Positional Roles

Subsection 1 CO for Recognition and Service

- A. Shall be a resource for all bids, awards, and legislation.
- B. Work with the CO for Marketing to update the GLACURH website and online Archive.
- C. Will work with the AD-NRHH in regards to OTMs, OTM resources, and the OTM Committee.
- D. Assist with all GLACURH and NACURH bid submissions. Follow all NACURH Policy books, Constitutions, Bylaws, and governing documents.

- E. Shall work with the GLACURH Director and AD-NRHH to create and coordinate the regional bid timeline and guides.
- F. Create and/or distribute bid writing information and materials (electronic).
- G. Update and maintain the Bidding Guide and ensure that it is consistent with both the GLACURH and NACURH policy book and NRHH policy book.
- H. Act as are source to CCs in the bid writing process.
- I. Will not chair award selection committees (conflicts due to the efforts to help with member schools who write bids).
- J. Shall have the responsibility to promote the submission of quality awards and positional bids.
- K. Shall coordinate with the regional award winners to create national award nominees.
- L. Shall coordinate the planning of CC & Advisor gifts
- M. Shall coordinate the planning of NACURH Spirit Packs.
- N. Shall serve as direct assistance to the NRHH Boardroom at all regional conferences
- O. Shall be responsible for and coordinate all philanthropy efforts within the GLACURH region.
 - 1. Will work with the Philanthropy Committee to select a regional philanthropy every five years.
- P. Shall serve as the regional liaison in collaborating with NACURH for the implementation of the Leadership Education & Development (LEAD) Program
- Q. Shall coordinate and educate the region on service opportunities.

Subsection 2 CO for Membership and Recruitment

- A. Shall coordinate all regional affiliation processes and provide assistance to institutions.
 - 1. Shall communicate with the NCO regarding affiliation statuses (RHA and NRHH)
- B. Shall host Regional Affiliation Chats in order to educate NCCs and NRHH-CCs on the NACURH affiliation process.
- C. Shall have the responsibility to actively recruit new member schools through resources such as newsletters, flyers, videos, and other forms of media. Will have the responsibility to work with all CCs to maintain current affiliation and good standing.
- D. Shall coordinate retention information between the GLACURH Director, UMR-ACUHO, GLACUHO, and OACUHO (professional conferences and housing professionals).
- E. Shall contact any school that was affiliated the year before but has not begun to re-affiliate 30 day prior to the fall regional leadership conference.
 - 1. If response is given a second attempt at contacting the school shall be made 30 days after the fall regional leadership conference.
- F. Shall be responsible for creating and administering the Regional Assessment Survey on every odd numbered year
 - 1. Shall provide and present the Regional Assessment Report to the GLACURH Director before Semis and provide and present to CCs at the regional business conference.

- G. Shall have the responsibility of utilizing resources to keep schools involved through the various forms of communication provided by GLACURH & NACURH.
- H. Shall work with CCs on the promotion and utilization of GLACURH/NACURH Resources; including, but not limited to, the NACURH Corporate Office, RFI, OTMs, and Annual Awards, as well as the use of the NACURH Corporate partner(s).
- I. Shall be in charge of the evaluation of suggestions to increase retention and involvement (i.e. the creation of resources, documents, or evaluations of the member schools in order to help with the needs of the region and member schools).
- J. Shall Conduct CC roundtables as needed via video conferencing or at conferences to educate CCs on the resources of GLACURH .
- K. Shall conduct individual assessments with each member institution to better determine what each institution needs to increase their value in GLACURH.

Subsection 3 CO for Marketing

- A. Shall maintain regional website.
 - 1. Communicate with the NACURH Corporate Office to aid in maintaining regional website.
- B. Shall work with CO for Recognition and Service and Director to update all bids and awards prior to a conference and archive bids following the conference.
- C. Shall work with the RBD to maintain updated resources on the regional website and archive bids, legislation, and minutes following the conference.
- D. Shall oversee regional social media outlets
 - 1. In conjunction with the Directorship oversee the operation of GLACURH's Facebook page(s), twitter account, Instagram Account, and YouTube station.
 - 2. Shall research new forms of social media and the benefits the region will receive.
- E. Shall maintain and update all information for conference websites, unless the host institution has opted out of regional involvement.
 - 1. Aid the conference staff in all regional technology concerns
- F. Shall assist all technical resources of all members of the RBD (Bidding, publications, etc.)
- G. Shall act as the regional historian by taking and archiving photos during their term.
- H. Shall maintain, update and distribute guides to the region.
- I. Shall work with the CO for Development & Education to maintain the parliamentary procedure website.
- J. Shall ensure that all GLACURH publications (website, guides, social media, etc.) follow the GLACURH and NACURH Brand.

Subsection 4 CO for Development and Education

- A. Work with the Parliamentarian to create Parliamentary Procedure specific to GLACURH Practices.

1. Coordinate with Parliamentarian to present on how Parliamentary Procedure is used in boardroom.
- B. Shall maintain contact with RHA and NRHH Presidents and serve as a resource for all RHA and NRHH organizations in the region.
 1. Create bi-monthly Newsletters to communicate with RHA and NRHH presidents.
 2. Host bi-monthly (once every two months) president's round tables to communicate with RHA and NRHH presidents.
- C. Shall be a resource to help aid member schools on program development for conferences and on member school campuses.
 1. Provide links and materials related to programming, which shall be distributed to the region via the GLACURH website.
 2. Work with member schools on campus programming by helping schools navigate the RFI and OTM database for program ideas.
 3. Provide guidance and resources to the program chair(s) for the regional leadership conference.
- D. Shall work with the directorship to select and provide GLACURH U programs for the region at both the regional leadership conference and regional business conference.
- E. Shall provide educational training sessions on the GLACURH Commitment to Diversity Statement and the NACURH Equity Statement.

Section 8

Regional Advisor

Subsection 1

Regional Advisor Duties

- A. Shall act as an official liaison between GLACURH and its professional counterparts.
- B. Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference.
- C. Shall be responsible for overseeing the checking and/or savings account as directed by the Regional Board in which the Director, Associate Director Finance and Administration, and Advisor have the power to sign.
- D. Shall be responsible for recruiting bids for a Regional Advisor during the second year of the individual's term.
- E. Shall be responsible for frequent contact to the Regional Board of Directors.
 1. Responsible for weekly contact with the Directorship.
 2. Responsible for at least twice a month contact with the CO's.
 3. Responsible for at least twice a month contact with conference chair(s), and the regional business conference chair(s).
- F. Shall serve as a resource for all regional interests and concerns.
- G. Shall provide an effective transition, both oral and written, for the Regional Advisor-Elect in the third year of the individual's term, including transfer of files.
- H. Shall communicate with the Regional Advisor-Elect at least twice a month.
- I. Shall oversee the ART Coordinator in maintaining accurate records of advisor progress and completion status in Advisor Resource Training (ART) as received from and communicated to the NACURH ART Standards Committee.

Shall oversee the ART Coordinator in coordinating Advisor Resource Training (ART) programming at the Regional Leadership Conference and the Regional Business

Conference.

Subsection 2 Regional Advisor-Elect

- A. Shall work directly with the Regional Advisor.
- B. Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference.
- C. Shall assist the Regional Advisor in their assigned duties when appropriate.
- D. Shall communicate with the Regional Advisor at least twice a month.
- J. Shall be responsible for communicating with the upcoming Regional GLACURH conference, conference staff along with the Regional Advisor.

Section 9 Parliamentarian

- A. Shall be present at the GLACURH Annual Conference, the regional business conference, and NACURH Annual conference boardrooms.
- B. Must be familiar with Roberts' Rules of Order, Newly Revised, and the GLACURH Constitution.
- C. Shall be the mediator of any debate and the interpreter of Robert's Rules of Order, Newly Revised.
- D. Shall carry out such directives as assigned by the Director.
- E. Must meet with the director and advisor no later than one week in advance to prepare for conference presentation.

Section 10 Regional Leadership Conference Chairperson(s)

- A. Shall serve as an ex-officio member(s) of the Regional Board, acting as the official liaison(s) between the individual's host school and the region.
- B. Shall submit a monthly report to the Regional Board members.
- C. Shall be responsible for making sure the conference operates within all objectives set by NACURH.
- D. Shall establish such committees as are necessary to run an effective conference.
- E. Will primarily communicate on a regular basis with the Director to discuss problems, concerns, questions, and progress of the conference planning.
- F. With the assistance of the conference staff, will present a report to the NCCs at the regional business conference regarding progress towards the planning of the Regional Leadership Conference.
- G. Will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the conference. In addition, all financial records and other statistical information regarding the conference will be included in this log. A final report of the conference will be written and published by the Conference Staff as soon after completion of the conference as possible. All of these materials will be submitted to the next Host School and the CRC when completed for use in assisting future conference staffs in the planning of their conferences.
- E. Shall provide for an effective transition in office for the incoming Conference Chairperson(s) and the host school(s).

TITLE 5

ADVISOR RESOURCE TRAINING (ART) COORDINATOR

ARTICLE XII

GLACURH ADVISOR RESOURCE TRAINING (ART) COORDINATOR

ARTICLE XII

GLACURH ADVISOR RESOURCE TRAINING (ART) COORDINATOR

Section 1

GLACURH ART Coordinator Requirements

- A. The ART Coordinator must have completed the ART program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
- B. The ART Coordinator must be presenter eligible for both level one and level two of the ART curriculum.
- C. The ART Coordinator shall be a full-time professional at a GLACURH-affiliated school in good standing.
- D. The ART Coordinator shall not hold a position on the GLACURH Regional Board of Directors.

Section 2

GLACURH ART Coordinator Responsibilities

- A. Shall be in attendance at the GLACURH annual conference and the regional business conference.
- B. Shall work directly with the conference host staff to coordinate programming sessions at the GLACURH annual and GLACURH regional business conferences.
- C. Shall be responsible for collecting attendance sheets from ART sessions and submitting them to the NACURH ART Standards Committee.
- D. Shall be responsible for a monthly correspondence with and update to the Regional Advisor.
- E. The ART Coordinator shall serve a two-year term from NACURH to NACURH.

Section 3

GLACURH ART Coordinator Selection

- A. The term of the ART Coordinator shall be from NACURH to NACURH.
- B. The ART Coordinator shall be selected by the Regional Advisor in collaboration with the Regional Director at the conclusion of a search process determined by the Regional Advisor.
- C. Any individual applying for the GLACURH ART Coordinator position shall include the following in their application: ART completion information, ART presenting experience, past conference experience, position and organizational goals and letters of support.

TITLE 6

FINANCES

ARTICLE XIII

REGIONAL FINANCIAL GUIDELINES

Section 1**Authority and Responsibility of Account Signatories**

- A. The GLACURH regional signature card must have three signatures: Regional Director, Associate Director-Finance and Administration, and Regional Advisor.
- B. The ADAF shall primarily serve as the individual who signs checks for the region, but the Regional Advisor and Regional Director shall also hold this power and responsibility.
- C. A completed Regional Financial Expenditure Form must accompany any check that is signed, and the appropriate entries must be made into the current NACURH financial software, the checkbook ledger, and the regional budget.
- D. Failure to complete these procedures will result in an individual evaluation by the Regional Board of Directors, and that individual may be subject to the consequence of having his/her name removed from all regional financial accounts.

Section 2**Financial Accountability**

- A. Regional Associate Director of Finance and Administration
 1. When the ADAF deposits money into the regional checking or savings account, he/she shall provide a brief explanation on the Regional Financial Deposit Form.
 2. When the ADAF writes any check, the must fill out a Regional Financial Expenditure Form present to the ADAF. The ADAF will record the financial transaction in the current NACURH financial software, the checkbook ledger, and the regional budget.
 3. The ADAF shall be responsible for maintaining the financial integrity and documentation of the GLACURH region.
- B. Regional Director
 1. If discrepancies are found during the review of the regional budget and bank statements by the Regional Advisor, the ADAF, NAF, and National Advisor shall be contacted immediately.
 2. The Regional Director shall complete all financial transaction forms in the absence of the Associate Director of Finance and Administration or in the event that the Regional Director signs a check or deposits funds.
- C. Regional Advisor
 1. If discrepancies are found during the review of the regional budget and bank statements by the Regional Advisor, the ADAF, NAF, and National Advisor shall be contacted immediately.
 2. The Regional Advisor shall complete all financial transaction forms in the absence of the Associate Director of Finance and Administration and Regional Director or in the event that the Regional Advisor signs a check or deposits funds.
 3. To ensure accountability, copies of financial statements are to be retained by the Regional Advisor for a three-year period.

