



# THE INTERMOUNTAIN AFFILIATE NRHH POLICY BOOK

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# TABLE OF CONTENTS

## TITLE 1

STATEMENTS OF PURPOSE  
03

## TITLE 2

IACURH COLORS & LOGOS  
06

## TITLE 3

BY-LAWS  
08

## TITLE 4

NRHH STRUCTURE & GOVERNANCE  
19

## TITLE 5

AWARD BID POLICIES  
27

## TITLE 6

ELECTIONS  
40

## TITLE 7

APPENDICIES  
110

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# TITLE 1

## STATEMENTS OF PURPOSE

### ARTICLE I

VISION STATEMENT

### ARTICLE II

MISSION STATEMENT

### ARTICLE III

UNIFICATION STATEMENT

### ARTICLE IV

PURPOSE & RELEVANCY  
STATEMENT

### ARTICLE V

EQUITY STATEMENT

## **ARTICLE I.**

### **VISION STATEMENT**

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

## **ARTICLE II.**

### **MISSION STATEMENT**

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

## **ARTICLE III.**

### **VALUES STATEMENT**

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

## **ARTICLE IV.**

### **UNIFICATION STATEMENT**

NACURH is comprised of individuals from a variety of backgrounds and experiences, in recognition therein, NACURH strives to be inclusive of all of its members. As such, NACURH represents a truly diverse population in which individual differences are accepted and celebrated. Ultimately, we strive for an appreciation, understanding, and acceptance of the diversity in all of our members.

## **ARTICLE V.**

### **PURPOSE & RELEVANCY STATEMENT**

The Intermountain Affiliate of College and University Residence Halls National Residence Hall Honorary Policy Book, hereinafter referred to as the IACURH NRHH Policy Book, shall define additional NRHH operating procedures, awards, and duties not specifically defined within the IACURH Governing Documents, IACURH By Laws, IACURH Policy Book, NACURH, Inc. Governing Documents, or the National NRHH Governing Documents.

Only matters specifically pertaining to NRHH may be legislated in this policy book.

## **ARTICLE VI.**

### **EQUITY STATEMENT**

NACURH is an international organization comprised of member schools that vary in demographic makeup, structure, size, abilities, characteristics, identities, beliefs, and affiliations. NACURH is committed to equitable representation and decision-making in all practices and procedures including, but not limited to, conference hosting, awards and recognition, leadership development and officer roles, resources, communication, and provision of services. To this aim, NACURH and its representatives will protect individuals and institutions from undue bias and influence stemming from circumstances that are removed from the direct control of our student members. This includes, but is not limited to, policies established by the students' institution and housing department, and laws established by governmental entities with relevant jurisdiction. While acknowledging and appreciating the diversity of affiliated institutions, NACURH recognizes that there are relevant impacts on individual and institutional experiences in the organization that are of substantial and material significance. To this end, NACURH shall intentionally consider these impacts with integrity and with the best interests of affiliated member institutions in mind.

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# TITLE 2

## IACURH COLORS & LOGOS

### ARTICLE I COLORS & LOGOS

## **ARTICLE I.      COLORS & LOGOS**

### **Section 1.**

#### **INTERMOUNTAIN AFFILIATE COLORS**

1. Maroon & Grey shall be the official colors of the Intermountain Affiliate.
2. These colors shall be defined by the following specifications:
  - i. Maroon | R: 128, G: 0, B: 0
  - ii. Grey | R: 163, G: 0, B: 0

### **Section 2.**

#### **INTERMOUNTAIN AFFILIATE LOGO**

1. The official logo of the Intermountain Affiliate shall be the logo on the front of the governing document, established November 2008.
2. This logo represents the Intermountain Affiliate, its mission, its policies, and its values to use accordingly by its member schools and affiliates.

### **Section 3.**

#### **INTERMOUNTAIN AFFILIATE MASCOT**

1. Shall be responsible for planning the semi-annual and annual business meeting in conjunction with the Annual Conference Staff.

# TITLE 3

## BY-LAWS

### ARTICLE I

NAME  
REGIONAL  
CONFERENCE

### ARTICLE II

PURPOSE

### ARTICLE III

MEMBERSHIP

### ARTICLE IV

OFFICERS

### ARTICLE IX

ANNUAL

### ARTICLE X

FINANCES

### ARTICLE XI

NRHH  
BUSINESS

### ARTICLE XII



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**ARTICLE V**  
EXECUTIVE QUALIFICATIONS  
& DUTIES

**ARTICLE VI**  
ELECTION OF OFFICERS

**ARTICLE VII**  
RECALL OF OFFICERS

**ARTICLE VIII**  
COMMITTEES

PARLI.  
PROCEDURE

**ARTICLE XIII**  
AMENDMENT

**ARTICLE XIV**  
ENACTMENT

**ARTICLE XV**  
UNIFICATION  
STATEMENT

## **ARTICLE I. NAME**

**Section 1.** The name of this organization shall be the Intermountain Affiliate of College and B. University Residence Halls (IACURH) and shall be an affiliate of the National Association of College and University Residence Halls, Inc. (NACURH). NACURH bylaws shall take precedence over these regional bylaws.

## **ARTICLE II. PURPOSE**

**Section 1.** The purpose of IACURH shall be to enhance communication, to train and develop residence hall student leaders, and to create programming in conjunction with the member schools of NACURH and IACURH.

## **ARTICLE III. MEMBERSHIP**

**Section 1.** Any college or residence hall as defined by NACURH, Inc. may become a member of the Intermountain Affiliate.

**Section 2.** Dues shall be paid by the beginning of the annual regional conference. Forgoing payment shall result in a denial of voting privileges until payment is made.

**Section 3.** Voting members of IACURH shall be those schools in good standing with IACURH. Each voting member shall have one vote in all business transactions of the region requiring a vote.

## **ARTICLE IV. OFFICERS**

### **Section 1. The Directorship**

1. The Directorship shall consist of the Director, the Associate Director for Administration and Finance, and

the Associate for NRHH. Regional Advisor, Regional Advisor- elect, Regional NRHH Advisor, and Regional NRHH Advisor-elect shall be ex-officio members of the Directorship.

## **Section 2.**

### **The Executive Board**

1. The Executive Board shall consist of the Directorship, Regional Advisor, Regional NRHH Advisor, the Coordinating Officers, and the sole IACURH Regional and No Frills Conference Chairperson(s), and any other appointed positions as selected by the Directorship.

## **Section 3.**

### **The Regional Board of Directors**

1. The Regional Board of Directors includes the Executive Board and the National Communications Coordinators. RHA Presidents and NRHH Representatives shall be ex-officio members of the Regional Board of Directors.

