



The Intermountain Affiliate Policy Book

UPDATED
July 28, 2025

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Title 1

Statements of Purpose

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Article I. Vision Statement

The National Association of College and University Residence Halls, NACURH Inc, seeks to create a network of engaged citizens sharing common experiences through residential leadership opportunities.

Article II. Mission Statement

As an organization, NACURH empowers, motivates, and equips residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.

Article III. 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 IV. Statement of Fairness

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 student's 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.

Article V. Indigenous Land Acknowledgement

IACURH recognizes that the geographic land upon which our member institutions are built belongs to indigenous peoples and tribes. We extend our deepest respect and appreciation to these peoples, many of whom were displaced and experience the effects of colonialism, which attempts to erase their culture and labor. We acknowledge that our institutions contribute towards this tragedy. We encourage each of our member institutions to intentionally research and acknowledge the specific indigenous peoples who are the past, present, and future stewards of the land that they walk upon every day, and that they publically respect and acknowledge these peoples on a continual basis. Beyond this, we hope that they accompany this acknowledgement with tangible support and authentic relationships with these peoples.

Title 2

IACURH Colors and Logos

Article I. Regional Identity

Article I. Regional Identity

Section 1. Intermountain Affiliate Colors

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

Section 2. Intermountain Affiliate Mascot

1. The official mascot of the IACURH region shall be a stegosaurus, while the official name shall be "Summit the Stegosaurus."

Section 3. 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.

Title 3

Bylaws

Article I. Official Name

Article II. Purpose

Article III. Membership

Article IV. Officers

Article V. Executive Qualifications and Duties

Article VI. Election of Officers

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Article X. Finances

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Article XV. Unification Statement

Article I. Official Name

The name of this organization shall be the Intermountain Affiliate of College and 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

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. Qualifications for Membership

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

Section 2. Membership Dues

1. Dues shall be paid by the beginning of the annual Regional Business Conference. Forgoing payment shall result in a denial of voting privileges until payment is made.
2. Payment Timeline:
 - a. Institutions are expected to pay the conference registration fee by the time of check-in or before. If payment cannot be made by then, the institution will have 30 days following the close of the conference to settle the amount.
3. Late Payment Fee:
 - a. If payment is not received within 30 days of the close of the conference, the conference team will issue an updated invoice that includes a flat late fee of \$75. This payment will be due within 60 days following the close of the conference.

4. Consequence of Non-Payment:
 - a. If the invoice, including the late fee, is not paid by the 60-day deadline, and there has been no communication from the institution with the conference team and regional finance officers, the school will be placed in bad standing with NACURH.
5. Appeals Process:
 - a. Institutions that believe they have been wrongly charged the flat fee can appeal to the NAO using a designated appeal form.

Section 3. Voting Members

1. 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 Regional Board of Directors (RBD)

1. The RBD shall consist of the Director, Associate Directors, the Coordinating Officers, the Regional Leadership Conference and Regional Business Conference Chairperson(s), and any other appointed positions as selected by the RBD.

Section 2. The Regional Boardroom Representatives (RBR)

1. The RBR shall consist of the NCC, RHA President, and NRHH President, or select representative of the IACURH Member Schools.

Article V. Executive Qualifications and Duties

Section 1. The Regional Board of Directors (RBD)

1. The members of the IACURH RBD 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 RBD to leave the region for graduate school.

2. The members of the IACURH RBD shall attend an IACURH member school for the full length of their term, excluding summer internships, official school breaks, and special permission from the Director and NACURH Executives.
3. The Regional Director and Associate Directors must have attended a Regional Business Conference prior to when their term in office begins.
4. The members of the IACURH RBD shall be accountable to the member schools of IACURH.
5. The members of the IACURH RBD shall follow all policies as defined in the IACURH Policy Book and NACURH Policy Book.
6. Every member of the RBD shall either chair or co-chair a regional task force or committee during their term.
7. Shall support the NACURH-level Leadership training and transition experience for incoming regional Leadership members, respectively.
8. Shall develop regional training and transition experiences that are connected with and supplemental to the NACURH-level Leadership training and transition experience.

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 & Finance.
3. The 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 & Finance (ADAF), Regional Advisor for Administration and Operations, and Regional Advisor for Communications and Engagement.

5. The Director is responsible for the release of the Regional Summit Reports within 30 days of each respective summit.

Section 3. Duties of the Associate Director for Administration and Finance (ADAF)

1. Keep minutes of all business meetings and distribute them within 45 days of the conference, or else the school hosting the ADAF will not be in good standing until such time as the minutes are distributed.
2. The ADAF shall maintain accurate financial records and publish regional financial reports on a monthly basis.
3. The ADAF 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 Director, Regional Advisor for Administration and Operations, and Regional Advisor for Communications and Engagement.
5. The ADAF shall assist the Director in representing the IACURH region at all proceedings of the NACURH Board of Directors
6. The ADAF shall oversee the financial development and allocations of the Leadership Advancement Society of IACURH funds.

Section 4. Duties of the Associate Director for NRHH (ADNRHH)

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

Section 5. Duties of the Coordinating Officers (COs)

1. Four (4) Coordinating Officers (COs) shall be assigned to the specific areas of: NCC Training and Development, Presidential Relations and RHA Development, Service and NRHH, and Marketing and Technology.
2. The CO candidates shall have attended at least one business meeting at a Regional Leadership Conference, Regional Business Conference, or virtual business meeting.
 - A. This requirement can be waived for Coordinating Officer for Marketing & Technology (COMT) candidates that are unable to attend a business meeting with the approval of the current COMT, the Regional Director, and the Regional Advisor for Administration and Operations. This change will not be held against any candidates as it falls under the NACURH Equity Statement.
3. The COs shall maintain continual contact with and serve as a regional resource to all IACURH member schools.
4. The administrative duties of the COs shall be paid for by the IACURH Region, which can include copying, faxing, mailing and telephone costs.
5. Shall participate in the Selection Committee for regional Scholarships and Grants.
6. Additional CO 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 for Administration and Operations

1. The Regional Advisor for Administration and Operations 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 for Administration and Operations-elect from the date of their election until one

day after the NACURH Annual Conference that 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 Director, ADAF and Regional Advisor for Communications and Engagement, for the financial management of the region.
5. Shall, with the concurrence of the ADAF, be authorized as signatory for all bills paid as necessary along with the Regional Advisor for Communications and Engagement and Director.
6. Shall aid in the development of resources for regional campus advisors and Advisor Resource Training (ART).
7. Shall be selected in off years for the Regional Advisor for Communications and Engagement selection.

Section 7.

Duties of the Regional Advisor for Communications and Engagement

1. The IACURH Regional Advisor for Communications and Engagement shall have at least two (2) years of full-time professional housing experience at the time of bidding, have advised NRHH or been inducted into an NRHH chapter, and be employed at a member school in good standing.
2. Serve as the Regional Advisor for Communications and Engagement-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 rebidding.
4. Shall be responsible, in conjunction with the Director, ADAF, ADNRHH and Regional Advisor for Administration and Operations, for the financial management of the region.

5. Shall, with the concurrence of the ADAF, be authorized as signatory for all bills paid as a secondary signer for the Regional Advisor for Administration and Operations and Director.
6. Shall aid in the development of resources for the Leadership Advancement Society of IACURH (LAS-I) inductees and Alumni involvement within the region.
7. Shall be selected in off years for the Regional Advisor for Administration and Operations selection.

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 for the coordination, planning, and administration of the annual Regional Leadership Conference (RLC) or Regional Business Conference (RBC).
3. Shall allocate and dispense funds as needed to prepare for the conference with the prior approval of the Director and ADAF and under the supervision of the regional conference advisor.
4. Shall be recognized as an ex-officio member of the RBD.

Section 9.

Duties of the National Communications Coordinators (NCC)

1. Shall be responsible for all communication between their school and the RBD, the NACURH Corporate Office (NCO), the NACURH Executive Committee, all 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 and NACURH 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 Affiliation report, membership dues, and registration form.

Section 10. Duties of the Regional Advisor for ART

1. The Regional Advisor for Administration and Operations for ART shall have completed the ART program and be eligible to present ART sessions from the current ART curriculum.
2. The Regional Advisor for Administration and Operations for ART shall be a full-time professional at an IACURH affiliated school in good standing.