Section 3**Host School Acknowledgement of RBD Members**

- A. Regional Board members shall all sign, date and have notarized a Host School Acknowledgement Form. This form shall be kept on file with the Regional

- Advisor for a minimum of five years.
- B. Should the Regional Advisor's term(s) end during this five-year period, the Host School Acknowledgement Forms shall be transitioned to the incoming Regional Advisor who will then be responsible for maintaining these records.
 - C. The Host School Acknowledgement Form is to be completed and mailed to the Regional Advisor within thirty (30) days of each regional board member taking office.
 - D. Should a Regional Board member's host institution choose not to sign the Host School Acknowledgement form, that board member is still responsible for completing the form and having it notarized. Failure to do so will result in evaluation of this individual by the Regional Board of Directors and possible removal of office.
 - E. Should any Regional Board member be found in violation of regional financial policies, he/she is subject to review by the Regional Board of Directors and/or the National Associate for Finance and National Advisor.
 - F. Any individual found to be fraudulent with regional finances shall be held personally accountable by the region and/or by his/her respective host institution. This individual may also be subject to the legal ramifications of his/her actions should the region or Regional Board of Directors choose to take action.

Section 4

Regional Financial Paperwork and Forms

- A. Regional Financial Deposit Form shall include the name and date of the individual making the deposit. The form shall also include a reason for the deposit and a breakdown of individual deposits. The Deposit Form shall include two signatures of either the ADAF, Regional Advisor, Regional Director, or a professional staff member of a host institution. Once prepared, either or one of the other above-mentioned RBD members shall verify the form. The amount to be deposited, the date issued, the bank location of deposit, and the line item and subline items affected should be clearly visible on the form. The individual verifying this form shall also sign and date the form.
- B. Regional Financial Expenditure Form shall include the name of the individual requesting fund and the date he/she is requesting said funds. The form shall also include a reason for expenditure and a breakdown of individual expenses if applicable. Should the ADAF, Regional Advisor, or Regional Director choose to deem the transaction necessary, he/she shall note to whom the check is being written, the amount of the check, the date issue, check number, and the line item and subline items affected. The ADAF, Regional Advisor, or Regional Director shall then sign and date the Regional Financial Expenditure Form.
- C. The Regional Currency Verification Form shall include the date the currency was counted, a dated signature by the two individuals verifying the total amount of currency, the date and name of the financial institution in which the currency was taken to be converted into a negotiable financial instrument, the check number of money order number issued, and a copy of the deposit slip filled out to send to NACURH, Inc.'s financial institution.
- D. All regional financial paperwork, forms, and receipts shall be kept for a minimum of three years. Each fiscal year's paperwork shall be maintained in a three ring binder with page covers for each transaction and its respective

receipts.

- E. All invoicing for the region on behalf of the RBD must be approved by the ADAF. Additionally, the ADAF must ensure that the foreign affiliates of GLACURH are invoiced with proper conversion from US Dollars to the respective currency.
- F. All regional financial paperwork, forms, and receipts for the current fiscal year shall also be brought to all NACURH or GLACURH related events by the Associate Director of Finance and Administration.

Section 5 For approval of the Regional Budget, a 2/3 majority of those NCCs voting shall be required.

Section 6 **Regional Budget Development**

- A. Any expenditure of the funds, which are not included in the GLACURH budget, must be voted on by the NCCs either during a regional business conference or by mail/phone ballot. The ADAF shall not disburse any funds that are not so authorized.
- B. The regional budget shall be made available by the ADAF in United States Dollars (USD) and Canadian Dollars at the exchange rate current at the time the budget is passed.
- C. The regional budget shall be presented to the NCCs at the regional business conference for approval. The budget shall include columns for "Budgeted Last Year", "Current Balance", and "Proposed Budget" as well as a description of the line items and any legislated changes made to line items during the current fiscal

Section 7 **Regional Spending Limits**

- A. \$0-50 At the Director's discretion
- B. \$50.01-100 Majority approval of the Regional Board
- C. \$100+ 2/3 approval of the NCCs

Section 8 Any income that is not already committed in the Regional Budget shall be placed in a fund called the general fund. From this general fund, the RBD can make any allocations it deems necessary while respecting the regional spending limits.

Section 9 Any funds that remain in the GLACURH Budget at the end of the fiscal year shall revert back to the next year's budget.

Section 10 Funds within the region's budget are divided into line items. The ADAF can authorize the transfer of funds from one line item to another not to exceed \$50 per line item per fiscal year. A majority vote of the RBD can authorize any change in the line item distribution up to \$100. Any transfer of funds exceeding \$100 shall require a two-thirds (2/3) majority vote by NCCs. Funds may be transferred between line items at the ADAF's discretion.

Section 11 **Outstanding Debts**

- A. On April 15, schools having outstanding debts to National or Regional Offices shall be notified by that office that they are on probation and that the debt

must be paid prior to the NCC informational meeting to vote at the corporate meeting.

- B. Any school found to have an outstanding debt to the region shall be placed on probation and have their voting rights at all regional leadership conferences or business meetings removed until the disputed debt is settled.
- C. Any debts not paid after May 31 will be added to next year's billing statement. The national office is responsible for informing the Regional Director of these debts

Section 12

The offices and officers of the previous year must notify the Associate Director of Finance and Administration and Regional Advisor of any bills and outstanding debts that are to be paid no more than thirty (30) days after the conference at which they leave office. Any bill or debt not explicitly declared by the previous officers within thirty (30) days will not have to be paid by the ADAF.

Section 13

Conference Scholarship

- A. In the event that a school finds itself in financial need it may apply for a scholarship in order to attend the regional leadership conference of their choosing.
- B. One scholarship for the regional leadership conference and one scholarship for the regional business conference will be awarded annually, dependent on the availability of funds.
- C. Scholarship will cover the cost of delegation and advisor fees. (This only includes registration costs.)
 - 1. Scholarships for the Regional Leadership Conference will cover the registration costs for up to 3 people including a maximum of 1 advisor and a minimum of 1 CC.
 - 2. Scholarships for the regional business conference will cover the registration costs for up to 3 people including a maximum of 1 advisor and a minimum of 1 CC.
- D. The conference scholarship timeline will be as follows:
 - 1. Applications will be made available by the Director at least one month prior to the opening of conference registration.
 - 2. Completed applications will be submitted to the Director two weeks prior to the opening of conference registration.
 - 3. The Regional Board of Directors will then take no more than two weeks to determine and notify the recipient of the scholarship.
- E. Regional Board of Directors will send the monetary funds to the conference Chair to be put towards the registration fee for the delegation of the receiving school.
- F. If a school applies for one conference and receives the scholarship, they are not eligible for a second scholarship in the same fiscal year.
- G. If for some reason a scholarship is awarded and the school cannot attend for reasons beyond its control, no action will be taken.
- H. The Regional Board does reserve the right to take actions including but not limited to requiring repayment of all scholarship funds if the school simply chooses not to attend.
- I. This scholarship fund will be replenished every fiscal year if funds are

available.

Section 14 October 15 will be the publicized date of benefit cut-off for schools that have not paid their membership dues for that fiscal year. Benefits cut-off will commence on November 15 of that year and the school will be placed on a prospective member school list and removed from all national and regional active member lists.

Section 15 Any new member schools dues received after April 1, shall receive National Conference member school fees at the conference but shall receive no other benefits and then will be considered members for the following fiscal year.

Section 16 **Distribution of Funds**

- A. Any RBD member can request a disbursement of GLACURH funding. They must complete a check request form and present it to the ADAF. Upon receipt of the check request, the ADAF shall determine if funds are available for that purpose. If funds are available, the ADAF shall present a check to the requesting individual. If funds are not available, the individual is personally liable for any costs incurred.
- B. All checks over the amount of \$100 will be mailed by use of certified mail and all checks over the amount of \$200 will make use of return receipt.
- C. After receiving a check, the individual spending regional funds must present receipts accounting for the funds. This must be done before the ADAF can disburse any more funds to that individual. The individual presenting receipts should retain copies of such receipts.
- D. Should the individual spending money be reimbursed by the region but not provide the ADAF with receipts within thirty (30) days, that individual will be required to return any and all funds to the region and may not be reimbursed for the expenditure.
- E. The individual writing a check (Regional Director, ADAF, and Regional Advisor) may never write checks to direct family members.
- F. The individual writing a check (Regional Director, ADAF, and Regional Advisor) may never write checks to themselves.
- G. No regional funds shall be used to purchase apparel items unless considered to be inventory, which will be completely sold and exhausted to member schools immediately.

Section 17 **Engagement of Financial Contracts**

- A. Regional Board members cannot engage in oral or written contracts that involve any sort of financial transaction with an outside vendor, business, etc. without prior written approval by the ADAF and Regional Advisor.
- B. In order for a Regional Board member to engage in an oral or written contract that involves a financial transaction, a written quote must be submitted to the ADAF and Regional Advisor.
- C. If any individual knowingly engages in an oral or written contract that involves a financial transaction, he/she is liable for all costs incurred, as this will not be viewed as a valid contract for the region.

Section 18 **Regional Cash and Coin Policies**

- A. In the event that the region collects cash or coin, the ADAF and Regional Advisor or Director must both count, confirm, and sign/verify the total amount of currency on the Regional Currency Verification Form.
- B. Should the ADAF, Regional Advisor, or Regional Director receive cash while not with one another, a professional staff member of that individual's respective host school may count, confirm, and verify the total amount of currency on the Regional Currency Verification Form in addition to the individual board member.
- C. All currency must be converted into a negotiable financial instrument before being sent as a deposit to NACURH, Inc.'s financial institution. This instrument may be a money order or cashier's check. The cost of converting currency into this instrument may be covered by the Bank Fees line item of the regional budget.
- D. No cash or coin may ever be sent in the mail to NACURH, Inc.'s financial institution. It will be the responsibility of the ADAF, Regional Advisor, or Regional Director to have this currency converted into a negotiable financial instrument before sending the deposit via mail.
- E. Anytime a Credit Card or Purchasing Card Payment System is utilized by GLACURH a fee will be added to the overall expense, if it is being processed through the aforementioned payment system.
 - 1. The regional Advisor and ADAF will determine the amount of this fee by analyzing the processing charge that is being implemented by the aforementioned payment system.

Section 19 The NBD has the power to make loans and grants to financially troubled NACURH regions. The period of any loan can be no more than 18 months. Each region may receive only one grant or loan per fiscal year.

Section 20 The ADAF must receive a signed and notarized promissory note prior to disbursement of any funds for loans approved by the RBD. This promissory note must be on the form provided by the ADAF.

Section 21 Travel Reimbursement

- A. Any trip that is taken by one of the Regional Board of Directors members must be specifically authorized by the RBD in the Regional Budget.
- B. The individual RBD member will make actual arrangements for travel. It is expected that selected arrangements will be the ones that are most inexpensive as well as the most reasonable for the region. The ADAF will determine, with the individual, what is reasonable given current economic situations.
- C. The ADAF shall pay the average of all state/province gasoline prices per mile by using AAA published statistics from the Regional budget for all personal vehicular travel reimbursed by the regional budget. This will not include any type of rental or university vehicles.
- D. The ADAF may authorize the use of rental vehicles in some situations. This decision will be made in consultation with the Director and Advisor.
- E. The ADAF must receive travel information from all members of the RBD no less than 28 days prior to the event.

- F. The ADAF can accept travel information less than 28 days of the event, however the RBD member must have officially communicated to the ADAF no less than 28 days from the event that they would be submitting this late.
- G. Should the RBD member not submit this information 28 days or more in advance nor have consent from the ADAF less than 28 days in advance, the RBD member will still be expected to attend the event, but at their own travel cost.
- H. Any receipts for travel related expenses such as the purchase of a rental vehicle or toll road fees incurred must be turned into the ADAF no later than fourteen days after the last day of the related retreat or conference.
 - 2. Should an RBD member not turn in their receipts incurred from the aforementioned expenses then they will be responsible for paying for these expenses of their own accord.