## **ARTICLE V.**

### **EXECUTIVE QUALIFICATIONS & DUTIES**

## **Section 1.**

### **The Executive Board**

1. The members of the IACURH Executive Board shall be in attendance at an IACURH affiliated school in good standing upon bidding for their position. They shall remain residents of residence halls at their member schools during their term of office unless they receive approval from the Directorship and Regional Boardroom Representatives (RBR) to leave the region for graduate school.
2. The members of the IACURH Executive Board shall attend an IACURH member school for the full length of their term, excluding summer internships, official school breaks, and special permission from the Directorship.
3. The Regional Director & Associate Directors must have attended an IACURH No Frills Conference prior to their term in office begins.

4. The members of the IACURH Executive Board shall be accountable to the member schools of IACURH.
5. The Executive Board members shall follow all policies as defined in the IACURH Policy Book.

## **Section 2.**

### **Duties of the Regional Director**

1. Preside over all regional business meetings.
2. Represent IACURH at all proceedings of the NACURH Board of Directors in cooperation with the Associate Director for Administration and Finance.
3. The Regional Director shall oversee the development of the Leadership Advancement Society of IACURH and maintain a list of all inductees.
4. Be authorized as a signatory for all authorized expenditures in concurrence with the Associate Director for Administration and Finance, Regional Advisor, and Regional NRHH Advisor.

## **Section 3.**

### **Duties of the AD for Administration and Finance**

1. Keep minutes of all business meetings and distribute them within 45 days of the conference, or else the school hosting the Associate Director for Administration and Finance will not be in good standing until such time as the minutes are distributed.
2. The Associate Director for Administration and Finance shall maintain accurate financial records and report on transactions in every regional newsletter.
3. The Associate Director for Administration and Finance shall maintain all regional documents, including mailing lists, and keep them current.
4. Be authorized as a signatory for all authorized expenditures in concurrence with the Regional Director, Regional Advisor, and Regional NRHH Advisor.
5. The Associate Director for Administration and Finance shall assist the Director in representing the IACURH region at all proceedings of the NACURH

Board of Directors

6. The Associate Director for Administration and Finance shall oversee the financial development and allocations of the Leadership Advancement Society of IACURH funds.

#### **Section 4.**

#### **Duties of the AD for NRHH**

1. The Associate Director for NRHH shall serve as both the NRHH regional recruiter and OTM selection coordinator and shall attend the NACURH Semi Annual Business Conference.
2. The Associate Director of NRHH shall coordinate the regional awards process as defined in the IACURH Policy Book
3. The Associate Director for NRHH shall oversee the purchasing and ordering of the Leadership Advancement Society of IACURH induction plaques.
4. The Associate Director for NRHH shall chair all regional NRHH Business as prescribed in the NRHH Policy Book.

#### **Section 5.**

#### **Duties of the Coordinating Officers**

1. Three (3) Coordinating Officers shall be assigned to the specific areas of: Presidential Relations and RHA Development, NCC Training and Development, and Publications and Technology.
2. The Coordinating Officer Candidates shall have attended at least one business meeting at an IACURH or No Frills Conference.
3. The Coordinating Officer shall maintain continual contact with and serve as a regional resource to all IACURH member schools.
4. The administrative duties of the Coordinating Officers shall be paid for by the IACURH Region, which can include copying, faxing, mailing and telephone costs.
5. Shall participate in the First-Time Delegate Scholarship selection process.
6. Additional Coordinating Officer duties and roles are

found in the NACURH Ruling Documents.

7. Be in attendance at a NACURH affiliated school in good standing and shall remain residents of residence halls at their member schools during their term of office as prescribed by the NACURH bylaws.

## **Section 6.**

### **Duties of the Regional Advisor**

1. The Regional Advisor shall have at least two (2) years of full-time professional housing experience at the time of bidding and be employed at a member school in good standing.
2. Serve as the Regional Advisor-Elect from the date of their election until one day after the NACURH Annual Conference, which follows the election.
3. Shall commit to serve a term of two years from the day of the NACURH conference following their election, until the last day of the NACURH conference two years later, with the option of re-bidding.
4. Shall be responsible, in conjunction with the Directorship, for the financial management of the region.
5. Shall, with the concurrence of the Associate Director for Administration and Finance, be authorized as signatory for all bills paid as necessary along with the Regional NRHH Advisor.
6. Shall aid in the development of resources for the Leadership Advancement Society of IACURH inductees with the Regional NRHH Advisor.
7. Shall oversee the First-Time Delegate Scholarship application and selection process in conjunction with the Coordinating Officers and the Regional NRHH Advisor.

## **Section 7.**

### **Duties of the Regional NRHH Advisor**

1. Must have been previously inducted into NRHH (includes honorary membership) and/or have served as an NRHH chapter advisor.
2. The IACURH Regional NRHH Advisor shall have at

- least two (2) years of full-time professional housing experience at the time of bidding and be employed at a member school in good standing.
3. Serve as the Regional NRHH Advisor -Elect from the date of their election until one day after the NACURH Annual Conference, which follows the election.
  4. Shall provide direct support to the Associate Director for NRHH and NRHH chapter advisors.
  5. Shall commit to serve a term of two years from the day of the NACURH conference following their election, until the last day of the NACURH conference two years later, with the option of rebidding.
  6. Shall aid in the development of resources for the Leadership Advancement Society of IACURH inductees with the Regional Advisor.
  7. Shall oversee the First-Time Delegate Scholarship application and selection process in conjunction with the Coordinating Officers and Regional Advisor.
  8. Shall be elected in off years for the regional advisor election.
  9. Be authorized as a signatory for all authorized expenditures in concurrence with the Regional Director, Associate Director for Administration and Finance, and the Regional Advisor.

## **Section 8.**

### **Duties of the Conference Chairperson(s)**

1. Shall be in attendance at a NACURH affiliated school in good standing and shall remain residents of residence halls at their member schools during their term of office as prescribed by the NACURH bylaws.
2. Shall be responsible to the Directorship for the coordination, planning, and administration of the annual Regional Conference.
3. Shall allocate and dispense funds as needed to prepare for the conference with the prior approval of the Directorship and under the supervision of the regional conference advisor.

4. Shall be recognized as an Ex-Officio member of the Regional Executive Board.

## **Section 9.**

### **Duties of the National Communication Coordinators**

1. Shall be responsible for all communication between their school and the Directorship, the NACURH Information Center, the NACURH Services and Recognition Office, the Executive Board, the Committee Chairs, and NACURH and regional member schools.
2. Shall act as delegation chairperson and fulfill registration requirements and coordinate responsibilities for their school's delegation at all conferences.
3. Shall attend all business meetings at IACURH conferences on behalf of their school. The NCC may appoint a designee to vote in their absence.
4. Shall be responsible for maintaining their school's good standing status through submitting the yearly NACURH Information Center report(s), membership dues, and registration form.

## **ARTICLE VI.**

### **ELECTION OF OFFICERS**

#### **Section 1.**

#### **The Directorship**

1. Candidates for the Regional Director and Associate Director positions shall run as individuals at the No Frills conference.