Article VI. Election of Officers

Section 1. The Regional Board of Directors

1. Candidates for positions on the RBD shall run as individuals at the Regional Business Conference.

Section 2. Officer's Oath

1. The outgoing Director shall swear in the incoming Regional Board of Directors 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 3. Selection of Replacements to the RBD

1. In the event of a recall or resignation of the Director, the ADAF shall temporarily assume that office. The replacement process for the Director shall be followed as outlined in election policy.

2. In the event of a resignation or impeachment of another member of the RBD, the replacement process shall be followed as outlined in election policy.

Article VII. Recall of Officers

Section 1. Process

1. Any member of the RBD or RBR may initiate a petition at any time for the recall of any elected officer.
2. The member initiating the recall must contact the Regional Advisor for Administration and Operations 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 RBR.

Section 2. Recall Procedures

1. The Regional Advisor for Administration and Operations shall notify the officer who is being recalled of the petition. The Regional Advisor for Administration and Operations 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 for Administration and Operations must send a ballot to all voting members of the RBR so that a vote of either "retention" or "recall" can be sent electronically to the Regional Advisor for Administration and Operations for tabulation.
3. A two-thirds (2/3) vote is sufficient for the recall of any officer.

Article VIII. Committees

Regional committees may be established by the RBD. Committees shall file reports to the RBD. The membership and duration of such committees shall be determined by the RBD.

Article IX. Annual Regional Leadership Conference (RLC)

Section 1. Process

1. Any college or university wishing to sponsor the annual Regional Leadership Conference (RLC) for the next academic year shall submit a letter of intent to bid to the present Director at least three (3) weeks prior to the Regional Leadership Conference (RLC).
2. Only those schools meeting this deadline will be allowed to place a bid at the RLC, 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 Leadership Conference shall be chosen by a majority vote of the schools present at the business meeting.
5. The Regional Leadership Conference shall be held in October or November.
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 Leadership Conference must follow IACURH awards policies.

Article X. Finances

Section 1. Dues

1. The annual dues for NACURH members shall be determined by the NACURH Board of Directors (NBD).
2. Members of the RBD & RBR can request to see the IACURH financial records at any time.

3. The annual Regional Leadership Conference (RLC) 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 Regional Business 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. NRHH Business

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

Section 2. Policy Precedence

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.

Article XII. Parliamentary Authority

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

1. Amendments to the bylaws must be presented in written form to the Director of the region by any member of the RBR before a vote on the amendment can occur.

Section 2. Amendment Quorum

1. 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. Timeline of Amendment Effectiveness

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

Section 4. NACURH, NRHH, & IACURH Policy Trickle Down

1. Any amendment passed by the NACURH Board of Directors (NBD), the NACURH NRHH Board of Directors (NNBD), or the IACURH Regional Board of Representatives (RBR) that directly impacts regional policy and regional NRHH policy is to be reflected in policy and announced in a regional memo from the Director regarding regional policy and from the ADNRRH regarding regional NRHH policy within 30 days of the proposed change.

Article XIV. Enactment

The bylaws shall go into effect immediately upon the regional charter by the NACURH Board of Directors.

Article XV. Unification Statement

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.

Title 4

Regional Structure and Governance

- Article I. Officer Responsibilities*
- Article II. Policies Affecting Officers*
- Article III. Academic Standing*
- Article IV. Recalls*
- Article V. Replacement of Officers*
- Article VI. Governance*
- Article VII. Committees*
- Article VIII. Interpretation*

Article I. Officer Responsibilities

Section 1. Regional Director

1. Be responsible for the publishing and distribution of the State of the Region report for the annual Regional Leadership Conference and Regional Business Conference.
 - A. State of the Region reports shall include:
 - i. Updates from each member of the IACURH RBD, detailing work being done in fulfilling the following:
 - i. Positional Responsibilities in the Governing Documents
 - ii. Goals & Initiatives set forward by each Executive during election process
 - iii. NACURH involvement.
 - ii. Updates from regional committee Chairs and Vice Chairs detailing:
 - i. The number of regional committee meetings held thus far.
 - ii. The number and percentage of committee members in attendance at each committee meeting.
 - iii. All charges given by the Director to the committee.
 - iv. All goals set by the regional committee leadership and members.
 - v. Details regarding progress being made in fulfilling regional committee charge and goals.
2. Appoint all Committee Chairs to Regional Committees and Task Forces.
3. Be responsible for the execution of operational and financial policies as established by a majority vote of the RBR.
4. Oversee the selection process of all regional awards and NACURH nominees as outlined by award policies.
5. Communicate with NACURH Executives monthly.

6. Coordinate the election or appointment of all IACURH RBD positions.
7. Distribute all communications from NACURH to the region.
8. Compile the Semi-Annual and Annual Regional Reports as outlined by the NACURH Chairperson.
9. Be authorized as signatory for all necessary expenditures.
10. Work with the ADAF to determine the number of First-Time Delegation Scholarship(s) and Travel Scholarship(s), and the amount of each scholarship, to subsidize registration fees for the Regional Leadership Conference.
11. Work with the ADAF and ADNRHH to determine the amount for the Outstanding Advocacy Initiative Grant.
12. Conduct Regional Committee assignments on a rolling basis, with the exception of the Regional OTM Selection Committee, which shall be selected by the ADNRHH.
13. Create and update the Conference Bid Evaluation Form prior to every conference that contains a conference bidding process.
14. Hold a minimum of two (2) Regional Executive Summits, one to precede the Regional Leadership Conference and the other to precede the Regional Business Conference.
15. Submit the draft and final copy of a transition report to the Regional Advisor for Administration and Operations following the dates outlined in Section I, Article A, 15.
16. Be responsible for the compilation and editing of the regional weekly correspondence.
 - A. This weekly correspondence shall include but not be limited to all current applications of the region, pressing news of the region, upcoming chats of the region, regional recognition, and all other information pertaining to the functions of the region.

Section 2. Associate Director | Administration and Finance (ADAF)

1. Keep complete Financial Records of the region.

2. Submit, on a monthly basis, financial reports of IACURH to the NACURH Associate for Finance, Regional Advisor for Administration and Operations, and Regional Director.
3. Submit a Financial Standing of the Region for publishing in the Annual Report.
4. Be responsible for the upkeep of the Regional Charter, Bylaws, Policy Book and NRHH Policy Book.
5. Be authorized as signatory for all necessary expenditures.
6. Be responsible for collecting induction fees for the Leadership Advancement Society of IACURH (LASI).
7. Be responsible for tracking inventory, invoicing, pricing, and ensuring sound fiscal practice for IACURH merchandise in coordination with the COs.
8. Work with the Director to determine the number of First-Time Delegation Scholarship(s) and Travel Scholarship(s), and the amount of each scholarship.
9. Work with the ADNRRH to determine the number of NRHH Chapter Development Grant(s) and NRHH Delegate Scholarship(s), and the amount of each scholarship.
10. Work with the Director and ADNRRH to determine the amount for the Outstanding Advocacy Initiative Grant.
11. Be responsible for the execution of operational and financial policies as established by a majority vote of the RBR.
12. Conduct all financial tasks associated with the Regional Philanthropy as outlined by Financial Policy in coordination with the CORNRHH.
13. Be responsible for updating and maintaining the IACURH website.
 - i. Shall be responsible for the creation and maintenance of Leadership and Business Conference Websites in conjunction with the Conference Staffs.
14. Create, maintain, and ensure accessibility of the Boardroom website prior to and during the Regional Leadership Conference and the Regional Business Conference.
15. Archive all outdated documents.

Section 3.