Section 22

Compensation of Conference Guests

- A. COMPENSATION OF CONFERENCE GUESTS
- B. The official NBD representative to a regional leadership conference shall have his/her conference fees waived, provided three (3) weeks prior notice is given to the conference staff by the representative. The Regional Director and Regional Leadership Conference Chair will be the individuals responsible for granting fee waivers.
- C. The NACURH Corporate Office may also have conference fees waived for one individual if the Regional Director invites representatives from these National Offices to the regional leadership conference or business meeting.
- D. Only one conference chairperson for the regional business conference shall have his/her fees waived at the annual GLACURH conference. In the event that there are multiple chairpersons, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional leadership conference. Should the host school decide to cover these additional costs, it shall not be reflected in the conference budget and shall be solely the responsibility of the host school.
- E. Only one conference chairperson for the annual GLACURH conference shall have his/her fees waived at the annual regional business conference. In the event that there are multiple chairpersons, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional leadership conference. Should the host school decide to cover these additional costs, it shall not be reflected in the conference budget and shall be solely the responsibility of the host school.
- F. Only one conference chairperson for the annual GLACURH conference shall have his/her travel and registration fees compensated by the region for all regional retreats and the annual NACURH conference. In the event that there are multiple chairpersons, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional retreats and/or the annual NACURH conference. Should the host school decide to cover these additional costs, it shall not be reflected in the conference budget and shall be solely the responsibility of the

host school.

Section 23 The GLACURH Regional Board of Directors shall adopt a NO PAY NO PIN policy which is to include NRHH pins. This means that the pins ordered will not be shipped out until payment is received.

Section 24 **ADA Compliance Fund**

- A. A separate account (line item), titled “ADA Compliance Fund,” must be included in the Regional Budget for use in ADA Compliance needs during the GLACURH Regional Leadership Conference and the Regional Business Conference.
- B. The fund will be maintained by delegate add-on fees of \$6/delegate at the Regional Leadership Conference and \$7/delegate at the regional business conference until the fund is \$12,000 or over. If the fund falls below \$10,000, the delegate add-on fees will be reinstated under the discretion of the Regional Director, ADAF and Regional Advisor, until the fund again reaches \$12,000 or over.
- C. Conference staff may obtain money for use in ADA Compliance during the Regional Leadership Conference or the Regional Business Conference by submitting a proposal to the Regional Board of Directors. The Regional Board of Directors will then consider the request. A majority vote approval of the Regional Board of Directors is required for the conference staff to receive funding from the ADA Compliance Fund.

Section 25 **Technology Purchases**

- A. A separate account (sub-line item), titled “Technology Add-On Fee” must be included in the Regional Budget for use of technology purchases. This will be accounted for under the Conference Fees line-item.
 - 1. The fund will be maintained by delegate add-on fees of \$3/delegate at the Regional Leadership Conference and \$3/delegate at the regional business conference until the fund is \$2,000 or over. If the fund falls below \$1,500, the delegate add-on fees will be reinstated under the discretion of the Regional Director, ADAF and Regional Advisor, until the fund again reaches \$2,000 or over.
 - 2. These funds will be utilized in the purchase of the technology, represented and presented in the regional budget by the ADAF.
 - i. This includes the purchase of the regional conference website domain names as well as the regional website hosting costs

Section 26 **Guidebook**

- A. A flat delegate add-on fee will be assessed by the ADAF to the regional leadership conference budget for subscription to Guidebook. This amount is to be determined by the NACURH Associate for Finance and is presented by the ADAF within the budget proposals of the upcoming fiscal year prior to being assessed in the regional leadership conference budget.

Section 27 **Regional Scholarship Fund**

- A. In the event that the Regional Scholarship Fund reaches a balance of \$5,000.00 any monetary amount above this balance will be transferred to the Regional Vanguard Investment Account.
 - 1. In the event that the balance of the fund falls below \$5,000.00 any conference excess received by the region will be applied to this fund until it has reached its full balance.

TITLE 7

PHILANTHROPY

ARTICLE XIV

REGIONAL PHILANTHROPY

ARTICLE XIV

REGIONAL PHILANTHROPY

Section 1

Selection

- A. Through NCC suggestions, the Regional Board will bring information about philanthropies to the Regional Leadership Conference.
- B. The NCCs will vote upon accepting the philanthropy at the Regional Leadership Conference.
- C. The Regional Philanthropy will be selected every five years.

Section 2

Implementation

- A. The CO for Recognition and Service will be responsible for providing contact information for the philanthropy.
- B. The CO for Recognition and Service will be responsible for promoting the philanthropy through the regional newsletter.
- C. When a member school submits a check to the regional philanthropy, that dollar amount will be reported to the CO for Recognition and Service, so they can keep a record of contributions.
- D. The CO for Recognition and Service will report the total amount contributed at each Regional Business Conference.

TITLE 8

CONFERENCES & BUSINESS MEETINGS

ARTICLE XV

REGIONAL LEADERSHIP CONFERENCE

ARTICLE XVI

REGIONAL BUSINESS CONFERENCE

ARTICLE XVII

VIRTUAL BUSINESS MEETINGS

ARTICLE XVIII

REGIONAL LEADERSHIP CONFERENCE AND REGIONAL BUSINESS
CONFERENCE COMMITTEES

ARTICLE XIX

REGIONAL CONFERENCE WRAP- UP REPORTS

ARTICLE XV

REGIONAL LEADERSHIP CONFERENCE

Section 1

GLACURH shall hold a Regional Leadership Conference, to be held annually, between the second weekend in October and before the last weekend in November.

Section 2

Site Selection

- A. Any member school or combination of member schools within a close proximity and in good standing is eligible to bid for the Regional Leadership Conference.
- B. Schools interested in bidding for a GLACURH conference should contact the Director and the Conference Resource Consultant.
- C. Any school(s) bidding for the Regional Leadership Conference shall submit a letter of intent and their written bid by the deadline established by the CO for Recognition and Service in conjunction with the Regional Director.
- D. The Director will send a copy of the Conference Bid Format to the interested school and will offer any services that the Director has available to assist in bidding for the conference.
- E. Schools will be encouraged to send a preliminary copy of their bid to the Director as soon as possible prior to presentation of the bid in order for the Director to offer suggestions and critique.
- F. Any school(s) interested in hosting the following year's Regional Leadership Conference shall submit a written conference bid to the National Communications Coordinators and the Regional Board Members at the start of the Regional Leadership Conference.
- G. Conference bids for the following year's Regional Conference will be presented to the NCCs at the regional leadership conference.
 3. The selection procedure for conference hosts shall be the following: ten minute oral presentation, five minute question and answer period, five minute pro/con, and ten minute discussion over all candidates.
- K. Any school(s) bidding for the Regional Leadership Conference shall include in their bid the following: possible conference dates, a preliminary budget, projected conference costs for delegates, with a separate breakdown of conference staff costs and an estimated delegation capacity, and it is strongly advised that you consider including hosting the RBD for their fall retreat within the month of October.
- L. Schools bidding for the Regional Leadership Conference may add a line item to their proposed budget, which will incorporate the equivalent of 20 Conference staff members' conference fees. Conference fees shall consist of housing, meals and/or delegate fees if they apply.
- M. Any school(s) bidding for the Regional Leadership Conference must be able to host at least 400 Conference delegates/advisors and 20 Regional Board members and guests. Upon bidding, a school must project how it will accommodate the numbers required, and how many additional delegates it will be able to accommodate.
- N. Any school(s) bidding for the Regional Leadership Conference shall prepare an oral presentation to be given at the business meeting at the Regional Leadership Conference. All votes are to be by secret ballot.
- O. The Regional Leadership Conference site shall be determined by majority of

voting member schools in attendance at the Business Meeting where bids are presented.

- P. The NCCs will hear all bids and make a decision regarding the following year's conference site. The recipient will be announced at the Awards Banquet during the conference.
- Q. If a conference site is not determined, bids will be accepted until the time of the next scheduled business meeting, at which time a site will be selected.
 - 1. If a conference site is not determined by the next meeting, then, and only then, can a virtual business meeting be held to select a conference site.
- R. The Regional Leadership Conference may budget up to \$500 for Conference Staff development and recognition. This money may be budgeted by the Conference Staff to allow for staff retreats, workshops, and awards.

Section 3

Host School Responsibilities

- A. The host school(s) shall be responsible for selecting and presenting the following conference awards: Most Spirited Delegation, Top 10 Programs, Best School Display, and Best School Banner.
- B. The host school(s) shall present at the regional business conference, a final conference bid, including conference dates and conference costs.
- C. The host school(s) shall prepare a written conference wrap up report following guidelines set by the NACURH Conference Resource Consultant (CRC), as specified in the Conference Host Policy Book. This wrap up shall be presented to the CRC and the next host school within sixty (60) days of the close of the conference. All bills should be paid, accounts closed out, and the conference excess turned over to the Regional Director. GLACURH conference host schools who do not comply with the 60 day policy shall be declared "not in good standing" with NACURH, Inc. for the ensuing fiscal year or until the wrap up is complete.
- D. A conference summary report shall be presented to each NCC no later than the regional business conference immediately following the hosted conference.
- E. The host school(s) shall provide display space, as available, to vendors at the conference provided that this section does not violate policies of the host school.
 - 1. Display spaces must not be less than 6 ft. sq. and not more than 8 ft. sq. All spaces must be the same size.
 - 2. Vendors shall be permitted to purchase more than one display space.
 - 3. The cost per display space shall be set by the conference staff. The money collected for display spaces shall be put into the conference budget.
 - 4. The display space cost may be waived or reduced if the vendor provides other items or services to the conference, as negotiated by the conference chairperson(s).
- F. Alcohol and illicit drugs are nationally recognized as substances that may have a substantially negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to

promote positive growth. Illicit drugs can be lethal. Therefore, all events shall be designated “alcohol and drug free.” All delegates will be subject to alcohol/drug policies set forth by the host school. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Director, Regional Advisor, and the student’s school advisor. The host school(s) shall enforce a substance free conference policy as per the recommendations of the NACURH Board of Directors. Any delegate found using or in possession of alcohol or illegal drugs will be immediately expelled from the conference without refund. The delegates in question will be responsible for providing their own transportation and housing after expulsion. The incident will be reported to the proper authorities.

- G. Students with physical, cognitive, hearing, and/or visual disabilities shall be housed on accessible floors at all regional leadership conferences. If however, the host school does not have the facilities, the host school will work together with the student to fully accommodate the individual’s needs.
- H. Each individual attending a Regional Leadership Conference will be required to read and sign a disclaimer prior to officially being recognized as a delegate to the regional leadership conference.
- I. The Host School should make every reasonable effort to insure the conference staff, the host school and GLACURH have taken effective precautions to provide for the safety and security of conference delegates.
- J. The Regional Leadership Conference Chair(s) shall follow the listed responsibilities previously stated in this document.
- K. The host school(s) shall follow the guidelines as stated in the Host School Responsibilities’ set by NACURH.
- L. A host school, for the purpose of setting a delegate price, shall not exceed more than 500 delegates. In the event that there are more than 500 delegates at a conference and the conference has an excess, it shall turn the conference excess over to the GLACURH Regional Board of Directors within 60 days of the close of the GLACURH conference.
- M. The host school must provide the region with a final hotel drop date, one week prior to final confirmation requirements.

Section 4

Finances

- A. Fees will be established by the host school after consultation with the Regional Board of Directors.
- B. The host school, upon receiving the conference, may take a \$500.00 loan. The loan must be repaid by the start of the conference hosted.
- C. The host school must work into its annual conference budget a minimum \$12.00 per delegate add-on fee as a line item in the Regional Leadership Conference budget, not to be confused with a conference excess. (Refer to Host School Responsibilities’ Acknowledgment form.) The host school will pay the add-on fee to GLACURH the first day of the annual Regional Leadership Conference. The conference excess will be paid to the regional organization no later than sixty (60) days after the end of the conference.
- D. The Regional Leadership Conference break-even point for the conference budget shall be determined by averaging the last three (3) conference attendance levels, and multiplying this average by no more than 80%. The

- break-even point shall be used to set the registration cost for the conference.
- E. The conference host school shall waive registration fees for the following members of the GLACURH Regional Board: Director, Associate Director-Finance and Administration, Associate Director-NRHH, CO-RS, CO-MR, CO-T, CO-DE,, Regional Advisor, and one conference staff member of the next regional business conference. This is not to exceed thirteen people.
 - F. The conference host school shall waive the Regional Leadership Conference registration fees for a maximum of two National Board Members. The Regional Director and the Conference Chairperson(s) will be the individuals responsible for granting fee waivers to other individuals requisition waivers and should be notified as soon as possible regarding an individual's intent to attend the regional leadership conference. At least three weeks notification prior to the conference is required.
 - G. Variable costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference, and would like a refund of the money they paid to attend.
 - H. Variable costs are defined as any cost where the total cost may vary while the unit cost remains constant. Fixed costs are defined as any cost where total cost remains constant while the unit cost varies. Each expense will be denoted as variable or fixed. Fixed and variable costs may not be combined.
 - I. All conference excess money and financial receipts shall be turned over to the GLACURH Associate Director-Finance and Administration within 60 days of the end of the conference. Any bills that are discovered after this sixty day period must be paid by the host school. Any host school bidding for a GLACURH Conference must be made aware of this policy during the bidding process.
 - J. 50% of the conference excess shall be put in the operating budget of the region. The next 25% shall be put into the GLACURH Conference Scholarship Fund, and the remaining 25% is to be given to the host site of the next regional leadership conference in the form of a grant to be used as sponsorship to lower delegate cost.
 - K. In the event that the host school does not follow the Regional Leadership Conference monitoring policies, as defined in Section VII, sub-section VII of the NACURH Policy Book, the host school will be responsible for 100% of any debt incurred by the conference.
 - L. The conference host school will pick up the first \$500.00 of all conference debts; all remaining debts will be split by the region and the conference host school 50/50. The host school shall be thorough and responsible in preparing a sound budget. They must work closely with Housing and Residential Services, Food Services and any other services to ensure they have accurate and realistic figures.
 - M. Any school in attendance at the conference must pay all fees before they are allowed to receive registration packets and room keys.
 - N. The conference host school shall waive the regional leadership conference registration fees and provide single accommodations for one representative from all corporations endorsed by NACURH, Inc.
 - O. The conference host school shall waive the regional leadership conference registration fees for the Regional ART Coordinator.