#### **Section 2.**

#### **Officer's Oath**

1. The outgoing Regional Director shall swear in the incoming Directorship by the following oath of office:
  - a. "I, \_\_\_\_\_, pledge to uphold the bylaws of the Intermountain Affiliate of the National Association of College and University Residence Halls, Incorporated; to uphold the high standards of citizenship and academics



which are exemplified by the august body; to fulfill all the duties that are required of me and represent the people of this region responsibly and conscientiously.

## **Section 2.**

### **Selection of Replacements to the Directorship**

1. In the event of a recall or resignation of the Regional Director, the Associate Director for Administration and Finance shall temporarily assume that office. The replacement process for the Regional Director shall be followed as outlined in the policy book.
2. In the event of a resignation or impeachment of an Associate Director, the replacement process shall be followed as outlined in the policy book.

## **ARTICLE VII.**

### **RECALL OF OFFICERS**

#### **Section 1.**

#### **Process**

1. Any member of the Regional Board of Directors may initiate a petition at any time for the recall of any elected officer.
2. The Regional Board of Directors member initiating the recall must contact the Regional Advisor informing them of the intended officer being recalled.
3. The initiator must submit a petition of at least 2/3 of the voting membership to the Regional body.

#### **Section 2.**

#### **Regional Advisor for Recall Consideration**

1. The Regional Advisor shall notify the officer who is being recalled of the petition. The Regional Advisor shall coordinate a chat among the voting members where the officer in question can respond to the motion to recall.
2. Following the chat, the Regional Advisor must send a ballot to all voting members of the Regional

- Boardroom Representatives (RBR) so that a vote of either “retention” or “recall” can be sent electronically to the Regional Advisor for tabulation.
3. A two-thirds (2/3) vote is sufficient for the recall of any officer.

## ARTICLE VIII. COMMITTEES

- Section 1.** Regional committees may be established by the Directorship. Committees shall file reports to the Directorship. The membership and duration of such committees shall be determined by the Directorship.

## ARTICLE VIX. ANNUAL REGIONAL CONFERENCE

- Section 1.**
- Process**
1. Any college or university wishing to sponsor the annual regional conference for the next academic year shall submit a letter of intent to bid to the present IACURH Regional Director at least three (3) weeks prior to the regional conference.
  2. Only those schools meeting this deadline will be allowed to place a bid at the regional conference, unless, after a vote has been taken the “No Confidence” option wins a majority. A formal conference bid presentation must be made by any school desiring to sponsor the conference.
  3. The sponsoring college or university shall direct and organize the conference.
  4. The Regional IACURH Conference shall be chosen by a majority vote of the schools present at the business meeting.
  5. The regional conference shall be held in October or November of the Fall semester.
  6. The regional alcohol policy shall be as follows:
    - a. All IACURH functions shall be dry, meaning that no alcohol shall be served or consumed for the duration of the conference.

- b. Each host school must require all delegates to read and sign a responsibility waiver, which includes the policies and the consequences of violation of NACURH and/or host school policies. This waiver must be signed and returned to the host school in order to attend for the conference.
7. All honors and awards determined at the regional conference must follow the IACURH Awards Policies.

## ARTICLE X. FINANCES

### Section 1.

#### Dues

1. The Annual dues for NACURH members shall be determined by the National Board of Directors of NACURH, Inc.
2. Members of the Regional Boardroom Representatives (RBR) can request to see the IACURH financial records at any time.
3. The annual regional conference shall operate on revenues collected at the time of registration. The amount of which is to be determined by the sponsoring school in accordance with NACURH policy regarding breakeven points. Excess funds shall be deposited in the IACURH checking account as defined in the Policy Book.
4. The annual No Frills conference shall operate on revenues collected at the time of registration, the amount of which is to be determined by the sponsoring school in accordance with NACURH policy regarding breakeven points. Excess funds shall be deposited in the IACURH checking account as defined in the Policy Book.
5. Further monetary guidelines, included in the IACURH financial policies, govern in conjunction with these bylaws.

## ARTICLE XI. NRHH BUSINESS

**Section 1.** All powers and duties that relate to the National Residence Hall Honorary shall be delegated to the IACURH NRHH Policy Book, in which NRHH Representatives shall have authority to amend as per their policies.

**Section 1.** The IACURH Policy Book shall take precedence over the IACURH NRHH Policy Book. This means that the IACURH NRHH Policy Book cannot create discrepancies with the IACURH Policy Book. Annual dues for NACURH members shall be determined by the NACURH Board of Directors.

## ARTICLE XII. PARLIAMENTARY AUTHORITY

**Section 1.** Robert's Rules of Order, Newly Revised, unless superseded by the statute of the State of Oklahoma, shall be this organization's recommended parliamentary authority and code.

## ARTICLE XIII. AMENDMENTS

**Section 1.** Amendments to the bylaws must be presented in written form to the Directorship of the region by any member of the Regional Board of Directors before a vote on the amendment can occur.

**Section 2.** A two-thirds (2/3) majority of all schools in attendance is required for the adoption of the amendments. All member schools not in attendance shall be informed of any such adoption of the amendments within thirty (30) days.

**Section 3.** If any amendment is passed, it becomes effective one day after its passage unless otherwise decreed within the amendment or by a special motion.

## ARTICLE XIV. ENACTMENT

**Section 1.** The By-Laws shall go into effect immediately upon the regional charter by the NACURH Board of Directors.

## ARTICLE XV. UNIFICATION STATEMENT

**Section 1.** The Intermountain Affiliate of College and University Residence Halls is a student run organization whose purpose is to provide communication, education, and leadership development opportunities for student leaders in the residence hall systems across the country and around the world. Students that comprise the membership of our organization are of different abilities, races, ethnicities, sexual orientations, religions, ages, genders, and political affiliations. As such, IACURH is a representative body of a truly multicultural population and is committed to promoting an atmosphere that is conducive to creating an appreciation of individual differences and lifestyles. We strongly encourage member schools to build conference delegations that are representative of the diversity of the people from their individual campuses. Ultimately, we strive for an appreciation, understanding, and celebrating of diversity.

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# TITLE 4

## NRHH STRUCTURE & GOVERNANCE

### ARTICLE I

NRHH LEADERSHIP

### ARTICLE II

NRHH CHAPTERS

### ARTICLE III

NRHH REPRESENTATIVES

### ARTICLE IV

NRHH BOARDROOM & OFFICERS

### ARTICLE V

NRHH STANDING COMMITTEES

## ARTICLE VI GOVERNANCE

### ARTICLE I. NRHH LEADERSHIP

#### Section 1.

#### Associate Director | NRHH

1. The IACURH Associate Director for NRHH, shall serve as the primary regional NRHH officer. The AD-NRHH will abide and be subject to policies set forth in Section I of the IACURH Governing documents, Policies Affecting IACURH Officers. Additional duties may be specified by the affiliated NRHH chapters of IACURH either through legislation or this policy book.
2. Associate Director of National Residence Hall Honorary (AD-NRHH) Duties:
  - i. Recruit new NRHH chapters through contact with NCCs and prospective schools.
  - ii. Coordinate communication amongst NRHH Chapters and NRHH Presidents in the region through hosting regular chats, facilitating and compiling monthly reports, or through other designated methods.
  - iii. Serve as a member of the NRHH National Board (NNB) per the NRHH Policy Book, Section III, Article I.
    - a. Correspond monthly with the NRHH National Board.
    - b. Attend all meetings of the NRHH National Board.
  - iv. Facilitate the Regional “Of the Month” (OTM) Awards Process, including:
    - a. Solicit award nominations from member schools in the region.