Associate Director | NRHH (ADNRHH)

1. Recruit new NRHH chapters through contact with NCCs and prospective schools.
2. Affiliate NRHH Chapters through collaboration with the NACURH Corporate Office.
3. Serve as a member of the NACURH NRHH Board (NNB) per the NRHH Policy Book.
 - A. Correspond monthly with the NACURH NRHH Board.
 - B. Attend all meetings of the NACURH NRHH Board.
4. 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 Corporate Office for NACURH OTM award selection.
 - E. Announce IACURH Regional OTM winners by no later than the 18th of each month.
5. Oversee the selection process of all regional awards and NACURH nominees as outlined by award 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 Award Policies, and distribute awards criteria prior to each conference.
 - D. Compile, update, and distribute additional award bidding resources to member schools in the region.
6. Update and distribute bid evaluation form(s) prior to each conference and coordinate the submission thereof.
7. Coordinate bid selection including:

- A. Discussions prior to the Regional Leadership Conference for selecting Program of the Year (POY) finalists.
 - B. Discussions for bids selected by the IACURH RBD.
 - C. Bid sessions for bids selected by the (RBR), including bid session facilitation and vote tabulation.
- 8. Prepare the presentation of awards for conference mass gathering, including recognition for nominees and award recipients.
- 9. Coordinate efforts to prepare regional nominees for submission to the NACURH level.
- 10. Work with the RBD to ensure that bids are made available to the region in accordance with bidding timelines.
- 11. Ensure that any changes made to award criteria passed by the NACURH NRHH Board are reflected in regional criteria.
- 12. Enforce all awards policies as outlined by award policies.
- 13. Serve as a resource for award bidding for member schools in the region.
- 14. 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.
- 15. Assist in the development of NRHH programming at conferences.
- 16. Submit articles or other content for any NACURH publication dedicated to NRHH.
- 17. Coordinate, with the assistance of the Executive Officers, recognition at regional meetings and conferences.
- 18. Work with the ADAF to determine the number of NRHH Chapter Development Grant(s) and NRHH Delegate Scholarship(s), and the amount of each scholarship.
- 19. Work with the ADAF and Director to determine the amount for the Outstanding Advocacy Initiative Grant.

Section 4.

Coordinating Officer | NCC Training and Development (CONCCTD)

1. The CONCCTD shall serve as a resource to new and current NCCs; providing NCC transition materials, aiding in conference preparation, and educating NCCs regarding regional involvement, resources, and processes. Duties shall include, but are not limited to:
 - A. Provide opportunities for NCC training and development for members schools
 - B. Promote NACURH resources such as the NACURH Connection, and encourage the use of NACURH Corporate Sponsors.
 - C. Maintain and update current contact information for NCCs in the region.
2. Coordinate with the Director the role of NCCs in regard to IACURH and NACURH.
3. Serve as a resource in transition of NCCs throughout the region.
4. Serve as a resource for award bidding for member schools in the region in addition to the ADNRHH and CORNRHH.
5. Shall serve as the chair of the Spirit and Traditions Committee.
6. Create resources for NCCs to aid in conference planning and delegation development.
7. Encourage shared transportation of schools to regional and NACURH conferences.
8. Provide information on presenting at NACURH-U and encourage active participation in the programming sessions at NACURH-U.
9. Lead the following conference opportunities for NCCs at the Director's discretion:
 - A. Lead NCC Roundtable Discussions at Regional Leadership Conferences and Regional Business Conferences.
 - B. Lead an NCC Breakout at Regional Leadership Conferences.

10. Participate in the selection of the regional Scholarship(s) and Grant(s), Scholarship, as a member of the Selection Committee.
11. Communicate with the NCO regularly to obtain updated affiliation status for member schools and share with NCCs.
12. Coordinate and provides resources for the affiliation process for all RHA's across the region.
13. Administer the IACURH Steggie Points Program in accordance with Award Policies, including point tabulation, program development, promotion, participation, and recognition.
14. Coordinate with COs with the design process for merchandise.
15. Any other duties assigned by either the Director or RBR.

Section 5.

Coordinating Officer | Presidential Relations and RHA Development (COPRRHA)

1. The COPRRHA shall serve as a resource to RHA Presidents (or equivalent) and their respective residential governments; working in matters of effective programming, leadership and council development, and creating regional links to local campus communities.
2. Promote NACURH resources and encourage the use of NACURH Corporate Partners to the RHA Presidents.
3. Maintain and update current contact information for RHA Presidents in the region.
4. Educate RHA Presidents on the importance of being involved on the regional and NACURH levels by creating networking opportunities among them, building individual connections with them, and providing development opportunities for the campus level.
5. Serve as a resource in the transition of RHA Presidents throughout the region.
6. Facilitate a training session to assist in retaining members of local residential governments during the Presidential breakout session at the Regional Leadership Conference in conjunction with the CONCCTD.

7. Shall serve as the Chair of the Resources and Development Committee.
 - A. Maintain the IACURH Resource Drive for all member institutions and ensure accessibility of all documents in the guidebook.
 - B. Shall be responsible for ensuring guidebook access is exclusive to member institutions as established by affiliation and involvement in the region.
8. Put out, encourage responses, and judge a case study at the Regional Leadership Conference and the Regional Business Conference.
9. Lead the following Conference Opportunities for RHA Presidents at the Director's discretion:
 - A. Lead RHA President Roundtable Discussions at Regional Leadership and Regional Business Conferences.
 - B. Lead an RHA President Breakout at Regional Leadership Conferences.
10. Participate in the selection of the First-Time Delegate Scholarship, as a member of the Selection Committee.
11. Coordinate PEAK Programming sessions at both the Regional Leadership Conference and the Regional Business Conference.
12. Provide resources and information regarding NACURH LEAD Programming throughout the region and ensure implementation at both the Regional Leadership Conference and the Regional Business Conference.
13. Actively seek out prospective and inactive schools within the region and share with them the benefits of a NACURH membership.
14. Provide resources and ideas to schools in need of new recruitment and/or retention initiatives.
15. Promote and assist with implementation of Regional Philanthropy with the CORNRHH. .
 - A. Work with regional RHA Presidents (or equivalent) to assist with campus implementation of Regional Philanthropy initiatives.
16. Coordinate with COs with the design process for merchandise.

17. Any other duties assigned by either the Director or the RBR.

Section 6. Coordinating Officer | Recognition and NRHH (CORNRRHH)

1. Coordinate with the ADNRRH to determine the role of NRHH Representatives in regards to IACURH and NACURH.
2. Shall be the primary officer over recognition within the region.
3. Shall act as a resource for NRHH Presidents in the region through hosting regular chats, facilitating and compiling monthly reports, or through other designated methods.
4. Communicate frequently with the ADNRRH in regards to regional NRHH Chapters.
5. Shall serve as the Chair of the Recognition Committee.
6. Participate in the selection of regional Scholarship(s) and Grant(s), as a member of the Selection Committee.
7. Coordinate and educate the region on recognition opportunities.
8. Assist and serve as a direct resource within NRHH Boardroom at all regional conferences.
9. Work with the RBD to select a topic for Regional Philanthropy in collaboration with the RBD. Topic should be announced to region at least 90 days prior to the Regional Leadership Conference.
10. Maintain, and ensure accessibility of the Boardroom website, related to award, election, and conference bids prior to and during the Regional Leadership Conference and the Regional Business Conference.
11. Be responsible for managing and maintaining the IACURH Bid Vaults in conjunction with the IACURH ADNRRH.
12. Plan and coordinate the implementation of "Recognition Week" every semester.
 - A. Maintain a planning document of each Recognition Week for future reference
13. Facilitate NRHH roundtables at regional conferences.

14. Oversee the recognition of conference staff at respective conferences.
15. Assist the ADNRRH with the recruitment and affiliation of NRHH Chapters.
16. Coordinate with COs with the design process for merchandise.

Section 7. Regional Advisor for Administration and Operations

1. Shall serve as advisor on all regional matters, inclusive of NRHH, and as a liaison to all advisors within IACURH.
2. Shall be in attendance at all IACURH business and NRHH meetings and assist all board members in split boardroom.
3. Assist in the recruitment of schools and NRHH chapters by working with the Director, ADNRRH and the new/potential advisors.
4. Participate in NACURH level advisor business including NACURH Pre-conference, and advisor chats.
5. Be responsible for the transition of the advisor-elect in accordance with the bylaws.
6. Co-oversee advisor related programs at regional conferences.
7. Provide informational updates to advisors via chats, newsletters, emails etc.
8. Hold one on ones with the Executives in conjunction with the Director and other Regional Advisor for Administration and Operations.
9. Be responsible for updating, maintaining, distributing, and replacing regional technology including positional laptops, iPads, tablets, etc. according to IACURH Policy.
10. Work with the Regional Advisor for Administration and Operations for ART to plan Advisor Resource Training (ART) at regional conferences.
11. Be the liaison/regional representative to AIMHO and other professional organizations that IACURH would benefit from.
12. Audit all financial records with the ADAF at all business meetings at Regional Leadership & Regional Business Conferences.