- P. The conference host school shall waive conference registration fees for one housing official of a GLACURH/NACURH member school, not an advisor, to be determined by the Regional Board. This individual shall be designated as a consultant in residence during the conference and shall be requested to complete certain duties as determined by the Regional Board.
- Q. The conference host school shall waive conference registration fees for a representative from one school (non-active member or nonmember) in each state/province to be designated by the respective Coordinating Officer. A total of five conference registrations will be waived.
- R. The Associate Director-Finance and Administration of GLACURH will be responsible for monitoring the Conference Budget and working with the Conference Staff in budget management and planning. The Director will also be in consultation with the Conference Staff.
- S. The Conference finance chair will be required to submit a conference budget on the 15th of every month to the ADAF, Director, and the Regional Advisor for review.
- T. The conference staff will use the Regional Leadership Conference budget format. They may receive this format from the Associate Director of Finance and Administration.
- U. ADA COMPLIANCE
 - 1. The conference staff will submit a proposal for any needed funding from ADA Compliance fund for special delegate accommodations to the Regional Board of Directors before the start of the conference or business meeting. If approved by a majority of the Regional Board, the funding from the ADA Compliance fund can only be used for purposes that were submitted in that proposal.
 - 2. The conference staff will consult with the Regional Director, ADAF, and Regional Advisor to see if the Regional ADA add-on fee will need to be included in their budget.
- V. Bids and conferences must denote which currency conference fees are to be paid with.
- W. Host schools will work with the RBD to determine a day to base the exchange rate in the case of schools wishing to exchange their currency for the currency denoted in the budget.
- X. The host school will accept all payments in any currency as determined by the exchange rate.

Section 5

Host School Incentive

- A. Upon receipt of an acceptable, on time wrap-up report, GLACURH shall cover the host school's affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.
- B. Should a host school not follow Article XV, Section 4, Letters R and S of the GLACURH governing documents and/or Title XI, Article VIII, Section 1, Letter B of the NACURH Policy Book, the Regional Director, ADAF, and Advisor may determine to limit the amount or not grant the host school scholarship (upcoming year's affiliation dues paid by region).

Section 6

Conference Website

- A. The region should be the primary provider for the host site and the Coordinating Officer for Technology will maintain and update all information for the conference website.
- B. If the region hosts the website, information submitted to the CO-M by the conference staff should be updated to the website within a week.
- C. Upon receiving information for the website the CO-M will inform the conference staff that the information has been received and updated.
- D. If a school wishes to opt out of regional involvement with the website the following guidelines need to be implemented:
 - 1. The website should be up and running 6 months prior to the conference.
 - 2. Weekly communication between the conference representative and CO-M should be maintained
 - 3. Registration forms should be online and follow the Registration Form Template, which can be obtained from the GLACURH ADAF upon request.
 - 4. Program registration forms should be online and follow Program Form Template, which can be obtained from the GLACURH ADAF upon request.
 - 5. Contact information for conference committee and advisors
 - 6. Conference timeline
 - 7. Conference schedule
 - 8. Alcohol and Tobacco Waiver
 - 9. Liability Waiver
 - 10. Housing arrangements
 - 11. Dining arrangements
 - 12. Transportation arrangements
 - 13. Conference Lingo
 - 14. Spirit Guidelines
 - 15. Philanthropy information
 - 16. Host Site History
- E. If the Regional Board of Directors feels the host institution is not doing an adequate job of maintaining and following the above guidelines, the Coordinating Officer for Technology will take over and make sure the region stays informed by maintaining the website.

ARTICLE XVI REGIONAL BUSINESS CONFERENCE

Section 1 Site Selection

- A. GLACURH shall hold a Semi-Annual Business Meeting, to be held annually and named the regional business conference, between second weekend in February and the third weekend in March, following the guidelines set in the Constitution.
- B. Any member school or combination of member schools within a close proximity and in good standing are eligible to bid for the regional business conference.
- C. Any school(s) bidding for the Regional Business Conference shall submit a letter of intent and their written bid by the deadlines established by the CO for

- Bidding and Awards in conjunction with the Regional Director.
- D. Conference bids for the next regional business conference will be presented to the NCCs at the regional business conference.
 - 1. The selection procedure for conference hosts shall be the following: ten minute oral presentation, five minute question and answer period, five minute pro/con, and ten minute discussion over all candidates.
 - E. Any school(s) interested in hosting the following year's regional business conference shall submit a written bid to the National Communications Coordinators and the Regional Board Members at the start of the regional business conference.
 - F. Any school(s) bidding for the business meeting shall include in their bid the following: possible regional business conference dates, a preliminary budget, projected regional business conference costs for the delegates, with a separate breakdown of conference staff costs, and it is strongly advised that you consider including hosting the RBD for their Winter Retreat within the last two weeks of January and the first two weeks of February.
 - G. Any school(s) hosting the regional business conference will ensure the regional business conference, includes spaces for GLACURH-U programming and provide for a recognition banquet. The conference shall not have spirit aspects which include but are not limited to roll calls, banners, displays, or any spirit competitions except for Philanthropy drives.
 - H. Any school(s) bidding for the regional business conference must be able to accommodate for the GLACURH Regional Board, at least one National Communications Coordinator, one National Residence Hall Honorary representative, and one advisor from each GLACURH member school, plus bid teams.
 - I. Any school(s) bidding for the following year's regional business conference shall prepare an oral presentation to be given at the regional business conference.
 - J. The regional business conference site shall be determined by the majority of voting member schools in attendance at the business meeting when bids are presented. All votes are to be by secret ballot.
 - K. If a regional business conference site is not determined, bids will be accepted until the time of the next scheduled business meeting, at which time a site will be selected.
 - a. If a regional business conference site is not determined by the next meeting, then, and only then, can a virtual business meeting be held to select a regional business conference site.
 - L. The school selected to host the regional business conference shall sign and follow the guidelines as stated in the Host School Responsibilities' set by GLACURH.

Section 2

Host School Responsibilities

- A. Each individual attending the regional business conference will be required to read and sign a disclaimer prior to officially being recognized as a delegate to the regional business conference.
- B. The Host School should make every reasonable effort to insure the conference staff, the host school and GLACURH have taken effective

- precautions to provide for the safety and security of conference delegates.
- C. Alcohol and illicit drugs are nationally recognized as substances, which may have a substantially negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events shall be designated “alcohol and drug free.” All delegates will be subject to alcohol/drug policies set forth by the host school. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Director, Regional Advisor, and the student’s school advisor. The host school(s) shall enforce a substance free conference policy as per the recommendations of the NACURH Board of Directors. Any delegate found using or in possession of alcohol or illegal drugs will be immediately expelled from the conference without refund. The delegates in question will be responsible for providing their own transportation and housing after expulsion. The incident will be reported to the proper authorities.
 - D. Students with physical, cognitive, hearing, and/or visual disabilities shall be housed on accessible floors at all regional business conferences. If however, the host school does not have the facilities, the host school will work together with the student to fully accommodate the individual’s needs.
 - E. The Conference Chairperson(s) will primarily communicate on a regular basis with the Director to discuss problems, concerns, questions, and progress of the conference planning.

Section 3

Finances

- A. The host school will establish fees after consultation with the Regional Board of Directors.
- B. The regional business conference host school shall waive registration fees for the following members of the regional board: Director, Associate Director-Finance and Administration, Associate Director-NRHH, CODE, COM, COMR, CORS , Regional Advisor, and one conference staff member for the GLACURH Regional Leadership Conference. This is not to exceed thirteen people.
- C. The host school must work into its regional business conference budget a minimum \$6.00 per delegate add-on fee as a line item in the regional business conference budget, not to be confused with a conference excess. (Refer to Host School Responsibilities’ Acknowledgment form.) The host school will pay the add-on fee to GLACURH the first day of the Regional Business Conference. The conference excess will be paid to the regional organization no later than sixty (60) days after the end of the conference.
- D. The regional business conference host school shall waive the conference registration fees and provide accommodations for one representative from all corporations endorsed by NACURH, Inc.
- E. The regional business conference host school shall waive the conference registration fees for a maximum of two National Board members.
- F. The regional business conference host school shall waive the conference registration fees for the Regional ART Coordinator
- G. Variable costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for

delegates who do not attend the conference, and would like a refund of the money they paid to attend.

- H. Variable costs are defined as any cost where the total cost may vary while the unit cost remains constant. Fixed costs are defined as any cost where total cost remains constant while the unit costs varies. Each expense will be denoted as variable or fixed. Fixes and variable costs may not be combined.
- I. The finances of the regional business conferences must be concluded within sixty (60) days of the end of the conference. Any bills that are discovered after this sixty day period must be paid by the host school. Any host school bidding for a Regional Business Conference must be made aware of this policy during the bidding process.
- J. All conference excess money and financial receipts shall be turned over to the GLACURH Director within sixty (60) days of the end of the business meeting.
- K. 50% of the conference excess shall be put in the operating budget of the region. The next 25% shall be put into the GLACURH Conference Scholarship Fund, and the remaining 25% is to be given to the host site of the next business meeting in the form of a grant to be used as sponsorship to lower delegate cost.
- L. The regional business conference host school will pick up the first \$250.00 of all conference debts; all remaining debts will be split by the region and the regional business conference host school 50/50.
- M. Any school in attendance at the regional business conference must pay all fees before they are allowed to receive registration packets and room keys.
- N. The Associate Director-Finance and Administration of GLACURH will be responsible for monitoring the conference budget and working with the conference staff in budget management and planning. The Director will also be in consultation with the conference staff.
- O. The regional business conference finance chair will be required to submit a conference budget on the 15th of every month to the ADAF, Director, and the Advisor for review.
- P. The Conference staff will use the Regional Business Conference budget format. They may receive this format from the Associate Director of Finance and Administration.
- Q. ADA COMPLIANCE
 - 1. The conference staff will submit a proposal for any needed funding from ADA Compliance fund for special delegate accommodations to the Regional Board of Directors before the start of the conference or business meeting. If approved by a majority of the Regional Board, the funding from the ADA Compliance fund can only be used for purposes that were submitted in that proposal.
 - 2. The conference staff will consult with the Regional Director, ADAF, and Regional Advisor to see if the Regional ADA add-on fee will need to be included in their budget.
- R. Bids and conferences must denote which currency conference fees are to be paid with.
- S. Host schools will work with the RBD to determine a day to base the exchange rate in the case of schools wishing to exchange their currency for the currency denoted in the budget.

- T. The host school will accept all payments in any currency as determined by the exchange rate.
- U. The host school(s) shall prepare a written conference wrap up report following guidelines set by the NACURH Policy Book. This wrap up shall be presented to the CRC and the next host school within sixty (60) days of the close of the conference. All bills should be paid, accounts closed out, and the conference excess turned over to the Regional Director. GLACURH regional business conference host schools who do not comply with the 60 day policy shall be declared “not in good standing” with NACURH, Inc. for the ensuing fiscal year or until the wrap up is complete.