- b. Oversee the IACURH Regional OTM Selection Committee in selecting regional winners.
  - c. Create and distribute regional “Of the Month” recognition to all OTM winners regularly.
  - d. Submit regional nominations to the NACURH Service and Recognition Office for NACURH OTM Award selection
  - e. Announce IACURH Regional OTM winners by no later than the 18th of each month.
- v. Plan a social for all NRHH members at the IACURH Regional Conference.
- vi. Oversee the selection process of all regional awards and NACURH nominees as outlined by Section VIII (Awards Policies), including:
- a. Solicit award bid intents and submissions from member schools in the region.
  - b. Establish and communicate the bid timeline in accordance with Awards Policies.
  - c. Update and distribute an award bidding guide by no later than September 1st as outlined in Section VIII.B.iii.a., and distribute awards criteria prior to each conference.
  - d. Compile, update, and distribute additional award bidding resources to member schools in the region.
  - e. Attend at least one (1) NCC chat no later than 30 days prior to each



- conference to serve as a resource in the award bidding process.
- f. Update and distribute bid evaluation form(s) prior to each conference and coordinate the submission thereof.
  - g. Coordinate bid selection including:
    - I. Discussions prior to the IACURH Regional Conference for selecting POY Finalists
    - II. Discussions for bids selected by the IACURH Executives.
    - III. Bid sessions for bids selected by the Regional Boardroom Representatives (RBR), including bid session facilitation and vote tabulation.
  - h. Prepare the presentation of awards for conference closing ceremonies, including recognition for nominees and award recipients.
  - i. Coordinate efforts to prepare regional nominees for submission to the NACURH level.
  - j. Ensure that any changes made to award criteria passed by the NACURH NRHH Board are reflected in regional criteria.
  - k. Enforce all Awards Policies as outlined in Section VIII.

- I. Serve as a resource for award bidding for member schools in the region.
  - vii. Promote the NACURH Residence Hall Month (NRHM) initiative, including:
    - a. Distribute information from the NBD and NNB regarding NRHM to member schools in the region.
    - b. Solicit and compile information from member schools regarding NRHM events for publication in the IACURH newsletter.
  - viii. Assist in the development of NRHH programming at conferences.
    - a) Facilitate NRHH roundtables at all conferences.
    - b) Submit articles or other content for any NACURH publication dedicated to NRHH.
    - c) Coordinate, with the assistance of the Executive Officers, recognition at regional meetings and conferences.
    - d) Oversee and administer the Regional Philanthropy in accordance with Section V.
3. Additional AD-NRHH Duties: The AD-NRHH may call meetings of the NRHH boardroom at their discretion. The AD-NRHH will also be responsible for updating and distributing the IACURH NRHH Policy Book.

## Section 1.

### Ex-Officio | Regional NRHH Advisor

1. The Regional NRHH Advisor, as defined in the IACURH Constitution, shall serve as the primary regional NRHH advisor. Additional duties may be specified by the affiliated NRHH chapters of IACURH either through legislation or this policy book.

## 2. Regional NRHH Advisor Duties:

- i. Shall serve as advisor on regional NRHH matters and as a liaison to NRHH advisors within IACURH.
- ii. Shall be in attendance at all IACURH NRHH business meetings and assist the Associate Director of NRHH in split boardroom.
- iii. Assist in the recruitment of new chapters by working with the Associate Director of NRHH and the new/potential chapter advisors.
- iv. Advise the selection process of the Regional Awards with the AD-NRHH. e. Assist the Regional Advisor in coordinating Advisor Recognition Training (ART) and other advisor related programs at regional conferences.
- v. Host a roundtable at each regional conference with NRHH Advisors.
- vi. Host a roundtable/social for schools interested in adding a NRHH Chapter, in coordination with the AD-NRHH.
- vii. Provide NRHH informational updates to advisors via chats, newsletters, emails etc.
- viii. Hold one on ones with regional executive board members in coordination with the Regional Director and Regional Advisor.
- ix. Participate in NACURH level advisor business (NACURH Pre-conference and advisor chats).
- x. Submit an article for the IACURH newsletter to the RCC-PT.
- xi. Be authorized as signatory for all necessary expenditures.
- xii. Be responsible for the transition of the new NRHH advisor in accordance with the bylaws.
- xiii. Serve as a resource for all regional interests and concerns.

## **ARTICLE II. NRHH CHAPTERS**

### **Section 1. NRHH Chapters – General**

1. Each affiliated NRHH Chapter within the IACURH region shall have representation within IACURH NRHH matters through their appointed NRHH representative. Affiliated status shall be determined by the NACURH Information Center as defined in the National NRHH Policy Book.

## **ARTICLE III. NRHH REPRESENTATIVES**

### **Section 1. NRHH Representatives - General**

1. An NRHH representative shall be defined as any student from an institution who is capable of representing their institution's NRHH chapter. NRHH representatives are charged with being the official representative of their school's NRHH chapter at all NRHH meetings.

### **Section 2. Voting Rights**

1. There will be one representative from each affiliated chapter with voting rights. This representation includes, but is not limited to the school's chapter president.

## **ARTICLE IV. NRHH BOARDROOM & OFFICERS**

### **Section 1. NRHH Boardroom**

1. All regional NRHH business shall occur in the NRHH boardroom as defined by the IACURH Governing Documents, unless determined otherwise in by the Regional Director in consultation with the AD-NRHH. The following operating procedures, in addition to those outlines in Section IV, (Operating Policies) of the IACURH Governing Documents shall be followed:
  - i. The AD-NRHH shall chair the NRHH boardroom.
  - ii. If the AD-NRHH is unable to chair the NRHH boardroom, the AD-NRHH will appoint a chairperson who shall be the Chair until the AD-NRHH returns.

- iii. An NRHH representative shall have voting rights at meetings of the IACURH NRHH boardroom only if their institution is considered to be in good standing with the NRHH National office as defined in the National NRHH Policy Book.
- iv. Each member school with an NRHH Chapter in good standing shall be entitled to one (1) vote at any special or regular meeting, election, or any question that may arise within the IACURH NRHH boardroom through their NRHH Representative.
- v. Any member school within the region that does not have an NRHH chapter or is not currently affiliated shall have speaking rights in the NRHH boardroom or during NRHH business occurring during a combined boardroom but not voting rights.