13. Assist the ADAF with the regional and conference finances.
13. Serve as primary Regional Advisor for Administration and Operations for annual Regional Leadership Conference
14. Advise all conference matters, inclusive of NRHH.
15. Shall attend the NACURH Annual conference as IACURH Regional Advisor for Administration and Operations representative.
16. Advise the selection process of the Regional Awards with the Regional Board.
17. Be authorized as signatory for all necessary expenditures.
18. Serve as a resource for all regional interests and concerns.

Section 8.

Regional Advisor for Communications and Engagement

1. Shall serve as advisor on all regional matters, inclusive of NRHH, and as a liaison to all advisors within IACURH.
2. Shall be in attendance at all IACURH and NRHH business meetings and assist all board members in split boardroom.
3. Assist in the recruitment of schools and NRHH chapters by working with the Director, ADNRRH, and the new/potential advisors.
4. Participate in NACURH level advisor business including NACURH Preconference and advisor chats.
5. Be responsible for the transition of the advisor-elect in accordance with the bylaws.
6. Co-oversee advisor related programs at regional conferences with the Regional Advisor for Administration and Operations.
7. Maintain all regional listservs, including the Leadership Advancement Society of IACURH listserv.
8. Work with the Regional Advisor for Administration and Operations for ART to plan Advisor Resource Training (ART) at regional conferences.
9. Shall work to verify that Award, Positional, and Conference bids do not contain harmful language or imagery as part of the policy check process.

- A. Students shall be provided with a list of possible offensive or harmful language and symbols and other resources to clarify expectations for inclusive and non-discriminatory language to be used as an educational tool prior to the initial submission of the bid.
- 10. Be the liaison/regional representative to AIMHO and other professional organizations that IACURH would benefit from.
- 11. Provide informational updates to advisors via chats, newsletters, emails etc.
- 12. Hold one on ones with Executives in conjunction with the Director and Regional Advisor for Administration and Operations for Administration and Operations.
- 13. Oversee regional alumni initiatives.
- 14. Oversee the Leadership Advancement Society of IACURH and the ordering of Leadership Advancement Society of IACURH induction plaques for all new inductees.
- 15. Advise all conference matters, inclusive of NRHH.
- 16. Be authorized as signatory for all necessary expenditures.
- 17. Serve as primary Regional Advisor for Administration and Operations for Regional Business Conference
- 18. Shall attend pre-conference at the NACURH Semi-Annual Conference
- 19. Serve as a resource for all regional interests and concerns.

Section 9. IACURH Advisor for ART

- 1. Shall be in attendance at the Regional Leadership Conference, and Regional Business Conference, and NACURH Annual Conference.
- 2. Shall work with both advisors to identify times and number of ART sessions that can occur at RLC and RBC.
- 3. Will coordinate with the Regional Advisor for Administration and Operations, and conference staff to identify rooms and technology needs for ART.
- 4. Shall be responsible for determining which ART sessions should be hosted at the respective RLC or RBC and coordinate presenters for the sessions.

5. Shall maintain contact with on campus advisors in the region regarding individual progress in the ART program.
6. Shall be responsible for ensuring ART sessions are tracked using the ART database and determining other methods of tracking as needed.
7. Provide monthly updates to the Regional Advisor for Administration and Operations and Regional Board of Directors related to ART in the region.
8. Seek out and implement ways to engage campus advisors with ART beyond conferences, such as Advisor onboarding.
9. Must serve on the NACURH ART Standards Committee.
10. Shall oversee campus advisor experiences, including but not limited to task force involvement, roundtables, advisor socials, mentorship programs, and educational sessions at RLC and RBC in conjunction with the IACURH Regional Advisor for Administration and Operations.
11. Lead IACURH advisor chats in conjunction with the IACURH Regional Advisor for Administration and Operations.

Section 10. Regional Advisor

1. Have at least two (2) years of student group advising experience as a full-time professional OR at least two (2) years of student group advising experience as a graduate student and at least one (1) year of student group advising experience as a full-time professional.
1. It is a preferred qualification that Regional Level Advisors have experience advising campus-level on-campus housing organizations and/or NRHH chapters.
2. It is a preferred qualification that all Regional Advisors have completed Advisor Retention & Training (ART) by the start of their term.
3. Additional qualifications are up to the region to determine based on the needs of the student leaders, institutions, and organization. The Regional Advisor and Regional NRHH Advisor must be employed full-time

within the housing department or division of student affairs at their host institutions.

Section 11. Ex-Officio | Regional Conference Chair(s)

1. Oversee and support their respective conference staff.
2. Be responsible for communicating regularly with the NACURH Conference Resource Consultant (CRC) and the Director.
3. Provide a report on the progress of their respective conference at all regional and NACURH conferences prior to their own.
4. Use and maintain the regional conference email provided by the region to communicate on behalf of the conference.
 - A. Documents and other resources involved in the planning, implementation, and wrap-up of all conferences will be shared and organized in the conference email drive.
5. Coordinate the completion of the conference wrap-up report in conjunction with their conference staff and conference advisor(s).

Section 12. Ex-Officio | Regional Conference RBD Liaison(s)

1. Hold speaking rights for regional business that may impact regional conferences.
2. Plan and implement the conference Site Visit and Pre-Conference in conjunction with the Director.
3. Virtually attend the site visit for the regional conference preceding their respective conference at the discretion of the Director.
4. Attend all Regional Executive Board chats at the discretion of the Director.

Section 13. Ex-Officio | Regional Conference Finance Chair(s)

1. Communicate regularly with the Regional ADAF.
2. Prepare a conference budget report.
3. Prepare and provide monthly conference finance reports to be released to the region.

Section 14. Ex-Officio | Regional Conference Advisor(s)

1. Communicate regularly with the NACURH Conference Resource Consultant, Director, and Regional Advisor for Administration and Operations.
2. Coordinate an advisor social in conjunction with the Regional Advisor for Administration and Operations and regional sponsors.
3. Coordinate ART logistics with the Regional Advisor for Administration and Operations for ART.
4. Support the regional conference chair(s) in the completion of the wrap-up report.
5. Serve as a liaison to their host institution regarding all policies and procedures related to the regional conference.

Section 15. NACURH Related Positions

1. IACURH NCCs may not hold the position of Director, Associate Director, Coordinating Officer, or Regional Leadership Conference Chairperson and Regional Business Conference Chairperson.

Section 16. National Communications Coordinator

1. Purpose Statement:
 - A. The purpose of National Communication Coordinators within NACURH is to provide leadership as their institution's primary contact person, and serve as a liaison between the campus, regional, and NACURH

level. NCCs shall represent and vote on behalf of their campus representative student governing unit in NACURH and regional business meetings.

2. Be elected and/or appointed in a manner to be decided by their member school.
3. Write a monthly report to be sent to the CONCCTD by the 5th of the following month to inform other affiliates about residence hall programs, issues, etc.
4. Be responsible for completing the affiliation process: dues, registration form, and submitting Affiliation report for their respective school.
5. Serve as a member of an IACURH regional committee for the length of their term as NCC.

Section 17. Residence Hall Association President

1. Purpose Statement:
 - A. The purpose of RHA Presidents within NACURH is to share, and gain, perspectives and ideas for the benefit of their campus representative governing unit through the unique network NACURH provides. RHA Presidents may utilize conferences, or other NACURH resources, as opportunities to engage in collaborative learning and development for themselves and their governing unit.
2. Be elected and/or appointed in a manner to be decided by their member school.
3. Write a monthly report to be sent to the COPRRHA to inform other affiliates about residence hall programs, issues, etc.
4. Represent their member school during the election of the COPRRHA.
5. Serve as a member of an IACURH regional committee for the length of their term as RHA President (or equivalent).

Section 18. NRHH President/Representative

1. Purpose Statement:

- A. The purpose of NRHH President/Representatives within NACURH is to provide leadership as advocates for their campus NRHH chapter, and to serve as a liaison for NRHH at the campus, regional, and NACURH level. NRHH Representatives shall represent and vote on behalf of their NRHH chapter in NACURH and regional business meetings.
2. Be elected and/or appointed in a manner to be decided by the member school's chapter.
3. Write a monthly report to be sent to the CORNRHH to inform other chapters about programs, issues, etc.
4. Serve as a member of an IACURH regional committee for the length of their term as NRHH President (or equivalent).