Section 4 Host School Incentive

- A. Upon receipt of an acceptable, on time wrap-up report, GLACURH shall cover the host school’s affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.
- B. Should a host school not follow Article XVI, Section 3, Letters N and O of the GLACURH governing documents and/or Title XI, Article VII, Section 1, Letter B of the NACURH Policy Book, the Regional Director, ADAF, and Advisor may determine to limit the amount of nor grant the host school scholarship (upcoming year’s affiliation dues paid by the region).

Section 5 Conference Website

- A. The region should be the primary provider for the host site and the Coordinating Officer for Technology will maintain and update all information for the conference website.
- B. If the region hosts the website, information submitted to the CO-M by the conference staff should be updated to the website within a week.
- C. Upon receiving information for the website the CO-M will inform the conference staff that the information has been received and updated.
- D. If a school wishes to opt out of regional involvement with the website the following guidelines need to be implemented:
 - 1. The website should be up and running 6 months prior to the conference.
 - 2. Weekly communication between the conference representative and CO-M should be maintained
 - 3. Registration forms should be online and follow the Registration Form Template which can be obtained from the GLACURH ADAF upon request.
 - 4. Program registration forms should be online and follow Program Form Template which can be obtained from the GLACURH ADAF upon request.
 - 5. Contact information for conference committee and advisors
 - 6. Conference timeline
 - 7. Conference schedule
 - 8. Alcohol and Tobacco Waiver
 - 9. Liability Waiver
 - 10. Housing arrangements
 - 11. Dining arrangements

- 12. Transportation arrangements
 - 13. Conference Lingo
 - 14. Spirit Guidelines
 - 15. Philanthropy information
 - 16. Host Site History
- E. If the Regional Board of Directors feels the host institution is not doing an adequate job of maintaining and following the above guidelines, the Coordinating Officer for Technology will take over and make sure the region stays informed by maintaining the website.

ARTICLE XVII VIRTUAL BUSINESS MEETINGS

Section 1

- A. Virtual business meetings shall be conducted using Zoom virtual conferencing.
- B. While in session, minutes shall be taken by the ADAF.
- C. Virtual business meetings shall follow parliamentary authority of the organization.
- D. At the start of the Virtual business meeting, roll shall be called to establish Quorum.
 - 1. Quorum must be met to start business and institutions must be present in the Virtual business meeting to vote.
- E. Members who leave the chat after roll has been called shall be counted as abstentions but shall not count towards the requirements for Quorum.
- F. Legislation and bids shall be posted to the regional website in advance for NCCs and NRHH-CCs to view.
- G. Voting shall be conducted in a manner as prescribed by the Regional Director.
- H. The Director shall announce the results immediately following the vote.

ARTICLE XVIII REGIONAL LEADERSHIP CONFERENCE AND REGIONAL BUSINESS CONFERENCE COMMITTEE

Section 1

Regional Leadership Conference Committee

- A. The Regional Director and Regional Advisor will begin the search for a neutral host site and conference committee if a conference host site has not been secured at the Virtual Business Meeting following the regional business conference.
- B. The Regional Director and Regional Advisor will conduct an application process to select the Conference Chair.
 - 1. The Regional Board of Directors will vote to confirm the appointment.
- C. The Regional Director, Regional Advisor, and Conference Chair will conduct an application process to select the Conference Advisor.
- D. The Associate Director for Administration and Finance shall create a conference budget that will be maintained by the Conference Finance Chair and closely reviewed by the ADAF, Regional Advisor, and Conference Advisor.
- E. The Regional Director and Regional Advisor will conduct a search for a neutral host-site within the region.
- F. The Regional Director and Regional Advisor will receive proposals and conduct site visits to select the host site.

- G. The Conference Chair and Conference Advisor will assemble the conference committee. The Committee shall be made up of the following:
 - 1. Conference Chair
 - 2. Conference Advisor
 - 3. Two Coordinating Officers from the Regional Board of Directors
 - 4. 6-8 Students from the Conference Chair's host institution
 - 5. More students may be allowed at the discretion of the Conference Chair, and Conference Advisor.
- H. The Conference Chair, Conference Advisor, and Conference Committee will be responsible for adhering to the responsibilities outlined in Article XV of the Governing Document where relevant and applicable.

Section 2

Regional Business Conference Committee

- A. The Regional Director and Regional Advisor will begin the search for a neutral host site and a regional business conference committee if a regional business conference host site has not been secured at a Virtual Business Meeting following NACURH by the month of September.
- B. The Regional Director and Regional Advisor will conduct an application process to select the Conference Chair.
 - 1. The Regional Board of Directors will vote to confirm the appointment.
- C. The Regional Director, Regional Advisor, and Conference Chair will conduct an application process to select the Conference Advisor.
- D. The Associate Director for Administration and Finance shall create a conference budget that will be maintained by the regional business conference Finance Chair and closely reviewed by the ADAF, Regional Advisor, and the regional business conference Advisor.
- E. The Regional Director and Regional Advisor will conduct a search for a neutral host-site within the region.
 - 1. The Regional Director and Regional Advisor will receive proposals and conduct site visits to select the host site.
- F. The Regional Business Conference Chair and the Regional Business Conference Advisor will assemble the conference committee. The Committee shall be made up of the following:
 - 1. Regional Business Conference Chair
 - 2. Regional Business Conference Advisor
 - 3. One Coordinating Officers from the Regional Board of Directors
 - 4. 3-5 Students from the Regional Business Conference Chair's host institution
 - 5. More students may be allowed at the discretion of the Regional Business Conference Chair, and the Regional Business Conference Advisor.
- G. The Regional Business Conference Chair, the Regional Business Conference Advisor, and the Regional Business Conference Committee will be responsible for adhering to the responsibilities outlined in Article XV of the Governing Document where relevant and applicable.

Section 1

- A. Wrap-Up Report Contents
- B. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty days (60) following the end of the conference. The final wrap up report should contain the following information in order:
 1. Introductory letter of the report by the Chairperson(s)
 2. Table of Contents, with page numbers
 3. Conference Schedule
 4. Total number of delegates in attendance, further broken down by number of delegates per school
 5. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
 6. Awards presented at the conference;
 7. Financial ledger, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances
 8. Finalized version of closed out conference budget
 9. Conference Chairperson's report, including an overview of NACURH POLICY BOOK | 117 each committee, the channel of authority, staff policies, etc.;
 - j. Conference Staff planning schedule, broken down day-today by committee, with their tasks and responsibilities
 10. Committee Chairperson's Job Reports with the following format:
 - a. General statement of committee responsibilities
 - b. Description of committee activities
 - i. Number of people on the committee or in positions
 - ii. Timeline of activities, month by month, as accomplished
 - iii. Problems with timeline
 - iv. Communications problems that hindered the committee's purpose
 - v. An outline of successful procedures in organizing the committee and the activity
 - c. Description of Conference Responsibilities
 - i. What happened to the conference
 - ii. What activities the committee planned that occurred
 - iii. A listing of critical reminders for the future planners
 - d. Recommendation for the future
 - i. Suggested solutions to timeline problems
 - ii. Suggested solutions to conference responsibility problems
 - iii. Evaluate your own participation level, with suggestions for better time utilization
 - iv. An outline of ideas considered but not utilized
 - e. Forms or form letters used
 - i. A blank Conference Evaluation and final conference evaluation results tabulated.
- C. The final copy of the wrap-up report should be turned into the Regional Director, Associate Director for Administration and Finance, and Associate Director of NRHH. Once the report is approved by the Regional Director a

copy will be forwarded to following NACURH officers/entities:

1. Regional Advisor
2. NACURH Conference Resource Consultant
3. NACURH Associate for Administration
4. NACURH Corporate Office
5. Next host of the corresponding conference

Section 2

Conference Wrap - Up Report Distribution

- A. All conference wrap-up reports shall be posted to the Wrap-Up Report Archive housed on the regional website three years after the close of the conference.
- B. Any member institution or individual may request a copy any wrap-up report from the Regional Director prior to the three year withholding period's completion, with due cause. (i.e. an interest in hosting a conference)

TITLE 9

REGIONAL BIDDING & AWARDS

ARTICLE XX

BIDDING AND AWARDS GENERAL POLICIES

ARTICLE XXI

REGIONAL LEADERSHIP CONFERENCE BIDS & AWARDS

ARTICLE XXII

REGIONAL BUSINESS CONFERENCE BIDS & AWARDS

ARTICLE XXIII

REGIONAL PINS

Section 1

General Policies

- A. All awards are optional and shall be given at the Director's/Regional Board of Directors' discretion.
- B. Eligibility
 1. All currently serving RBD members are not eligible for the Student of the Year Award, President of the Year Award, Distinguished Service Award, and On Campus Marketing NCC of the Year Award and Advisor of the Year Award for the term they are serving. In the case where a vacancy of a normally elected officer is appointed, that person shall also be ineligible.
 2. RBD members cannot write award bids at/for their host schools.
 3. Individuals bidding for awards must be from a member school in good standing.
 4. Schools bidding for awards must be member schools in good standing.
 5. Each member school is allowed to submit one bid per award.
 6. Only year specific information will be considered with the exception of Distinguished Service Award and the Hallenbeck Service Award.
- C. Award Formatting and Submission
 1. Bids will be submitted online in PDF format. The Regional Director will confirm any received bids immediately upon receiving it.
 2. Any school interested bidding for an award presented at the Regional Leadership Conference shall submit a written bid to the CO for Recognition and Service by the date assigned. Awards that shall be given at the Regional Leadership Conference include:
 - a. School of the Year Award
 - b. Program of the Year Award
 - c. Commitment to Diversity Award
 - d. Commitment to Philanthropy Award
 - e. Student of the Year Award
 - f. President of the Year Award
 - g. Advisor of the Year Award
 - h. Hallenbeck Service Award
 - i. Distinguished Service Award
 - j. The GLACURH 4-Year Service Award
 - k. Student Staff Member of the Year Award
 - l. Outstanding Advocacy Initiative Award
 3. Any school interested bidding for in an award presented at the regional business conference shall submit a written bid to the CO for Recognition and Service by the assigned date. Bids presented at the regional business conference include:
 - a. RHA Building Block of the Year Award
 - b. On Campus Marketing NCC of the Year Award
 - c. First Year Student Award
 - d. The GLACURH 4-Year Service Award
 4. The Coordinating Officer for Bidding and Awards shall establish the time of day which letters of intents and final bids will be due, which

- shall be posted in Central Standard/Daylight Time (CST/CDT)
5. Any award bid that goes over the maximum amount of page numbers allowed, unless otherwise stated, will have its pages removed in order, starting from the back, until the bid has reached the appropriate length. The pages removed will not be considered in any part of voting for the award that was bid for.
 - a. A page is defined as a side with print that is 8.5" x 11".
 - b. All bids shall contain page numbers including letters of support with the exception of covers and title page.
 - c. Covers and title page must include the award name, nominee name, institution, the conference it is presented and the institution the conference is hosted at.
 - d. Dividers, appendices, letters of recommendation, etc. are included in the page count.
 - e. Letter(s) of support must be included in all bids.
 - f. Bids must use at least a 10–12 type font.
 - g. All bids must include a table of contents including page numbers.
 - h. All content not created by the bidding school must be accompanied by proper citation on a citation page at the end of the award bid which shall not be counted in the page limit. All citations will be in MLA format.
 - i. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
 6. Bids must be posted or sent in a manner that all appropriate people can access it at least one week prior to the conference/meeting at which it will be decided.
 7. Bid titles must contain the following in this order: institution name, award title, and conference name and respective year. (E.g. GLACURHUniversity_AOTY_GLACURH2013; E.g. GLACURHUniversity_ART–_NOFRILLS2014). If an individual is bidding for a position on the Regional Board, the following format will be used: last name, position title, conference name, and respective year. (E.g. Smith_CO-RS_NoFrills2014). Bids submitted without the formal title will not be disqualified. The institution bidding will be notified of any changes made to the formal title.

The following table displays designated file names for bids submitted at the regional leadership conference.

Bid Category	File Name
Advisor of the Year	AOTY
Commitment to Diversity	CTD
Commitment to Philanthropy	CTP
Distinguished Service Award	DSA
GLACURH Advisor positional bid	Advisor
GLACURH Regional Leadership Conference bid	GLACURH RLC

Hallenbeck Service	HSA
NRHH Outstanding Chapter of the Year	NRHH-OC
NRHH Outstanding Member of the Year	NRHH-OM
President of the Year	President
Program of the Year	POY
School of the Year	School
Student of the Year	Student
Student Staff Member of the Year	Staff
Outstanding Advocacy Initiative	Advocacy

The following table displays designated file names for bids submitted at the regional business conference.