**Section 2.**

**NRHH Boardroom Officers**

1. The Chair of the NRHH boardroom may appoint additional officers to aid in the function of the NRHH boardroom. These appointments shall not be the AD-NRHH or the Regional NRHH Advisor. The positions are as follows:
  2. Parliamentarian
    - i. Shall work with the AD-NRHH to provide parliamentary procedure training to the NRHH Representatives at all IACURH conferences.
    - ii. Shall serve as parliamentarian at all NRHH business meetings.
  3. Recording Secretary
    - i. Shall serve as an official record keeper and take minutes for all NRHH business.

**ARTICLE V.**

**NRHH STANDING COMMITTEES**

**Section 1.**

**NRHH Standing Committees**

1. IACURH NRHH Regional committees will be structured and abide by the guidelines outlined in the IACURH governing documents (Section III, Regional Committees).
2. The AD-NRHH shall have power to create committees within NRHH geared toward the handling or bettering of NRHH affairs. Each committee shall have a lifespan of the term of the creating AD-NRHH (with the exception of the OTM Selection Committee). A committee can be dismantled at any time by decision of the AD-NRHH if thought to be nonfunctional or no longer needed with the exception of the OTM Selection Committee.
3. Regional OTM Selection Committee
  - i. The Regional OTM Selection Committee shall be chaired by the AD-NRHH.
  - ii. The responsibilities of the Regional OTM Selection Committee shall be as follows:
    - a. Vote on regional OTM winners each month as assigned and facilitated by the AD-NRHH.
  - iii. The Regional OTM Selection Committee shall be recruited and appointed by the AD-NRHH outside of the regular committee recruitment and appointment timeline. The Regional OTM Selection Committee must function consistently for the entire calendar year.
4. NRHH Initiatives Committee
  - i. The Regional OTM Selection Committee shall be chaired by the AD-NRHH.

## ARTICLE VI.

## GOVERNANCE

### Section 1.

### Interpretation

1. This document shall be interpreted by the AD-NRHH in conjunction with the Director and the IACURH Executive Board. It is expected that any interpretation will be governed by common sense.

## **Section 2.**

### **Conflict**

1. This document shall never be in conflict with the IACURH or NACURH, Inc governing documents.

## **Section 3.**

### **Amendments**

1. Amendments to this document may be proposed by any NRHH representative or member of the IACURH Regional Board of Directors.
2. Amendments must be submitted in written form.
3. Amendments may only be officially acted on at the annual IACURH, No Frills, or NACURH Conferences, or through an online process as determined by the AD-NRHH and NRHH Advisor.
4. Amendments may be voted on at any time provided no less than twenty-four (24) hours has elapsed since their proposal.
5. A majority vote of all NRHH representatives present at the conference is required for passage.
6. Proposed amendments will go into effect at the end of the conference at which they were passed.

## **Section 4.**

### **Ratification**

1. This policy book shall be ratified by a two-thirds (2/3) vote of the affiliated NRHH chapters within the region. This policy book may be dissolved by the same vote.

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# TITLE 5

## AWARD BID POLICY

### ARTICLE I

#### AWARD BIDS

### ARTICLE II

#### AWARDS SELECTED AT IACURH REGIONALS



**ARTICLE III**  
AWARDS SELECTED  
AT IACURH NO FRILLS

**ARTICLE IV**  
OF-THE-MONTHS

**ARTICLE I. AWARD BIDS**

**Section 1. Award Bids**

1. The following awards are recognized by IACURH:
  - i. Award Bids
  - ii. Pin Awards
  - iii. IACURH Banana Points
  - iv. Distinct Awards
    - a. Distinct Awards are not intended to be annual awards by, rather, to be used to recognize exceptionally outstanding service and accomplishment.
    - b. Any school may submit a nomination for a Distinct Award following the procedure for Award Bids at the IACURH Conference outlined in Award Policies.
2. All NRHH award bid criteria and procedures will follow those as outlined in the IACURH Governing Documents, Section VIII, Award Policies.
3. All current Regional and National officers, National Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison(s) are ineligible for IACURH Awards with the exception of Regional Conference Chairs.
4. NRHH bids selected at the IACURH No Frills Conference shall become the Regional Nominee in that category for the NACURH award presented at the NACURH Conference as outlined in the NACURH Policy Book Title XI and NRHH Policy Book Section VI.
5. The criteria for NRHH bids selected at the IACURH No

Frills Conference shall be those outlined in the NACURH Policy Book Title XI and NRHH Policy Book Section VI.

6. The regional winner of each award presented at IACURH and No Frills will be the IACURH nominee for the corresponding national award. All bids submitted for NACURH awards must be submitted by the means decided by the National Chairperson by April 15th.

## Section 2.

### Award Bid Policies

#### 1. Bid Timeline

- i. All Bid criteria must be distributed to member schools by the AD-NRHH by September 1st.
- ii. A timeline for award bid submission must be distributed to member schools by the AD-NRHH by September 1st. The timeline shall be selected by the AD-NRHH, but must adhere to the following guidelines:
  - a. Letters of intent may be due no later than twenty-one (21) days prior to the start of each conference.
  - b. Bids may be due no later than eleven (11) days prior to the start of each conference.
  - c. Policy checks must be completed within forty-eight (48) hours of bid submission. Bids with policy violations must be submitted no later than eight (8) days prior to the start of each conference.
  - d. Bids will be made available to be read online by no later than seven (7) days prior to the start each conference.
- iii. Intents
  - a. A school must submit a letter of intent to bid for an award.
  - b. In the event that there are no intents submitted for an award category, the AD-NRHH will notify the region. Any school may then submit a bid in that

category by the bid submission deadline.

- iv. Bids
  - a. Files of each bid must be submitted electronically to the AD-NRHH through a method communicated by the AD-NRHH.
  - b. The AD-NRHH shall determine the file type for award bid submissions. If a school is unable to submit the bid in the file type selected, they will make alternate submission arrangements with the AD-NRHH.
  - c. Each submitted bid shall undergo a Policy Check in accordance with Section VIII.B.1.d.
- v. Evaluations
  - a. In conjunction with the CO -PT, the AD-NRHH shall make award bids available to be read online by RBD members in accordance with the communicated timeline.
  - b. Schools and regional executives must complete bid evaluations for each bid in a category in order to receive voting rights for that category. See the Bid Selection section for additional information on evaluations.