Article II. Policies Affecting All Officers

Section 1. Policies Affecting All Officers – General

1. All members of the IACURH RBD must maintain “full time” student status for the entirety of their terms of office. “Full time” student status is determined by the host institution guidelines or individual academic program requirements.
2. All members of the IACURH RBD must maintain a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale during the length of their term, including the interim period between their election and official term of office start. This shall be verified by the Regional Advisor for Administration and Operations in the following manner:
 - A. Each executive will be required to submit a letter of Academic Verification to the Regional Advisor for Administration and Operations at the beginning of their term and at end of each grading period thereafter as defined by the host institution.
 - B. Letters of academic verification must include the following:
 - i. A statement that the executive has met the cumulative GPA requirement listed above.

- ii. A signature from the host institution's equivalent of Assistant Housing Director or higher, which verifies accurate information.
- C. Failure to complete the above academic verification policy shall result in the executive's immediate removal from the office.
- 3. All IACURH RBD and Executives-elect must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and official term of office start.
- 4. When advertising times for committees, chats, or any other functions outside of conferences, the Executives should display times in Pacific , Mountain, and Arizona time zones.
- 5. Attend the Regional Leadership Conference, Regional Business Conference, and the Annual NACURH Conference.
- 6. Elected members of the IACURH RBD must attend all regional summits as defined by the Regional Director.
 - A. Regional summer summits will be hosted at a neutral host site which is selected by a process defined by the IACURH Regional Director.
 - B. Regional winter summits will be hosted at the Regional Business Conference host site. Regional winter summits must be coordinated by the Director with collaboration with the Conference Chairperson(s) and Conference Advisor(s).
- 7. Attend all meetings of the IACURH RBD and RBR.
- 8. Create, maintain, update, and distribute position-related resource materials to the region.
- 9. Fulfill all goals and obligations set forth by the region and/or the Director.
- 10. Facilitate a smooth transition with the position-elect.
- 11. Work closely with regional conference staffs to enhance programming, leadership, service, and the overall conference experience.
- 12. Support the implementation of PEAK Programming by presenting or contributing to sessions at the Regional

Leadership Conference and Regional Business Conference.

13. Produce a transition report for the incoming regional executive and deliver it to the Director by a date determined by the Director and NACURH. This report shall cover all relevant content to their position as defined by the Director and NACURH.
 - A. A draft of this report shall be submitted to the Director at least fourteen (14) days prior to the Regional Business Conference.
 - B. The Director must submit their draft and final copy of a transition report to the Regional Advisor for Administration and Operations.
14. Host at minimum of one (1) of the following: an in person meeting, web based chat, or telephone conversation with the newly elected regional executive filling their respective position prior to the close of business of the NACURH Annual Conference.
 - A. This meeting shall review the transition report produced by the current regional executive and all relevant information to their position as defined by the Director.
15. Elected members of the IACURH RBD overseeing and supporting specific positions are expected to hold breakouts at the discretion of the Director.

Section 2. Policies Affecting All Ex-Officio Members – General

1. All ex-officio members shall coordinate conference transition meetings and documents in conjunction with the Director and incoming conference staff.
2. All ex-officio members shall be responsible for maintaining accurate documents and resources in regards to conference planning, implementation, and evaluation to be kept in a conference resource vault.
3. All ex-officio members shall participate in any conference pre-bid process at the discretion of the Director.
4. All ex-officio members shall attend regional or executive chats at the discretion of the director.

5. All ex-officio members shall plan, implement, and host conference-related webinars.
6. All ex-officio members shall present updates at each conference prior to the respective conference they are hosting.
 - A. If ex-officio members are unable to be present at conferences prior to their own, they may submit updates to the Director to be given on their behalf.

Section 3. Policies Affecting All Ex-Officio Members – Term of Office

1. The incoming ex-officio members are considered position-elects from the day they are granted the conference until the close of the following NACURH conference.
2. All ex-officio members shall serve in their term from the close of the NACURH Annual Conference to the close of the following NACURH Annual Conference.
3. Ex-officio member elects shall attend meetings and chats at the discretion of the current Director and the Director-elect.

Section 4. Policies Affecting All Officers – Term of Office

1. The incoming members of the executive board are elected at the Regional Business Conference and will be considered position-elects until the close of the next NACURH Conference.
2. The term of office for all executives shall be for one year from the close of the annual NACURH Conference to the close of the following annual NACURH Conference.
3. The term of office of the Regional Advisor for Administration and Operations and Regional Advisor for Communications and Engagement shall be from the annual NACURH Conference proceeding election to the annual NACURH Conference two years and one day after.

Article III. Academic Standing

Section 1. Academic Standing – General

1. All candidates for regional executive positions must be in good standing with both their host institution and in accordance with the academic policy outlined in Section 1. Verification of such good standing will be provided with a letter to the Regional Advisor for Administration and Operations on the same date and time as bids are due.
2. A letter of academic good standing verification shall contain the following:
 - A. A statement of the candidate's status in relation to the GPA requirement listed in election policy & governance.
 - B. A signature from the host institution's equivalent of Assistant Housing Director or higher, which verifies accurate information.
3. If bidding from the floor, elected individual(s) must submit a letter of academic verification to the Regional Advisor for Administration and Operations within thirty (30) days of being elected.
4. If a candidate is not in good standing or fails to submit the letter of academic verification as listed above as it relates to the academic verification policy, then the candidate will be unable to continue in the election process.

Article IV. Recalls

Section 1. Process

1. Any member of the RBD or RBR may initiate a petition at any time for the recall of any elected officer.
2. The member initiating the recall must contact the Regional Advisor for Administration and Operations informing them of the intended officer being recalled.
 - A. The initiating member shall provide concrete and justified information regarding the reasons for recall, including violations to positional duties if applicable.

3. The initiator must submit a petition of at least 2/3 of the voting membership to the Regional Advisor for Administration and Operations for recall consideration.
 - A. The Regional Advisor for Administration and Operations shall determine the most effective method to gather RBR signatures electronically.
 - B. The Regional Advisor for Administration and Operations will take into consideration how the petition will be received by member schools.
4. The Regional Advisor for Administration and Operations shall notify the officer who is being recalled of the petition and the host institution.
 - A. Notification shall take place within two (2) days of the received petition with all necessary signatures.
 - B. Notification shall take place within twenty-four (24) hours of the received petition with all necessary signatures to the host advisor.
 - C. Should the Regional Advisor for Administration and Operations initiate the recall, they must have the support of the Director.
 - i. If the Director is the one being recalled, the support of the ADAF is needed.
5. The Regional Advisor for Administration and Operations shall coordinate a chat among the voting members where the officer in question can respond to the motion to recall.
 - A. The chat must take place within one (1) week of the officer being notified at a date and time where the recall initiator, officer being recalled and the Regional Advisor for Administration and Operations can attend.
 - B. The officer in question has the opportunity to submit a letter of response addressing the charges to the recall request.
 - C. The letter shall be distributed to all voting members five (5) days prior to the chat.
 - D. A majority of affiliated schools at the time of the recall chat announcement must be present for the chat to proceed.

- E. If a majority is not in attendance, the chat must be rescheduled within five (5) days.
 - F. The procedure for the chat will be as follows:
 - G. Attendance of member schools.
 - H. Explanation of recall procedures.
 - I. Question and Answer for the recall initiator.
 - J. Question and Answer for the officer being recalled.
 - K. Discussion over the recall.
 - L. Explanation of voting procedures.
6. Following the chat, the Regional Advisor for Administration and Operations must send a ballot to all voting members of the RBR so that a vote of either "retention" or "recall" can be sent electronically to the Regional Advisor for Administration and Operations for tabulation.
 - A. The voting period begins upon the distribution of the minutes, petition and letter of response to the voting members within 24 hours of the chat.
 - B. Voting shall last one (1) week.
 7. A two-thirds (2/3) vote is sufficient for the recall of any officer.

Section 2. Policies Affecting All Officers – General

1. The incoming members of the executive board are elected at the Regional Business Conference and will be considered position-elects until the close of the next NACURH Conference.

Article V. Replacement of Officers

Section 1. Director Vacancy

1. In the event the Director is recalled or resigns, the ADAF shall assume the office temporarily until a new Director is elected.
2. Facilitation of the Director replacement process will fall to the ADAF. If the ADAF serving as interim-Director chooses to bid for the position in full, facilitation of the Director position will go to the ADNRRH or whomever is next in gavel order.