Bid Category	File Name
ART Coordinator positional bid	ART
Associate Director for Administration and Finance positional bid	ADAF
Associate Director- NRHH positional bid	ADNRHH
Director Positional Bid	Director
First Year Experience	FYE
NCC of the Year	NCC-OTY
GLACURH Regional Business Conference Bid	GLACURH RBC
NRHH Building Block of the Year	NRHH-BB
NRHH-CC of the Year	NRHH-CC
NRHH President of the Year	NRHH-PRES
RHA Building Block of the Year	RHA-BB
CO for Recognition & Services	CO-RS
CO for Membership & Recruitment	CO-MR
CO for Marketing	CO-M
CO for Development & Education	CO-DE

8. Final bids must be submitted on the date specified by the Coordinating Officer for Bidding and Awards. The Regional Board of Directors will review the bids and within 72 hours, the institution will receive feedback regarding the constitutionality of the bid submitted. The institution will have no more than 48 hours to make the necessary changes and resubmit. If the deadline for constitutional changes is not met, the bid will be disqualified.

D. Award Distribution

1. The GLACURH Region is to purchase and pay for the following awards: School of the Year, RHA Building Block of the Year, Program of the Year, Advisor of the Year, Student of the Year, President of the Year Award, First Year Student, Commitment to Diversity, NRHH Outstanding Chapter, NRHH Building Block, and NRHH Outstanding Member awards. On Campus Marketing is to purchase and pay for the NCC of the Year and Distinguished Service awards.
2. All award recipients selected at the Regional Leadership Conference will receive their plaques at the closing banquet of the Regional Leadership Conference at which they were selected. All award recipients selected at the regional business conference will receive

their plaques at the regional business conference at which they were selected.

3. These and other awards may be presented by the Director and the Director's designee.
4. If no bids are submitted an award, there will not be a recipient for that award for that year.
5. Winners chosen at the Regional Leadership Conference and the regional business conference shall serve as the regional representative for the NACURH award in that particular category. In the event a school or individual becomes ineligible to bid for a NACURH of the Year award after being selected as the regional winner, the GLACURH Director shall have the authority to conduct a process which allows for the fair selection of a regional nominee for NACURH. All member schools shall be informed of this process.

ARTICLE XI REGIONAL LEADERSHIP CONFERENCE BIDS & AWARDS

Section 1 School of the Year Award

- A. The School of the Year Award is the highest honor a GLACURH member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels.
- B. Bids may not be more than 30 pages.
- C. Bids for School of the Year shall include the following:
 1. Institutional Description
 2. Governmental Description
 3. Program Description
 4. Policies Description
 5. Facilities Description
 6. Campus Involvement
 7. Regional Involvement
 8. National Involvement
 9. Addendum(s).
- D. Requirements for Selection
 1. Campus Level (45%)
 - a. Structure and organization of residence hall government
 - b. Goals and programs accomplished (emphasis on new programs and organizational growth)
 - c. Perceived student benefits from the residence hall government
 - d. Community service
 - e. Addressing challenging issues
 - f. Other residence hall groups
 - g. Communication of regional and national information to the RHA, residence life staff and administration budget.
 2. Regional Level (25%)
 - a. Representation at regional leadership conferences
 - b. Communication with regional member schools
 - c. Involvement in regional projects

- d. Bids for regional awards
 - e. Number of regional OTMs submitted/winners
 - f. Communication with regional officers
 - g. Representation at regional business conference
 - h. State/province involvement
 - i. Hosting a regional officer or conference
3. National Level (25%)
- a. NACURH Corporate Office requests
 - b. NRHH Chapter
 - c. Representation at national conferences
 - d. Representation at national business meeting
 - e. Number of national OTM recipients
 - f. NACURH Corporate Office report
 - g. Bids for national awards (POY, etc.)
 - h. Communication with member schools
 - i. Communication with national officers
 - j. Payment of dues
 - k. Intangibles; spirit and involvement of students
 - l. Hosting national office/national officer/national conference
4. Miscellaneous (5%)
- a. Letters of support
 - b. Adherence to format
 - c. Appearance/neatness
 - d. Conciseness
- E. The School of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past regional year.
- F. Selection Process:
- 1. Bids will be presented in a written format with a ten minute formal oral presentation. Only a ten minute question/answer period will follow the presentation.
 - 2. The Regional Board shall be responsible for choosing six finalists for School of the Year.
 - 3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH-CCs are able to view it. Finalist's bids will also be posted for download prior to the conference.
 - 4. The selection process shall consist of a ten minute formal oral presentation per school, a ten minute pro/con session per school and a ten minute discussion period and shall be conducted at the Regional Leadership Conference business meeting. Recipients of the School of the Year award shall be determined by a majority of voting member schools in attendance at the business meeting at which the bids are presented. All votes will be by secret ballot.
- G. The award consists of a plaque to be retained by the winning schools.

Section 2

Program of the Year Award

- A. Program of the Year, named after Daniel Siler, a beneficial contributor to NACURH and an excellent programmer who's programs were consistently

winners of Top Program Awards; NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year (POY) Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists in student programming.

- B. Bids may not be more than 20 pages.
- C. Bids for Program of the Year shall include the following:
 - 1. Schedule of events
 - 2. Basic organization
 - 3. Line item budget
 - 4. Funding sources
 - 5. Goals
 - 6. Positive effects
 - 7. Evaluation
 - 8. Addendum(s).
- D. Requirements for Selection:
 - 1. Relatedness to Residence Hall Students:
 - a. For who is the program designed?
 - b. How does it relate to residence hall settings?
 - c. Is it practical and applicable to other residence hall settings?
 - d. What were the goals of the program?
 - 2. Proven Effectiveness:
 - a. How successful was the implemented program?
 - b. How was the evaluation of the program or concept carried out?
 - c. How was the program marketed?
 - 3. Creativity and Uniqueness:
 - a. How new is the concept of the program in dealing with general residence hall programming?
 - b. How unique is the program in presentation style--new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
 - c. How were program costs met?
 - d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
 - 4. Level of Student Input and Involvement:
 - a. Was the program conceived by students?
 - b. How many students were involved in the actual planning and implementation of the program?
 - c. Who benefited from the program?
 - 5. Presentation of the Information:
 - a. Correct grammar and spelling, neat, concise, clear and readable?
 - b. What are the strategies for presenting this program at ACUHO-I? To NACURH?
- E. Selection Process:
 - 1. The Regional Board shall be responsible for choosing two finalists for Program of the Year.
 - 2. Finalists for Program of the Year shall prepare a ten-minute oral

presentation to be given at a meeting of the Regional Board of Directors during the Regional Leadership Conference followed by a ten-minute question and answer period.

3. Program Presentation at GLACURH Conference suggestions:
 - a. What were the goals of the program? And how were these met?
 - b. Did students plan the program? Are students presenting the program?
 - c. Why was this program important to the campus? Did it solve any problems on the campus level?
 - d. How did this program relate to the campus population? Other campus populations?
 - e. How many students did this program impact?
 - f. What was the cost of the program?
 - g. How can this program be adapted to other campuses?
 - h. How chronological is the information being presented?
 - i. Is there audience participation/interaction in the presentation?
 - j. Was the program presented in a professional manner?
 - k. Creativity of presentation: costumes, design of presentation, handouts.
 4. The GLACURH Program of the Year shall be determined by majority of the voting members of the Regional Board, by a secret ballot vote.
- F. The award consists of a plaque to be retained by the winning school.

Section 3

Commitment to Diversity Award

- A. This award is given to a school, which shows a yearlong commitment to awareness and education of diversity issues.
- B. Bids may be no longer than 30 pages.
- C. Bids for Commitment to Diversity must include the following:
 1. Relativity to the diversity on the campus.
 - a. Perspective on and approach to diversity and diversity issues.
 - b. Goals and plans related to diversity and diversity issues.
 - c. Active response, including programming, to diversity and diversity issues.
 2. Introductory statement.
 3. A Statement of Diversity
 - a. Your campus' perspective on diversity (may include a campus need's assessment on diversity).
 - b. Diversity of your campus community
 - c. Your campus' approach to its diversity and to diversity issues.
 4. Program evaluations
 - a. Five programs
 - b. Evaluations should not exceed two pages each
 - i. Target population
 - ii. Approximate number of participants
 - iii. Number of people needed to organize
 - iv. Cost of program
 - v. Goals of the program
 - vi. Brief description of the program

- vii. Effects of the program
 - viii. Other pertinent information
 - 5. Programming resource list
 - 6. Letters of support (maximum of four)
- D. Selection Process:
 - 1. Recipients will be selected during the regional leadership conference by a committee, chaired by the Associate Director of NRHH, comprised of NCCs, NRHH-CCs, and others as deemed necessary by the chair.
- E. The award consists of a plaque to be retained by the winning school.

Section 4 Commitment to Philanthropy Award

- A. This award is given to a member school which shows a yearlong commitment to the regional philanthropy and other school and community philanthropies.
- B. Philanthropy is defined as monetary, clothing, food, or other tangible donations given to the five year GLACURH philanthropy and/or other charity or not for profit organizations.
- C. Bids may be no more than 20 pages.
- D. Bids for Commitment to Philanthropy must include the following:
 - 1. Introductory Statement
 - 2. A Statement of Philanthropy
 - a. Your campus' perspective on philanthropy.
 - b. Your campus' approach to philanthropy.
 - 3. GLACURH Philanthropy
 - a. Your schools efforts of developing new and creative ways of promoting and implementing Philanthropy.
 - b. Description of Programs
 - 4. Other Philanthropies
 - a. Your schools efforts of developing new and creative ways of promoting and implementing Philanthropy.
 - b. Description of Programs
 - 5. Letters of Recommendation (Maximum of 4)
- E. Selection Process:
 - 1. Recipients will be selected at the Regional Leadership Conference by a committee, chaired by the Associate Director of Finance and Administration. The committee will be compromised of NCCs, NRHH CCs, and others as deemed necessary by the chair. One NCC and one NRHH CC will be chosen from each state and will have been chosen through an application process by their respective CO.
 - 2. Schools bidding for this award are not eligible to be on the committee.
- F. The award consists of a plaque to be retained by the winning school.

Section 5 Student of the Year Award

- A. This award recognizes outstanding service to GLACURH by an individual who has been directly affiliated with the organization.
- B. The nominee may not have been an NCC in the past year.
- C. Bids may be no longer than 8 pages.
- D. Bids for Student of the Year shall include the following:
 - 1. Award shall be judged based on the time period 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.
 - 2. Service to RHA, campus, state/province, region, and nation. There is no weight to any of these criteria.
 - 3. Recognition through awards: campus, state/province, regional, and national activities.
 - 4. Participation in campus, state/province, regional, and national services.
 - 5. Participation in conferences: spirit and attendance and participation in meetings and programs.
 - 6. Proof of good standing at the student's host institution
 - a. Good standing can be included in the forms of inclusion in a letter of support from university faculty/staff, or an image of proof.
- E. Selection Process:
 - 1. Recipients will be selected by the RBD voting members
 - 2. The Regional Board shall be responsible for choosing 2 finalists for the Student of the Year award.
 - 3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH CCs are able to view it. Finalists' bids will be posted for download prior to the conference.
 - 4. The recipient will represent GLACURH in the national selection at NACURH.
- F. The award consists of a plaque to be retained by the winning school.

Section 6

President of the Year Award

- A. The President of the Year Award recognizes the outstanding service of a residential housing organization President at an affiliated school who has had a direct positive impact on their school, region and NACURH.
- B. Bids may be no longer than eight (8) pages.
- C. Requirements for Selection
 - 1. Service to affiliated residential housing organization by exhibiting: delegation, communication, goal-setting, execution of goals, connection with his/her board and the residential housing community, leadership, motivation and enthusiasm, success or growth of the organization, and creativity.
 - 2. Recognition through awards: campus, regional, and NACURH services.
 - 3. Participation in campus, regional and NACURH services.
 - 4. Participation in conferences: spirit and attendance, and participation in meetings and programs.
 - 5. Recipient of the President of the Year Award must have completed or currently completing a term of office as President of a residential housing organization as prescribed by their organization's governing body.
- D. Selection Process
 - 1. Recipients will be selected by RBD Voting Members
 - 2. The Regional Board shall be responsible for choosing 2 finalists for the

- President of the Year Award
3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH CCs are able to view it. Finalists' bids will be posted for download prior to the conference.
 4. The recipient shall be GLACURH's nominee for the NACURH President of the Year Award.
- E. The award consists of a plaque to be retained by the winning school.