### Section 3.

#### **Policies Affecting All Award Bids**

1. Only schools in good standing with IACURH and NACURH are eligible to submit and be selected for award bids.
2. Content
  - i. The body text for any award bid shall be 10-12 point type.
  - ii. All bids shall contain page numbers.
  - iii. A page is defined as a side with print. Covers and title pages are not included in the page count. Dividers are included in the page

- count.
  - iv. All content not created by the bidding school must be accompanied by proper citation in the text of the award bid. The AD-NRHH shall determine the proper citation method and communicate it within the bid criteria distributed to member schools by September 1st.
  - v. Any additional citations pages may be added to the end of any award bid without being counted into the page limit.
  - vi. No award bid shall consist of multimedia video or animated material.
  - vii. Letters of support must occupy the same page size as if they were placed in the bid as text.
3. Category Limits
    - i. Any person being nominated for one of the individual awards can only be nominated in one category at each conference.
    - ii. Bids are limited to one per school, per category.
  4. Bids awarded at the IACURH Regional Conference and No Frills conference will be posted to the IACURH Regional website.
  5. IACURH, in the effort to remain a fair representative of educational organizations in the region, shall not consider any amendment, resolution, law, or other official act, which has been approved or is under consideration by the voters or legislative body of any state or province in deciding the winners of any bid for conferences, officers, or awards. Distinct Awards.

## Section 4.

### Regional Individual Award Bids

1. IACURH Advisor of the Year Award
2. IACURH Distinguished Service Award
3. IACURH Executive Member of the Year Award
4. IACURH NCC of the Year Award
5. IACURH NRHH President of the Year Award
6. Paula Bland Award for Professional Service
7. IACURH Resident Advisor of the Year Award

8. IACURH RHA President of the Year Award
9. IACURH Service Award
10. IACURH Student of the Year Award
11. IACURH Student Staff Member of the Year Award

## Section 5.

### Regional School Award Bids

1. IACURH NRHH Building Block Award
2. IACURH NRHH Outstanding Chapter of the Year Award
3. IACURH Program of the Year Award
4. IACURH RHA Building Block Award
5. IACURH School of the Year Award

## ARTICLE 2.

### AWARDS SELECTED AT IACURH REGIONALS

## Section 1.

### IACURH NRHH President of the Year

1. **Purpose:** Recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization while serving as an NRHH president.
2. **Eligibility:** Only individuals who have completed, or are currently completing, an entire term as President as prescribed by the constitution of the host school's governing body are eligible for this award. Only content that reflects accomplishments from IACURH Conference to IACURH Conference, with the exception of content included for comparison purposes, will be considered.
3. **Pages:** The text of the IACURH NRHH President of the Year Award bid must be limited to eight (8) pages.
4. **Selection:** The IACURH NRHH President of the Year Award shall be selected by the NRHH Presidents.
5. **Award:** The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. **Required Criteria:**
  - i. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipient's host institution.
7. **Suggested Criteria:**
  - i. Term of office for award purposes shall be from IACURH to IACURH.
  - ii. Regional and NACURH correspondence.

- iii. Recognition through campus, regional, and NACURH services awards.
- iv. Participation in campus, regional and NACURH services.
- v. Implementation of the four pillars (leadership, recognition, scholastics and service) on campus
- vi. Overall leadership and contribution to the residence halls on campus such as communication, goal setting, execution of goals, connection with his/her board and the residential housing community, motivation and enthusiasm, success or growth of the organization, and creativity.

## Section 2.

### IACURH NRHH Building Block of the Year

1. **Purpose:** a. Purpose: The NRHH Building Block Chapter of the Year award is designed to recognize the NRHH chapter that shows outstanding growth and development during the year of nomination
2. **Eligibility:** This award may be given yearly at the discretion of the IACURH NRHH representatives. Nomination shall come from member chapters in good standing. Only year specific information will be considered except for information included strictly for comparison purposes.
3. **Pages:** The written bid shall not exceed twenty (20) pages in length (10-12 point type) double sided. A page is defined as a side with print, including letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the twenty (20) pages but must include the award name, chapter, institution, and region.
4. **Selection:** The IACURH regional NRHH Building Block Chapter of the Year Award shall be selected by the IACURH NRHH representatives at the annual IACURH conference.
5. **Award:** The winner shall be announced at the IACURH Conference banquet and receive a plaque to be retained by the school.
6. **Required Criteria:**

- i. Letters of Support - The bid must include a letter of support from at least one of the following:
  - a. Chapter President
  - b. RHA President
  - c. Professional Housing Staff

**7. Suggested Criteria:**

- i. Campus Level (75%) How has involvement on a campus level grown from previous years (Please show a comparison between previous years to current for each item below.)
  - a. Goals and objectives, and how these were met.
    - I. What is the purpose of the chapter?
    - II. How was the purpose met and/or exceeded?
    - III. What were the goals/objectives of the chapter?
    - IV. How were the goals and objectives achieved? What was learned?
  - b. Structure and Organization of Chapter
    - I. How is the chapter, executive officers, and membership structured?
    - II. How has the structure and organization of the chapter changed over the past year?
  - c. Membership
    - I. How does the chapter recruit new members?
    - II. How has the chapter membership grown?
    - III. How has the strategy toward membership adapted and improved?
    - IV. What role do members play in the development of the chapter's vision goals, and objectives?

- V. What is the role of Active, Alumni, Early Alumni, and Honorary members in the chapter? How have these roles improved or otherwise changed during the past year(s)?
- d. Programming, Initiatives, and Accomplishments
  - I. How has the chapter improved in its efforts with respect to campus programming, initiatives, and other achievements?
  - II. How is this improvement measured?
  - III. Has the chapter created new programming or leadership initiatives?
  - IV. Has the chapter created new recognition programs, services, or award?
  - V. Has the chapter expanded and built existing programs and initiatives?
  - VI. What tools have the chapter used to evaluate programmatic efforts?
  - VII. How has the chapter demonstrated a commitment to leadership, recognition, scholastics, and service to its membership and the campus community?
- e. Advancement and Growth
  - I. How has the chapter advanced during the past year?
  - II. How is this advancement witnessed by the chapter's membership and campus community?



- f. Challenges
  - I. What challenges were faced by the chapter this year?
  - II. How did the chapter address these challenges? What were the results?
  - III. What challenges will the chapter face in the future?
- g. Communication
  - I. How has the chapter fostered communication with members, residence hall governments, residence hall staff, and administration?
- ii. Regional & NACURH Level (20%)
  - a. Regional & NACURH Conferences
    - I. Has the chapter had representation at regional and/or NACURH conferences, both in and out of boardroom?
    - II. How has attendance at regional and/or NACURH conferences assisted in the growth of the chapter this year?
  - b. Regional & NACURH communication
    - I. How has the chapter communicated with regional and/or NACURH schools and chapters?
    - II. How has the chapter grown as a result of regional and/or NACURH communication?
  - c. Involvement in regional and/or NACURH projects /initiatives/committees
    - I. How has the chapter been involved with regional and/or NACURH projects/ initiatives/committees
    - II. How has the chapter grown as

- a result of this involvement?
    - d. Bids for regional awards
      - I. Has the chapter submitted any regional bids?
      - II. How has the chapter improved in bid creation and submission during the past year?
  - iii. Other Criteria (5%)
    - a. OTMS
      - I. How does the chapter participate in the OTM program?
      - II. How has the chapter met and/or exceeded OTM goals?
      - III. How many submissions, campus winners, regional winners, and national winners does the chapter have?
    - b. Publications (newsletter, newspaper clipping, online articles, etc.)
      - I. Has the chapter utilized or written any newsletters throughout the year?
      - II. Has the chapter received press coverage?
      - III. Has the chapter developed any guides or resources that have contributed to its success?
    - c. Applications and forms
      - I. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
    - d. Miscellaneous Resources
      - I. Does the chapter have any additional resources or materials that are of use to other building chapters?