Section 2. Midterm Vacancy Process

1. In the event a RBD position becomes vacant, a formal announcement of the vacancy should be sent to the region by the Director explaining the replacement timeline and process.
 - A. A timeline and process will be set at the discretion of the Director and Regional Advisor for Administration and Operations.
2. The processes shall be:
 - A. Selected by RBD
 - i. When the process is announced the Director will release an application for potential candidates to apply.
 - ii. Applications must be open for a minimum of ten (10) business days.
 - iii. After the application has closed, the RBD can choose to schedule interviews with the candidate(s) if decided by the Director and Regional Advisor for Administration and Operations(s).
 - iv. The RBD will vote on the applicants for the vacancy.
 - v. After being selected the candidate must formally accept the position and provide proof of all requirements necessary to serve on the RBD.
 - vi. The candidate will be announced to the RBR in the succeeding Mountain Monday.
 - B. Selected by Task Force
 - i. When the process is announced the Director will release an application for potential candidates to apply and a sign up for the Task Force.
 - i. The Task Force can be composed of members of the RBR, members of the RBD, and advisors.
 - ii. Applications must be open for a minimum of ten (10) business days.
 - iii. After the application has closed, the Director and Regional Advisor for Administration and Operations will decide if interviews are necessary.

- i. If interviews occur, a minimum of one (1) member of the Task Force must be present.
 - iv. The Task Force will vote on the applicants for the vacancy.
 - v. After being selected the candidate must formally accept the position and provide proof of all requirements necessary to serve on the RBD.
 - vi. The candidate will be announced to the RBR in the succeeding Mountain Monday.
- C. Selected by Election
- i. Elections will follow the process described in Title 6 of the IACURH Policy Book "Elections".
 - i. The Director and Regional Advisor for Administration and Operations may use their discretion to adapt the election process and timeline as needed to fill the vacancy.

Section 3. Advisor Midterm Vacancy Process

- 1. If either the Regional Advisor for Administration and Operations or Regional Advisor for Communications and Engagement position becomes vacant, the replacement process should align with the selection process outlined in the advisor selection timeline.

Article VI. Governance

Section 1. Conducting Business

- 1. During general discussion, the Director shall order the speaker's list giving precedence to those schools that have spoken least.
- 2. Abstentions will not count in the total number of votes.

Section 2. Splitting Boardroom

- 1. At the discretion of the Director with advisement from the RBD, conference boardroom activities including, but not limited to, elections, simple legislation, awards, presentations, and special topics may be split among the

NCCs, RHA Presidents (or equivalent), and NRHH Presidents (or equivalent) or the delegates voting in their place.

- A. The group of NCCs will be referred to as the NCC Boardroom.
 - i. This boardroom will be chaired by the Director.
 - ii. To reach quorum, there must be representatives from at least 60% of the schools in attendance at the conference.
 - B. The group of RHA Presidents (or equivalent) will be referred to as the RHA Presidents boardroom.
 - i. This boardroom will be chaired by the COPRRHA.
 - ii. To reach quorum, this boardroom must contain representatives from at least 60% of the schools in attendance at the conference.
 - C. The group of NRHH Presidents will be referred to as the NRHH Presidents boardroom.
 - i. This boardroom will be chaired by the ADNRRH.
 - ii. To reach quorum, this boardroom must contain representatives from at least 60% of the schools in attendance that also have affiliated NRHH chapters.
 - D. Should a particular boardroom not reach quorum, it will be disbanded for the duration of the split session, and its delegates will return to the NCC Boardroom.
 - E. The remaining members of the RBD will be distributed to assist in the running of each boardroom at the discretion of the Director.
- 2. The decision to split into the separate boardroom must be voted on and approved by a simple majority of the RBR.

Section 3. Regional Business Conference Meeting

- 1. A Regional Business Conference meeting shall be held each year in either February or March for the region to conduct business.

Section 4. Conference Legislation Policy – Timeline

- 1. Legislation submissions for regional legislation shall be announced no later than 20 days prior to the conference.

2. All legislation to be presented at the respective conference's boardroom shall be submitted to the Director no later than 10 days prior to the start of the conference.
3. All proposed legislation to be presented at the respective conference's boardroom shall be released to the RBR no later than five (5) days prior to the start of the conference.

Section 5. Email Legislation Policy – General

1. The Director with input from the RBD and the author of the legislation shall determine whether legislation is presented in the form of email legislation or if it should be presented at the next conference where legislation is presented.
 - i. At a conference where business is held, an affiliated school may move legislation to be email legislation. Once seconded with a discussion period, a two-thirds ($\frac{2}{3}$) affirmative vote of the member schools can move the motion to be email legislation.
 - ii. Email legislation shall be legislation which is believed to be accomplished without several revisions and amendments. Thus, the author shall seek extensive input from the region before submitting the legislation.
2. Proposed Email legislation must be emailed to the Director in a Microsoft Word or Adobe Acrobat compatible format. A proponent letter explaining the reasoning and background of the legislation shall accompany the legislation in the same format.
3. The Director shall determine the date for legislation to be sent to the region. Legislation along with the proponent letter must be sent through the regional listserv and shall also be posted on the IACURH website. The email legislation policies along with the deadlines and dates of events for the legislation process shall be sent to the region at this time.

Section 6. Email Legislation Policy – Legislation Chat

1. No more than two (2) weeks after the legislation was sent out, an online chat shall be held to discuss the legislation and potentially offer formal and friendly amendments to it.
2. The Director shall be the chair of the legislation chat and shall determine the date and time. The date and time shall be as accommodating to as many affiliated schools as possible. The Regional Advisor for Administration and Operations or Regional Advisor for Communications and Engagement and the author of the legislation shall be present at the chat.
3. Chat Quorum: At least 30% of the regional schools affiliated at the time the legislation was sent to the region must be present at the chat for a formal amendment to be proposed and voted upon.
 - A. Shall quorum be met and an amendment proposed, two-thirds ($\frac{2}{3}$) of the votes at the chat must be returned in the affirmative for the amendment to the legislation to pass.
 - B. A member school may present an amendment to the Director before the chat if they are not able to attend. The Director will introduce these amendments after any questions about the legislation and they must be seconded in order to be entertained during the chat.
4. Shall quorum remain unmet, friendly amendments may be proposed. A maximum of four (4) friendly amendments may be accepted. The friendly amendments must be accepted by the author of the legislation and shall have no dissent by those present.
5. The author of the legislation may remove the legislation from consideration with the approval of the Director.
6. Within 48 hours of the chat, minutes and any legislative changes shall be sent to the member schools through the regional listserv by the ADAF or the Director's designee.
7. If there are any questions about the legislation after this time period, the question and answer must be posted in a reasonable time period after the question was received on the regional forum or website.

8. Information discussion of the legislation may be held on the regional forum.

Section 7.

Email Legislation Policy – Voting

1. The voting process shall begin once the minutes and legislative changes are sent out to the region.
2. Votes shall only be sent to the Director and Regional Advisor for Administration and Operations or the Regional Advisor for Communications and Engagement in the absence of the Regional Advisor for Administration and Operations.
3. Each IACURH school that is fully affiliated at the time of the original email is sent to the listserv shall receive one vote.
4. The voting procedure shall last one week. The Director shall send an email to the region one (1) day before the deadline, reminding the region of the required vote. No votes shall be accepted until the legislation chat minutes are sent out to the region.
5. Quorum: At least two-thirds ($\frac{2}{3}$) of the regional schools affiliated at the time then legislation was sent to the listserv must vote in order for any email legislation to be considered.
6. Institutions who do not email their votes to the Director within the required time period shall have their votes counted as an abstention.
7. A simple majority of the ballots must be returned in the affirmative for legislation to pass. For any policy pertaining to the IACURH bylaws, there must be two-thirds ($\frac{2}{3}$) in the affirmative in order for it to pass.
8. The Director shall announce the results through the regional listserv and the regional website within two days after the voting deadline.
9. Reconsideration
 - A. A motion to reconsider the legislation must be made within seventy-two (72) hours of the publication of the final results to the Director. This may also be made at the next conference where legislation is to be held.

- B. The member that moves to reconsider the legislation must present an electronic letter to the Director explaining reasons for the motion. This letter must be passed on to the region within forty-eight 48 hours of receipt by the Director.
- C. The region must then have a majority vote in the affirmative if the reconsideration is seconded after the Director announces the motion to reconsider.