Section 7

Advisor of the Year Award

- A. The Advisor of the Year Award recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising role to their university community and their residence life community.
- B. Nominees for the Advisor of the Year award must be a RHA Advisor, or other residence life advising position on their campus including:
 1. Professional Staff
 2. Graduate Students
- C. Bids will be no longer than 8 pages.
- D. Requirements for Selection:
 1. Current job description
 2. Current and past involvement on all levels - school, state/province, region, nation (One Page of past involvement is allowed. All other information must be year specific)
 3. All listed involvements must contain dates that will distinguish past involvements from current involvements throughout the bid.
 4. Minimum of two (2) letters of support from the following:
 - a. A student they supervise and/or advise;
 - b. A colleague.
- E. Other suggestions for the bid include, but are not limited to:
 1. Campus, state, regional and national involvement (i.e. Regional Board, conference staff, etc.)
 2. Recognition received through awards
 3. Participation in conferences: attendance, presenting programs, etc.
- F. Selection Process:
 1. This award will be voted on by the Regional Board voting member at the Regional Board of Directors' Fall Retreat each year.
 2. The Regional Board shall be responsible for choosing 2 finalists for the Advisor of the Year award
 3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH CCs are able to view it. Finalist's bids will also be posted for download prior to the conference.
 4. The Regional Award Recipient will represent GLACURH in the national selection for the Advisor of the Year Award at the National Conference.

Section 8

Hallenbeck Service Award

- A. The Hallenbeck Service Award was named after Dr. Dan Hallenbeck, former NACURH Advisor, and is intended to recognize outstanding and continuous

- service to NACURH of a full-time housing or student affairs professional.
- B. The award recognizes those full-time housing or student affairs professionals who have continuously provided outstanding service to their colleges/universities community and within the Residence Life community.
- C. Bids may be no longer than 16 pages.
- D. Requirement for Selection:
 1. Current job description
 2. Current and past involvement on all levels, school, state/province, regional and national levels
 3. Letters of support.
- E. Other suggestions for the Bid include, but are not limited to:
 1. Campus, state, regional and national involvement (i.e. Regional Board, conference staff, etc.)
 2. Recognition received through awards: campus, state, regional, and national
 3. Participation in conferences: attendance, presenting programs, etc.
 4. Success in advising their student group.
- F. Selection Process
 1. The award will be voted on by the Regional Board of Directors voting members at the Regional Board of Directors' Fall Retreat.
 2. The Regional Board shall be responsible for choosing 2 finalists for the Hallenbeck Service Award.
 3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH CCs are able to view it. Finalists' bids will also be posted for download prior to the conference.
 4. The Regional Award Recipient will represent GLACURH in the national selection for the Hallenbeck Service Award at the National Conference.

Section 9

Student Staff Member of the Year Award

- A. This award recognizes the dedication to GLACURH by an individual while serving as a student staff member. Staff member positions include but are not limited to: Resident Advisor/Assistants, Community Assistants, Desk Managers, and Apartment RAs
- B. This nominee may not have been an NCC in the past year.
- C. Bids may be no longer than 4 pages
- D. Bids for Student Staff Member of the Year shall include the following:
- E. Award shall be judged based on the time period from 12 p.m. of the Saturday of the previous year's Regional Business Conference to 12 p.m. of the current year's Regional Business Conference.
 - Service and dedication to RHA/NRHH, campus, state/providence, region, and nation.
 - 1. Recognition through awards: campus, state/province, regional, and national services.
 - 2. Brief summary of job description and responsibilities
 - 3. Examples of going above and beyond their job requirements
 - 4. How has this individual impacted their residents?
 - 5. How has this individual impacted their community and residence life

department as a whole?

6. At least one letter of support from a supervisor.

F. Selection Process:

1. The recipient of this award shall be selected by the RBD voting members.
2. The Regional Board shall be responsible for choosing 2 finalists for the Student Staff Member of the Year award.
3. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all NCCs and NRHH CCs are able to view it. Finalists' bids will be posted for download prior to the conference.

G. The award consists of a plaque to be retained by the winning school.

Section 10

Outstanding Advocacy Initiative Award

- A. This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community wide level.
- B. The bid shall be no more than twenty (20) pages in length
- C. Bids for Outstanding Advocacy Initiative Award must include the following criteria
 1. Introduction
 - a. Campus and organization needs and characteristics relevant to the area of advocacy
 - b. Origin of advocacy initiative
 - c. Method of identifying the area of advocacy for this initiative
 - d. Organization's approach to and support of the advocacy effort
 - e. Level of student involvement in the advocacy initiative
 2. Goals
 - a. Organization goals for the initiative
 - b. Level of student involvement in goal creation
 - c. Measurable results of goal achievement.
 - d. Goals not achieved by the advocacy initiative
 3. Implementation
 - a. Step-by-step process for the execution of this initiative.
 - b. Detailed timeline of the initiative
 - c. Initiative budget requirements and uses
 - d. Level of student, group and professional involvement in initiative implementation
 - e. Degree to which advocacy efforts met the needs of the student population
 4. Evaluation
 - a) Evaluation methods tool
 - b) Successes and failures of the initiative

- c) Level of student participation in the initiative
 - d) Short and long term impact of the advocacy initiative and campus
 - e) Publicity and notoriety received from the initiative
 - e. Conclusion
 - f. Organizational achievement and growth as a result of the initiative
 - g. Suggestions for improvement in future initiatives
 - h. Suggestions for implementing similar initiatives at different institutions.
- D. Selection for this award will take place during GLACURH's Boardroom by the regions NCC at the GLACURH Conference.
 - E. Recipients of this award will be GLACURH's representation for NACURH selection
 - F. The winning school shall be announced at the GLACURH Conference and shall receive a plaque

ARTICLE XXII REGIONAL BUSINESS CONFERENCE BIDS & AWARDS

Section 1 RHA Building Block of the Year Award

- A. The RHA Building Block of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment.
- B. Bids may be no longer than 20 pages.
- C. Requirements for Selection:
 - 1. Campus Level
 - a. How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
 - b. Goals and Objectives
 - i. What were your goals and objectives?
 - ii. How were these goals achieved, and what else was accomplished?
 - iii. How did these differ from the previous year?
 - c. Structure of RHA
 - i. How has your structure grown from previous years?
 - ii. What are the benefits of your current RHA structure?
 - d. Miscellaneous
 - i. How have you addressed challenging issues?
 - ii. How has your level of regional/national involvement benefited you RHA?
 - iii. Growth from previous year (programs, membership, organization development, and positive trends.)
 - 2. Regional Involvement
 - a. How has your involvement on a regional level grown from the previous year?

- i. Conferences attended
 - ii. How many delegates did you send
 - iii. What programs were presented
 - iv. Were you able to bring back valuable information to benefit of your RHA? (i.e. Any programs brought back and used on campus)
 - b. Use of services
 - i. Communication with regional member schools
 - ii. Communication with regional officers
 - iii. Did your RHA host a regional officer/conference
 - iv. Did your RHA bid for any awards
 - 3. National Involvement
 - a. Does your school have an affiliated NRHH Chapter?
 - b. How have you utilized the services/resources of NRHH? (OTMs, manuals, etc.)
 - c. How have you utilized the resources of the NACURH Corporate Office? (RFI orders, manuals, etc.)
 - d. Describe your participation and involvement in the National Conference.
 - 4. Letters of Support
- D. Selection Process:
- 1. The NCCs shall vote on one recipient at the annual regional business conference.

Section 2

NCC of the Year Award

- A. The purpose of the NCC of the Year Award is to recognize outstanding service to GLACURH by an individual who has been directly affiliated with the organization in the role of NCC.
- B. The nominee must be a current NCC in good standing at the current institution. Good standing can be included in the forms of inclusion in a letter of support from university faculty/staff, or an image of proof.
- C. Bids may not be more than 8 pages
- D. The NCC of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past regional year.
- E. Bids for NCC of the Year must include the following:
 - 1. Terms of office for award purposes shall be from close of business at the NACURH Annual Conference to the start of business at the GLACURH regional business conference.
 - 2. State/province, regional, and national correspondence.
 - 3. Recognition through awards: campus, state/province, regional, and national activities.
 - 4. Participation in campus, state/province, regional, and national services.
 - 5. Participation in conferences: delegation building, spirit, attendance and participation in meetings and programs.
- F. Selection Process:
 - 1. The NRHH-CC's shall choose the NCC of the Year from those nominated.
 - 2. The award consists of a plaque and a one hundred dollar (\$100.00)

scholarship for use in paying tuition and induction into the NACURH Advancement Society. A maximum of one award per year may be given.

Section 3

On Campus Marketing (OCM) First Year Experience Award

- A. The FYE Award is endorsed by OCM and recognizes the outstanding contributions of a first year student. Created nationally in 1994, the award encourages involved First Year students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
- B. Bids shall be no longer than 6 pages.
- C. Requirements for Selection:
 1. Recipient must be of freshman status or transfer and in good academic standing at the individual's institution. (May have just completed their first year within 60 days of the National Conference.)
 2. Recipient must be returning to the residence halls or university housing for the following semester.
 3. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
 4. The bid shall include a list of collegiate accomplishments and involvement.
 5. Involvement in local residence hall/university housing programs is required (i.e. RHA or campus equivalent, hall programming, conduct boards, campus and community projects, committee work, etc.).
- D. Other suggestions include, but are not limited to:
 1. Involvement at the state, regional or national level (i.e. community service, NRHH, program presentations at conferences, campus organizations, case study, etc.).
 2. Academic honors (i.e. Dean's List, scholarship, etc.).
 3. Community involvement.
- E. Selection Process:
 1. A member of the Regional Board of Directors will be chosen by the GLACURH Director to chair the committee. The committee will consist of one member from each state/province appointed by the CO for that state/province and one member from OCM.
 2. The committee will communicate and make its decision via email or other means chosen by the committee.
 3. The committee will rotate its membership on an annual basis.

ARTICLE XXIII

REGIONAL PINS

Section 1

The Silver Pin Award

- A. The Silver Pin Award is considered the highest individual honor in GLACURH and is given at the Regional Director's discretion.
- B. The pin shall be awarded to individuals who have provided leadership and direction to the Regional Affiliate of NACURH.
- C. The pins may be purchased from the National organization at a price

determined by the NAF.

- D. A maximum of 8 pins per region may be given in one year. The maximum number of pins which may be given out in a year is equal to the number of regional affiliates in NACURH.

Section 2

The GLACURH 4-Year Service Award

- A. The GLACURH Four Year Service Award is an award given to those students who have spent four years of their collegiate careers living in university owned and operated housing and/or housing deemed as part of the institution's housing association, constantly striving to enhance their residential living environments and GLACURH.
- B. Recipients will receive a pin at the GLACURH regional leadership conference or at a regional business conference.
- C. Requirements for Selection:
 - 1. Recipient must be a student at a GLACURH member school in good standing to be eligible.
 - 2. Recipient becomes eligible at the start of their fourth academic year.
 - 3. Recipient must have been active in the individual's campus residence life for at least four years. This need not be consecutive years, but four years total. They may also be at different institutions if all other criteria are met.
 - 4. Recipient must have had at least two years involvement with the individual's campus residence hall government. The other two may be in other residential life capacities (resident assistant, desk attendant, program assistant, etc.)
 - 5. Recipient must have attended at least four GLACURH related conferences. These need not be consecutive, just total conferences attended. At least one of these has to be a GLACURH regional leadership conference. GLACURH related conferences include the GLACURH conference, the NACURH conference, and the regional business conference.
 - 6. An application to be sent out by the GLACURH Regional Director must have the signature from the campus residence hall government advisor attesting that all qualifications have been met by the recipient. Also, signatures from the NCC and the recipient must be on the application.
 - 7. A representative from the recipient's school may receive the award for the recipient if the recipient is unable to attend the GLACURH regional leadership conference.
 - 8. The recipient may have graduated within sixty days of the award.

Section 3

Golden MOWII Pin

- A. The Golden MOWII Pin award is a GLACURH award given to individuals within GLACURH who have shown outstanding leadership and service to the region and have assisted in the organizational accomplishments of the Regional Board Member giving the award.
- B. Each member of the Regional Board of Directors, with exception of the Regional Director, will each have up to three Golden MOWII Pins to award

throughout the course of their term.