1. **Purpose:** The NRHH Outstanding Chapter of the Year Award is the highest honor an IACURH NRHH Chapter can attain. The award recognizes outstanding achievements of an NRHH Chapter on the campus, regional, and NACURH levels.
2. **Eligibility:** Only NRHH Chapters in good standing with IACURH and NACURH are eligible for this award. Only content that reflects accomplishments from IACURH Conference to IACURH Conference, with the exception of content included for comparison purposes, will be considered.
3. **Pages:** The text of the IACURH NRHH Outstanding Chapter of the Year Award bid must be limited to thirty (30) pages.
4. **Selection:** The IACURH NRHH Outstanding Chapter of the Year Award shall be selected by the NRHH Representatives.
5. **Award:** The winner shall be announced at the IACURH Conference banquet and receive a plaque to be retained by the school.
6. **Required Criteria:**
  - i. Letter of Support - The bid must include a letter of support from at least two (2) of the following sources:
    - a. Chapter President
    - b. Chapter Advisor
    - c. RHA President
    - d. Director of Housing
7. **Suggested Criteria:**
  - i. Goals and objectives, and how these were met.
    - a. What is the purpose of the chapter?
    - b. What were the goals and objectives?
    - c. How were the goals and objectives accomplished?
8. **Membership Selection Process**
  - i. Is there a nomination process for new members?
  - ii. Is there an application process for members?
  - iii. How are new members selected? Who selects new members? What are the

selection criteria?

**9. Participation in reinforcing the purpose of NRHH.**

- i. What recognition activities was the chapter involved with?
- ii. What new ways did the chapter recognize others?
- iii. Did the chapter submit OTMs to the region?
- iv. What awards has the chapter received?

**10. Programming and Leadership**

- i. In what programs did the chapter participate?
- ii. What leadership opportunities does the chapter provide?

**11. Regional & NACURH**

- i. How has the chapter communicated with the AD-NRHH?
- ii. How has the chapter communicated with regional officers?
- iii. How has the chapter communicated with other chapters in IACURH and NACURH?
- iv. How has the chapter participated in the regional and NACURH conferences?
- v. Has the chapter presented or attended NRHH program presentations?

**12. Other Resources**

- i. Does the chapter have any publications, newsletters, press coverage, guides, or resources?
- ii. Does the chapter have any successfully implemented application or forms for membership, programming, or other initiatives?
- iii. Did the chapter receive any regional winners?
- iv. Did the chapter receive any NACURH winners?

**Section 4.**

**Brianna Gomez NRHH Service Award**

- 1. **Purpose:** The Brianna Gomez NRHH Service Award recognizes outstanding service and leadership to the development of NRHH in the IACURH region.

2. **Eligibility:** Any NRHH member, including Active, Alumni, Early-Alumni, and Honorary, are eligible for this award.
3. **Pages:** The text of the Brianna Gomez NRHH Service Award shall be selected by the NRHH Representatives.
4. **Selection:** The Brianna Gomez NRHH Service Award shall be selected by the NRHH Representatives.
5. **Award:** If a winner is selected, they shall be announced at the IACURH Conference banquet and receive a plaque.
6. **Required Elements:**
  - i. NRHH membership, including Active, Alumni, Early-Alumni, and Honorary
7. **Criteria for Selection:**
  - i. Campus, regional and NACURH involvement specific to NRHH (i.e. Regional Board, Conference Staff, Committees, etc.)
  - ii. Recognition received through campus, regional, and NACURH awards
  - iii. Participation in campus, regional, and NACURH services
  - iv. Participation in conferences (i.e. attendance, presenting programs, etc.)

## ARTICLE 3.

## AWARDS SELECTED AT IACURH NO FRILLS

### Section 1. Conference

### Bids Selected at the IACURH No Frills

1. The following awards will be selected at the IACURH No Frills Conference and shall become the Regional Nominee in that category for the NACURH award presented at the NACURH Conference as outlined in the NACURH NRHH Policy Book Section VI.
  - i. OCM NRHH Building Block Chapter of the Year
  - ii. Outstanding NRHH Chapter of the Year
  - iii. Outstanding NRHH Member of the Year

## ARTICLE 4.

## OF-THE-MONTHS

### Section 1.

### Of-the-Months (OTMs) - General

1. National & Regional OTM Categories
  - i. Advisor
  - ii. Community Service Program
  - iii. Diversity Program
  - iv. Educational Program
  - v. Executive Board Member
  - vi. First Year Student
  - vii. Institution Faculty/Staff
  - viii. Organization
  - ix. Passive Program
  - x. Residence Life Faculty/Staff
  - xi. Resident Assistant
  - xii. Residential Community
  - xiii. Social Program
  - xiv. Spotlight
  - xv. Student
2. OTM Descriptions
  - i. General Requirements
    - a. Each regional and national OTM should be written and judged according to the following descriptions.
    - b. OTM nominees that are eligible for multiple categories must be submitted in the category most applicable to the language of the written OTM.
  - ii. Individual category requirements will follow requirements set forth in NACURH Policy.
3. Eligibility
  - i. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
  - ii. Each nomination submitted for regional consideration must have been campus winner and each nomination submitted for national consideration must have been a

- regional winner.
- iii. Nominations must be month specific.
- 4. Author Eligibility
  - i. OTMS cannot be authored by:
    - a. Regional Director
    - b. Regional AD-NRHH
    - c. National Executives
  - ii. Nominations in violation of this policy will be removed from consideration on the regional and national levels by the region's AD-NRHH.
- 5. Winner Eligibility
  - i. The following individuals may not be nominated for any national OTM categories and are ineligible to win on the regional and national levels:
    - a. Elected and appointed regional officers (Regional Board of Directors, including Co-Advisors)
    - b. Elected and appointed national officers
  - ii. Nominations in violation of this policy will be removed from consideration on the regional and national levels by the region's AD-NRHH.
- 6. Timeline
  - i. Regional Procedures
    - a. All OTM submissions to the regional level must occur by the 10th of each month by 11:59 p.m. in each time zone following nomination on the NRHH OTM database.
  - ii. NACURH Procedures
    - a. Nominations must be forwarded from the regional level as soon as judging is complete on the OTM database by the 17th of the month by 11:59 p.m. CST following nomination.
  - iii. Extensions
    - a. An extension can be granted with

approval from the NAN and NSRO Director or their designee if there are problems with submissions. The NAN will notify the ADs-NRHH of any such decision within 24 hours.

iv. Judging

- a. Regional OTMs will be judged by the Regional OTM Judging Committee coordinated by the AD-NRHH.
- b. National OTMs will be judged by the National OTM Judging Committee coordinated by the NSRO.
- c. All awards are to be given based on preset criteria established by the NRHH Board.
- d. Like months will be considered together.
- e. Members of regional or national OTM committees may not vote in any category they submitted an OTM.

v. Recognition

- a. All winners will be recognized by a certificate at a NACURH-affiliated conference. The NSRO Director or their designee is encouraged to submit all winning national Program of the Month winners to the National level.