Article VII. Committees and Task Forces

Section 1. Regional Committees – General

- 1. The Director shall conduct standing committee assignments on a rolling basis with the initial assignment list sent out by the end of September except the OTM Selection Committee. This process shall consist of an interest survey of NCCs and other interested students. The Director has the discretion to assign NCCs to committees based on need and committee size.
- 2. Representatives from individual schools shall comprise no more than one-third of the total committee membership.
- 3. Committees shall correspond no less than once per month via any means necessary to conduct their business responsibilities.
- 4. The following information about each regional committee will be listed on the IACURH website:
 - A. Name and purpose of the committee
 - B. The chair(s) of the committee
 - C. The application for the committee
 - D. Meeting times of the committee
- 5. Regional committees will be made up of members of the RBD and RBR and other interested students within IACURH.
- 6. Additional regional committees may be established with the consent of the RBD.
- 7. Standing regional committees may include:
 - A. Recognition
 - B. Resources & Development
 - C. Spirit & Traditions

D. Regional OTM-Selection

Section 2. Standing Committee – Recognition

1. The Director shall appoint a regional executive to oversee the Recognition committee.
2. The responsibilities of the Recognition Committee shall be as follows:
 - A. Examine the criteria in all bids to more effectively match those in the NACURH policy.
 - B. Encourage regional and NACURH recognition efforts.
 - C. Evaluate regional nominations for NACURH award bid consideration by providing feedback to schools on improvements and suggestions through a formal process created and monitored by the committee chair.
 - D. Define and outline no less than three (3) special projects during the course of the year. Special projects can be, but are not limited to: first-time delegates, NCCs / RHA Presidents / NRHH Presidents, and Advisors.
 - E. Provide resources to bidding schools in the areas of bid writing, the bidding process and bid development.

Section 3. Standing Committee – Resources and Development

1. The Director shall appoint a regional executive to oversee the Resources and Development Committee.
2. The responsibilities of the Resources and Development Committee shall be as follows:
 - A. Create and distribute survey to the region by October 1 to ascertain the needs of IACURH.
 - B. Develop documents, presentations, blogs and other media as derived from the survey.
 - C. Evaluate the effectiveness of IACURH's resources, no later than one month prior to the NACURH Annual Conference.

Section 4. Standing Committee – Spirit and Traditions

1. The Director shall appoint a regional executive to oversee Spirit and Traditions Committee.

2. The responsibilities of the Spirit and Traditions Committee shall be as follows:
 - A. Promote IACURH's existing regional traditions, including but not limited to: regional cheers, boardroom traditions, and other spirit activities.
 - B. Create and distribute resources to inform member schools about regional traditions.
 - C. Create sustainable traditions in an effort to unite the IACURH region.
 - D. Coordinate IACURH's regional spirit efforts at the annual NACURH conference.
 - E. Endeavor to increase the spirit of IACURH and its member schools.

Section 5. Standing Committee – OTM Selection

1. The Regional OTM Selection Committee shall be chaired by the ADNRHH.
2. 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 ADNRHH.
 - B. The Regional OTM Selection Committee shall be recruited and appointed by the ADNRHH outside of the regular committee recruitment and appointment timeline. The Regional OTM Selection Committee must function consistently for the entire calendar year.
 - C. Additional regional committees may be established with the consent of the regional executives.

Section 6. Standing Committee - Policy Review

1. The Policy Review Committee will be overseen by the ADAF.
2. The responsibilities of the Policy Review Committee shall be as follows:
 - A. Review the IACURH policy Book and the IACURH NRHH Policy Book confirming that changes made by NACURH and IACURH legislation have been recorded.

- B. Review policies listed inside the IACURH and IACURH NRHH Policy Books to make sure they are being followed and propose changes to the Region.

Section 7. Task Forces

1. Task Forces may be convened by majority passage by the RBD forming the task force for a specific purpose to be outlined in said resolution and will include the following requirements to convene:
 - A. All task forces shall be chaired by at least one member of the IACURH RBD.
 - B. All task forces shall adhere to the following guidelines:
 - i. Task force members shall be appointed by the Director within one week of the passage of the formation resolution of the committee.
 - ii. The task force will convene for the specific purpose outlined in the formation resolution voted on by the RBD.
 - iii. The task force will be responsible for writing a monthly newsletter during its convening to be sent to all IACURH schools and the IACURH RBD to inform the affiliate about the task force's activities.
 - iv. At the conclusion of the convening of the task force, members will present a report of their activities pursuing the specific purpose of the task force.

Article VIII. Interpretation

Section 1. Joint Boardroom

1. The Director holds the power to interpret policy in combined boardroom in conjunction with the ADAF and the ADNRRH.

Section 2. NCC Boardroom

1. The Director holds the power to interpret policy in NCC Boardroom in conjunction with the ADAF.

Section 3. NRHH Boardroom

1. The ADNRRH holds the power to interpret policy in NRHH Boardroom in conjunction with the CORNRHH.

Title 5

Finances

Article I. Financial Policies

Article I. Financial Policies

Section 1. Monies in the General Fund – Allocations

1. The portion of the NACURH dues returned to the region by NACURH.
2. Regional Leadership Conference / Regional Business Conference add-on fee and excess (if applicable).
 - A. The Conference add-on fee shall go into the general fund and be used within a budget passed by the IACURH RBR.
 - B. In cases where a conference generates an excess, the following structure will be enforced:
 - i. 25% of the excess will be placed in the IACURH general fund
 - ii. 25% of the excess will be placed in the IACURH savings fund
 - iii. 25% of the excess will be placed in the IACURH First Time Delegate Scholarship Fund
 - iv. 25% of the excess will be allocated to the next year's RLC or RBC as a sponsorship upon application
3. Interest from the savings account
4. OCM allocations
5. Other lines as determined by NACURH

Section 2. Monies in the General Fund – Expenditures

1. The regional budget (with appropriate breakdown)
 - A. Telephone expenses
 - B. Postage expenses
 - C. Copying expenses
 - D. Office supplies expenses
 - E. Awards expenses
 - F. Technology acquisition and investment
2. Travel Expenses (as defined by the travel policy)
 - A. All travel financed by IACURH must be booked at least 20 days prior to the departure, excepting extreme circumstances. Failure to adhere to this policy is grounds for denial of reimbursement as determined by the Director and ADAF.

- B. Further defined in Travel Policies Section.
- 3. Conference registration (as defined by the registration policy)
- 4. Other lines as determined by NACURH.

Section 3. Savings

- 1. Regional conference deficits: the host school shall pay the first \$500 of the conference deficit. The remainder shall be paid 50% by the school and 50% by the IACURH contingency fund.
- 2. 25% of any excess generated by a regional conference shall be allocated to a conference sponsorship fund within the IACURH Savings Account. Conference host institutions may apply for a grant of up to 25% of the previous year's excess if their projected conference cost exceeds 75% of the average of the previous five (5) conferences of the same kind.
- 3. Use of the Regional Savings Account is to be decided by the RBD for any situation or special project not currently allocated within the current FY budget by a three-fourths ($\frac{3}{4}$) vote. Situations can include but are not limited to travel reimbursement, housing reimbursement, and equipment reimbursement.
- 4. In instances where emergency expenses exceed \$700.00 a committee will be formed and chaired by the ADAF and must include: the Director, ADNRHH, one NCC, one RHA President, one NRHH representative, and one Regional Advisor for Administration and Operations.

Section 4. IACURH Scholarship and Grant Fund

- 1. Monies in the IACURH Savings Account allocated for regional scholarships and grants shall act as the IACURH Scholarship and Grant Fund.
- 2. The IACURH Scholarship and Grant Fund is established by:
 - a. Revenue generated from the Regional Leadership Conference Scholarship and Grant add-on fee
 - b. A minimum of 40% of LAS-I induction fees

- c. 25% of any excess generated by regional conferences
- d. Any profit generated through the sale of Regional Scholarship and Grant fundraising pins and/or merchandise
- e. Revenue generated from IACURH's long term savings/investments accounts as determined by the ADAF and NAO

Section 5. Fiscal Year

3. The fiscal year of IACURH shall be that of NACURH, Inc.: April 1st to March 31st.

Section 6. Financial Reports

1. The ADAF shall be responsible for reporting the financial state of the region to the RBD, RBR, and NACURH, Inc.
 - A. The ADAF shall be responsible for preparing a comprehensive monthly financial statement to be sent to the NACURH Associate for Finance, Director, Regional Advisor for Communications and Engagement and IACURH Regional Advisor for Administration and Operations.