TITLE 10

REGIONAL LEADERSHIP CONFERENCE AWARDS

ARTICLE XXIV

REGIONAL LEADERSHIP CONFERENCE AWARDS

ARTICLE XXIV REGIONAL LEADERSHIP CONFERENCE AWARDS

SECTION 1

Best School Display

- A. The host school appoints a committee who will select a recipient.
- B. The following criteria shall be followed:
 - 10% Creativity/Originality
 - 10% Relation to conference theme
 - 10% Esthetic value and general appearance
 - 10% How descriptive a display is of school
 - 10% Relevant information available to delegates about the school (handouts, leaflets, etc.)
 - 50% Relevant information available to delegates about school's residence hall and campus wide government (handouts, leaflets, etc.)
- C. The host school has the option of splitting this award into a large and small school category.

Section 2

Best School Banner

- A. The host school appoints a committee who will select a recipient.
- B. The following criteria shall be followed:
 - 20% Creativity/Originality
 - 20% Esthetic value and general appearance
 - 20% How descriptive a banner is of a school
 - 40% Relation to conference theme
- C. The host school has the option of splitting this award into a large and small school category.

Section 3

Best School Roll Call

- A. The School Roll Call Award is an optional award decided upon by the Regional Leadership Conference Staff.
- B. The School Roll Call award will be awarded by the conference staff.
- C. The following criteria shall be followed:
 - 1. Unity (does the roll call demonstrate the unity of the school?)
 - 2. Participation (is the entire delegation actively involved in the skit?)
 - 3. Theme (does the skit reflect the subject assigned by the conference staff?)
 - 4. Preparedness (does the roll call appear well rehearsed?)
 - 5. Motivation (is the roll call skit uplifting, void of racial, sexist, or negative connotations, and does it excite the delegates?)
- D. The member schools shall be the only ones eligible for the award.
- E. The host school has the option of splitting this award into a large and small school category.

Section 4

School Spirit Award

- A. Schools will be rewarded (i.e. spirit points) for the following:
 - 1. Unity (Is the delegation together and coordinated?)
 - 2. Bids (Is the school bidding for regional office, conferences, OTMs, or other awards?)
 - 3. Quality programs (Are the delegates presenting programs relating to

- the conference?)
4. Participation (Do the delegates attend programs as well as social events? Does the NCC attend and participate in meetings?)
 5. Display (Does display follow criteria?)
 6. Enthusiasm (Are the delegates excited about attending the conference? Are they proud of their school?)
- B. Schools will be assessed demerits for violations of the following:
1. Failure to concede to rules about chalking, hanging banners, hanging flyers, etc. as instructed by the host school and GLACURH.
 2. Failure to keep cheering and waving of banners to a minimum during events with a speaker and other delegates attempting to listen.
 3. Making negative comments or references to other schools or regions.
 4. Failure to keep cheers tasteful and inoffensive.
 5. No profanity or obscenities.
 6. No cheers with prejudicial or sexist themes.
- C. The host school has the option of splitting this award into a large and small school category.

TITLE 11

TECHNOLOGY

ARTICLE XXV

REGIONAL TECHNOLOGY GUIDELINES

Section 1**Purchases**

- A. Any laptop purchase will require three written cost estimates to be presented to the NCCs for a two-thirds (2/3) majority vote.
- B. No laptop or technology will be purchased for the region, by the region, within four years of the original purchase date unless the existing laptop/technology has suffered severe unrepairable, unpreventable, and unforeseen damage not caused by gross negligence.

Section 2**Definition of Data Backup and Duplication**

Data backup shall be defined as maintaining two (2) digital copies of all files at all times. Regardless of whether an individual possesses a regional laptop or external storage device, two (2) digital copies must be maintained at the very minimum until an additional copy can be transferred to the regional external hard drive held by the Regional Advisor. This definition will apply to all instances of data backup mentioned henceforth.

Section 3**Recycling Regional Technology**

- A. Any and all damaged and/or outdated laptops and regional technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.
- B. Before any regional laptop is recycled, all GLACURH related data must be backed up and transferred to another regional storage device.
- C. Before any regional laptop is recycled, the hard drive of the laptop to be recycled must be securely erased beyond recovery.
- D. All laptops shall be recycled per the instructions of commercial retailers who accept electronics for recycling. These retailers may include but are not limited to Staples, Best Buy, Office Max, Office Depot, etc.
- E. A minimum of one regional laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by the any individual whose position requires them to hold a laptop. The Regional Advisor will be responsible for holding onto this asset.
- F. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
- G. Laptops to be recycled may not be utilized for personal gain or use.

Section 4**Regional Technology and Data Responsibility Policy**

- A. For those in positions that are furnished with laptops or external storage device(s) by the Great Lakes Affiliate of College and University Residence Halls; the Technology Liability Form must be on file with the Regional Advisor. This form is to be completed, notarized, and delivered by mail to the Regional Advisor within thirty (30) days of receiving the respective positional technology.
- B. Should a Regional Board member or their host institution choose not to sign the Technology Liability Form, that individual will not at any time be in possession of GLACURH technology assets, but must still adhere to all aforementioned policies regarding data backup.

- C. In the case of excessive damage due to gross negligence to the laptop or external storage device(s) that prevents its continued use, the person assigned to the respective technology must reimburse the region for the cost of a replacement or must provide a replacement deemed suitable by the Regional Advisor.
- D. In the event of theft due to gross negligence, all parties involved will be held responsible until the Regional Board of Directors can definitively determine which individual(s) shall be held financially responsible for the purchase of a replacement laptop or external storage device(s).
- E. In the event of data loss due to the failure of an RBD member to duplicate and/or back up data to their supplied method of storage, that individual shall be required to reproduce any and all data lost.
- F. Any technology replacement must occur within sixty (60) days of the damage or theft.
- G. Each Regional Board member who is not furnished with a laptop shall be responsible for backing up all data to a supplied positional external storage device provided by the region.
- H. Each Regional Board member is also responsible for supplying the Regional Advisor with copies of all data produced since their last meeting, at each Regional function (retreat, conference, business meeting, etc.).
- I. No regional technology shall be utilized for personal use or gain. Members of the Regional Board of Directors, who are found to be in violation of this policy, shall have their respective technology removed.

TITLE 12

AUTHORITY, AMENDMENTS, & INTERPRETATION

ARTICLE XXVI

PARLIAMENTARY AUTHORITY

ARTICLE XXVII

ORGANIZATIONAL AUTHORITY

ARTICLE XXVIII

AMENDMENTS OF CONSTITUTION

ARTICLE XXIX

INTERPRETATION OF THE GOVERNING DOCUMENTS

ARTICLE XXVI PARLIAMENTARY AUTHORITY

Section 1 The most current edition of Robert's Rules of Order, Newly Revised, shall govern all proceeding except when inconsistent with this document, along with rules of common courtesy which shall be the norm at all meetings. The "current published edition" will be defined as the edition available at the close of business at the NACURH Annual Conference, and will remain the version used by the organization until the close of business at the following NACURH Annual Conference.

Section 2 In the event of a conflict, the GLACURH Parliamentarian shall be the interpreter of Robert's Rules of Order, Newly Revised.

ARTICLE XXVII ORGANIZATIONAL AUTHORITY

Section 1 The GLACURH Governing Documents shall never come into conflict with NACURH Articles of Incorporation, NACURH Bylaws and the NACURH Policy Book. If a conflict in policy exists, the NACURH policy shall supersede GLACURH policy.

ARTICLE XXVIII AMENDMENTS OF CONSTITUTION

Section 1 Amendments to this document shall be made at a scheduled GLACURH business meeting.

Section 2 A 2/3 affirmative vote of the member schools in attendance at the business meetings wherein the amendment is presented, shall adopt the amendment.

Section 3 Proposed amendments should be prepared and distributed to all NCCs and the Regional Board two weeks prior to the business meeting at which it is to be voted upon.

Section 4 The GLACURH Region 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 5 The amendments shall go into effect upon adoption of this document.

Section 6 The ADAF and Regional Advisor will be responsible for archiving old constitutions in ADAF 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.

ARTICLE XXIX INTERPRETATION OF THE GOVERNING DOCUMENTS

Section 1 In the event of a conflict, the Associate Director for Administration and Finance, in conjunction with the Regional Advisor, will act as the interpreter of the Governing Documents.

Section 2

If the Director yields the gavel to the ADAF, the Regional Advisor will be the interpreter of the Governing Documents until the gavel is yielded back to the Director and the ADAF resumes duties. Likewise, if the ADAF is presenting legislation alone or with another member, the power of interpretation is to be yielded to the Regional Advisor.

Section 3

The decision of the interpreter may be overturned by a 2/3 vote of the voting members present.

TITLE 13

RESOLUTIONS

RESOLUTION I

GLACURH HEALTHY LEADERSHIP RESOLUTION

RESOLUTION II

GLACURH BID SUBMISSION RECOGNITION RESOLUTION

RESOLUTION III

NACURH TRICKLE DOWN POLICY RESOLUTION

RESOLUTION I GLACURH HEALTHY LEADERSHIP RESOLUTION

Section 1

We, the affiliated schools of the Great Lakes Affiliate of College and University Residence Halls (GLACURH), hereby commit to providing opportunities for and supporting healthy leadership choices. We recognize that having healthy habits is an important part of leadership and that we, as students, need to commit to living a healthy lifestyle in respect to all areas of our life.

Healthy Leadership shall be defined as maintaining a balance between academics, mental health, physical health, and emotional health. We understand that to maintain this balance, we, as students, must be able to effectively prioritize our commitments and turn down those that are not of utmost importance. We must also learn to limit ourselves and our commitments to a healthy quantity and depth of involvement.

As an organization we resolve to making healthy leadership a priority. We commit to education and training about healthy leadership and how to maintain an appropriate balance. We also commit to holding ourselves and one another accountable for healthy leadership habits. As a strong and prominent student leadership organization, it is important for us to role model healthy leadership habits and to provide support to students as they strive to find and maintain a balance in their own lives.

We resolve to select officers, including advisors, who will appropriately role model and provide guidance and support in the area of healthy leadership. We understand the importance of selecting the leaders of our organization to be those who will help our members maintain a healthy balance.

Because no one balance can be defined for every individual, students need to use this time of higher education to find what balance best works for them in order to be successful. It is important to note that and the fact that GLACURH stands behind educating and assisting students in the process of finding a healthy balance that they will inevitably carry forward into their careers and adult lives

We, the students and constituents of GLACURH, recognize the challenges this resolution puts forth, and greet them with open arms and excitement for the possibilities and learning opportunities. Through this, GLACURH will only become a better organization and increase service to all students beyond just leadership development and on a more complete and effective level.

RESOLUTION II GLACURH BID SUBMISSION RECOGNITION RESOLUTION

Section 1

All schools that submitted constitutionally just bids in all award categories shall be recognized at the GLACURH Regional Leadership Conference. This can either be announced at GLACURH's closing ceremonies, posted on the GLACURH website, or any other means of recognition that is up to the discretion of the Regional Board of Directors

RESOLUTION III NACURH TRICKLE-DOWN RESOLUTION

Section 1

When the NACURH Board of Directors approves a policy change that affects regional policy in these governing documents, the formal amendment procedure shall be bypassed. The Associate Director of Finance and Administration, in coordination with the Regional Director and Regional Advisor, shall be empowered to update these governing documents immediately following such a change in NACURH policy. Following the update, the GLACURH Directorship shall update the region on the change in policy immediately. At the discretion of the Regional Director, a discussion of the policy change can be held at the next regional business conference. A discussion of the policy change may also be requested by a simple majority vote of the NCCs at the next regional business conference.

TITLE 14

REVISIONS

REVISIONS

REVISIONS TO GOVERNING DOCUMENTS

REVISIONS

REVISIONS TO GOVERNING DOCUMENTS

Adopted January 2000
Amended May 2000
Amended September 2000
Amended May 2001
Amended December 2001
Amended February 2002
Amended February 2003
Amended February 2004
Amended January 2005
Amended November 2005
Amended January 2006
Amended November 2009
Amended March 2010
Amended November 2010
Amended March 2011
Amended May 2011
Amended November 2011
Amended March 2012
Amended June 2012
Amended November 2012
Amended March 2013
Amended June 2013
Amended November 2013
Amended March 2014
Amended November 2014
Amended March 2015
Amended October 2015
Amended December 2015
Amended March 2016
Amended June 2016
Amended November 2016
Amended December 2016
Amended January 2017
Amended April 2017