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# TITLE 6

## ELECTIONS

### ARTICLE I

#### ELECTIONS - GENERAL

## ARTICLE 1.

## ELECTIONS - GENERAL

### Section 1.

#### General Information

1. The election of the AD-NRHH and NRHH Regional Advisor shall occur in a manner defined by the IACURH Director as described by the IACURH governing documents (Section II Election Procedures for the IACURH Officers). The additional following procedures shall be followed:
  - i. The Associate Director for NRHH and the NRHH Advisor shall be elected by the NRHH representatives in the NRHH boardroom or a combined boardroom as decided upon by the AD-NRHH in conjunction with the Director.
  - ii. The election of the AD-NRHH shall take place through secret ballot at the No Frills Conference with the IACURH Executive Board compiling and announcing the outcome immediately after the vote has been taken.
  - iii. The election of the NRHH Advisor-Elect shall take place through secret ballot at the IACURH Regional Conference every two (2) years becoming the NRHH Advisor at a special designated time at the NACURH Conference.
  - iv. A majority vote of member schools present shall be required to elect the officers.
  - v. A quorum must be present to vote in any election and a quorum shall be defined as two-thirds (2/3) of the voting schools present at the conference.

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# TITLE 7

## APPENDICIES

EXECUTIVE HOST SCHOOL  
ACKNOWLEDGEMENT FORM

TECHNOLOGY LIABILITY FORM



### Executive Board Host School Acknowledgement Form

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Position Bidding For:** \_\_\_\_\_

We affirm that the candidate has the full support of the Residence Hall Association, Campus Association, National Residence Hall Honorary, or University Department of Housing.

- Through Host School Support, we agree and understand the candidate will be able to attend the NACURH annual conference as a delegate for our institution at the beginning of the candidates term. (Initial) \_\_\_\_\_
- Through Host School Support, we agree and understand that the candidate has access to the following (minimum areas of support needing definition advisement resources, technology and work space):
- Through Host School Support, we agree and understand that the candidate will be financially supported by following the specific terms set below:
- Furthermore, the candidate will support the host institution by following the specific terms set below:

We have read, understand, and agree to the responsibility of hosting an IACURH Executive Board Member by this document and any relevant policies in the IACURH Governing Documents. By our signature, we agree to support the above candidate as a board member throughout their term as stated above.

Furthermore, by our signature we affirm that we have read and understood the responsibilities of this position as outlined in the IACURH Governing Documents.



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Student Institutional Representative Signature

Date

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Professional Housing Staff

Signature

Date

### INTERMOUNTAIN AFFILIATE TECHNOLOGY LIABILITY FORM

I, \_\_\_\_\_, in consideration of the Intermountain Affiliate  
of First and Last Name

College and University Residence Halls and \_\_\_\_\_ for allowing  
me Host Institution

to participate in the IACURH \_\_\_\_\_ Executive Board  
as Term

\_\_\_\_\_, do hereby acknowledge and agree to the  
following: Position Title

I agree to act in a responsible fashion with the technology provided to me by IACURH with the understanding that it is intended for the use of the position and the betterment of the region.

I understand that I am liable for any actions of gross negligence and damage while the technology is in my possession.

I specifically understand that if the technology were stolen or damaged to the point where it is no longer salvageable or able to be used while in my care that I am either to reimburse the region in the amount of a replacement or to furnish a replacement deemed suitable by the Regional Advisor.

I also understand that if the above were to occur and I did not reimburse the region or replace the technology that my host institution may incur the responsibility of the reimbursement or replacement at which point my host institution may charge me for the technology.

*We have read and understand the aforementioned responsibilities of the technology for Regional Board of Directors position and affirm that these will be fulfilled to the best of our ability.*

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Executive Member Name (Print)  
Date

---

Executive Member Signature

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Executive Member's On-Campus Advisor (Print)      On-Campus Advisor Signature  
Date

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Chief Housing Officer Name (Print)      Chief Housing Officer Signature      Date



## REGIONAL CHARTER

### THE INTERMOUNTAIN 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., and pursuant to Article XII of the NACURH, Inc. Bylaws of 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 Intermountain Affiliate of College and University Residence Halls (IACURH).

As a recognized regional affiliate, IACURH shall be comprised of NACURH member schools in the United States of America (U.S) states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, and the Canadian provinces of Alberta, Saskatchewan, and the Northwest Territories.

IACURH shall abide by the Articles of Incorporation set forth by NACURH, Inc. and its bylaws as well as the policies outlined in the IACURH Governing Documents.

In addition, IACURH shall hold at least one fall regional leadership conference annually where member schools within the region can come together to promote member school interaction & the exchange of information & ideas through programming and networking opportunities.

At the annual spring business conference, the IACURH National Communications Coordinators (NCCs), or other designees(s), shall democratically elect a Regional Executive Board comprised of a Regional Director, Associate Directors, and Coordinating Officers. The Regional Director, Associate Director of Business Administration, and the Associate Director of National Residence Hall Honorary (NRHH), Regional Advisor, & Regional NRHH Advisor shall make up the IACURH Directorship. The Regional Executives elected must be elected by a majority vote, where there is at least a quorum of 40%. If a position is not filled, procedures set in the IACURH Governing Documents will be followed. The Regional Advisor shall supervise the election procedure and tally the votes. The term of office shall be from the NACURH annual conference to the following NACURH annual conference. Each member of the IACURH Executive Board shall reside in housing that is operated by that member's respective college or university housing department throughout their term of office, excluding summer and winter breaks.

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NACURH, INC. | 1115 NORTH 16TH ST | LINCOLN, NEBRASKA 68588-0622

Any IACURH Executive may be recalled by a vote of two-thirds of the membership of the region. Recall procedures may be initiated by any member of the Regional Board of Directors (RBD) or Regional Boardroom Representatives (RBR), following the procedures outlined in governing documents. The Regional Advisor shall hold a chat pertaining to the recall proceedings in which both the initiator and the individual being recalled have the opportunity to answer questions. The Regional Advisor shall be responsible for tabulating the vote to recall or retain.

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



Shannon Mulqueen | Regional Director



Daniel Ocampo | NACURH Advisor



Cory Shapiro | Regional Advisor