Section 7. Review of Finances

1. The Regional Advisor for Administration and Operations shall audit all financial records kept by the ADAF at the Regional Leadership Conference and Regional Business Conference.
2. IACURH financial records are subject to review by any member school(s) at any time.

Section 8. Financial Transition

1. The Outgoing ADAF is required to complete a Financial Transition Guide prior to the NACURH Annual Conference for the incoming ADAF. The Financial Transition Guide should be ready by the start of the new fiscal year on April 1st. Content inside the guide will include but is not limited to:
 - A. Regional Fiscal Year Budget:

- i. Fall Semester evaluation of revenue and expense Lines.
 - ii. Spring Semester evaluation of revenue and expense Lines.
 - iii. Detailed description of all accounts, line items, and sub line items within the Fiscal Year Budget.
 - iv. Detailed description of varying financial and budgeting practices performed during the Fiscal Year, including but not limited to: budget documents, budget templates, transaction binders, excel transaction sheets, and financial record retention.
- B. Conference Budgets:
- i. Detailed description of all accounts, line items, and sub line items in the conference budget template.
 - ii. Detailed description of varying financial and budgeting practices performed during the Fiscal Year for the Regional Leadership and Regional Business Conferences.
 - iii. Detailed descriptions on monthly reports from the conference Finance Chair and how to support the individuals.
 - iv. Explanation of 90-Day, 60-Day, and 30-Day budget Deadlines.
2. The outgoing ADAF will be responsible for all duties of the position until the close of the NACURH Annual Conference. The individual is responsible for any necessary documents, finance reports, checking reconciliations, savings reconciliation, and other duties as outlined in financial policy.
 3. The outgoing ADAF has authority to delegate any necessary responsibilities to the incoming ADAF for transition up until the close of the NACURH Annual Conference.

Section 9. Regional Budget

1. The ADAF will be responsible for producing a regional budget.

- A. A regional budget for the following fiscal year shall be presented to the RBD at the IACURH Winter Summit preceding the Regional Business Conference. The RBD shall provide suggestions to be taken into consideration before releasing the final budget to the RBR.
 - B. The final regional budget shall be presented to the RBR at the Regional Business Conference, where it will be subject to the approval of the RBR.
- 2. The regional executives shall be authorized over spend line items in the following manner:
 - A. \$0-\$100 at the ADAF and Director's Discretion
 - B. \$100.01-\$250 ADAF and Director will seek Advisor's approval
 - C. \$250.01+ NCC approval will be needed
- 3. The ADAF shall be authorized to complete any transactions that other IACURH policies mandate to exceed what was originally budgeted. All such transactions shall be reported to the Director, Regional Advisor for Administration and Operations, and Regional Advisor for Communications and Engagement within one (1) week of the transaction.
- 4. Funds within the regional budget shall be divided into line items. The ADAF can authorize the transfer of funds from one line item to another (including sub-line items), not to exceed \$50.00 per line item per semester. Any other change in allocation by line item can only be authorized by a majority vote of the RBD.

Section 10. Regional Philanthropy

- 1. The regional philanthropy shall be selected by the CORNRHH in conjunction with the RBD.
- 2. The selected philanthropy shall run for three affiliation years.
- 3. The IACURH Regional Philanthropy shall be referred to as IAdvocate.
- 4. All conferences must include promotion for the regional philanthropy as a listed project for the conference.

- A. This does not prohibit conferences from developing additional philanthropy projects.
 - B. The regional philanthropy will continue to be operated and administered by the region; conferences are responsible for listing and promoting the project as a component of the conference.
- 5. It shall be the responsibility of the COPRRHA, CORNRHH, and the ADNRRH to promote and administer the functions of the regional philanthropy in accordance with measures approved by the RBD.
- 6. Member schools are encouraged to implement programming efforts to support the regional philanthropy as an additional outlet for regional involvement.
 - A. Advocacy initiatives shall be implemented by the RHA at each member school.
 - B. Programming efforts, known as IAct, should be made by the NRHH on each campus. If a campus does not have an NRHH chapter, the RHA may take on one or both aspects.

Section 11. Financial Responsibilities

- 1. The responsibility of allocation of these funds shall rest with the ADAF after consultation with the Director, Regional Advisor for Administration and Operations and Regional Advisor for Communications and Engagement.
- 2. The responsibility of payment of expenses shall rest with the ADAF and/or Director.
- 3. The ADAF shall maintain all records of all disbursements. That person is responsible for turning over financial records and transition to the newly elected officer.
- 4. The ADAF will be responsible for submitting an operating budget for approval by the RBR by the last meeting of the Regional Business Conference of the preceding fiscal year.
- 5. A completed Financial Expenditure Form or Financial Deposit Form must accompany and check signed or deposit made into the checkbook ledger, and regional budget. Any check deposited into NACURH's financial institution must be photocopied for record keeping

purposes. All expenses and deposits must be documented with the appropriate paperwork stated above in a financial transaction binder, which the finance officer shall be responsible for maintaining.

Section 12. Financial Responsibilities of the Regional Advisor for Administration and Operations

1. The Regional Advisor for Administration and Operations and the Regional Advisor for Communications and Engagement shall assist in preparing the IACURH budget.
2. The Regional Advisor for Administration and Operations shall be an additional signatory on the IACURH account and shall only use such signatory in the case of extreme emergency, or in the case that a check must be written to the IACURH ADAF. The Regional Advisor for Communications and Engagement will fill in for the Regional Advisor for Administration and Operations as needed.

Section 13. Stationery

1. Any monies allocated from the IACURH budget for stationery may not include anything that would be considered year specific. All stationery paid for with IACURH funds must be generic such that any IACURH Regional Board could use it.

Section 14. Equipment and Technology

1. Any equipment utilized by the RBD throughout an affiliation year such as: iPads, tablets, laptops, or scanners, will be expended from the regional savings account and not the general fund and must be approved by the RBR.
2. Equipment purchases that are above \$100.00 must have three different options and presented to the Director, ADAF, Regional Advisor for Administration and Operations, and Regional Advisor for Communications and Engagement for final approval.

Section 15. Xero

1. The IACURH region shall be required to use the same version of Xero as the other regional affiliates/offices. Upgrades are to be made upon the recommendation of the NACURH Associate for Finance.

Section 16. Award Plaque Funding

1. Any award outlined in IACURH policy given to individuals or institutions shall be purchased by the IACURH region to be distributed at the respective conference.

Section 17. Merchant Fees

1. Any fees incurred by use of an online credit card merchant system will be passed on to the purchaser by means of a percent charge that shall be determined by the ADAF and the Regional Advisor for Administration and Operations.

Section 18. Merchandise Markup & Markdown Policy

1. Markup Policy
 - a. IACURH shall factor in a profit margin on all sales of inventory to external consumers.
 - b. Items purchased in the current fiscal year shall include the following minimum markup:
 - i. Pins: 40% markup
 - ii. Apparel and other merchandise: 30% markup
 - c. The total cost of the item shall include base price, shipping to the NACURH entity, setup fees, and processing fees.
 - d. Markup is not required on shipping charges from NACURH to the consumer or on internal-use purchases (e.g., board apparel, recognition items, internal pin orders).
2. Markdown Policy
 - a. Merchandise purchased in the prior fiscal year may be sold with a reduced markup as follows:
 - i. Pins: Minimum 25% markup
 - ii. Apparel and Other Items: Minimum 20% markup
 - b. Merchandise two or more full fiscal years old may be marked down further, up to a minimum sale

- price equal to 40% of the original retail price, with approval from the following Regional Director and Regional Associate Director for Administration & Finance.
- c. Any merchandise may be sold at a reduced markup or alternative price point with joint approval from the NAO, NCO Director, and the IACURH Associate Director for Administration & Finance (ADAF), as applicable.
3. Dated Merchandise and Disposal Policy
- a. Merchandise featuring specific dates or tied to a specific conference may be retained for no more than two full fiscal years post-conference.
 - b. Dated merchandise may be sold for up to one full conference cycle following the event for which the merchandise was created.
 - i. Dated merchandise may be immediately marked down by up to 50% following the conclusion of the corresponding event or conference.
 - ii. Pins with event-specific or dated branding may be sold at a minimum of 50% of the original retail price until the conclusion of the next conference of the same type.
 - c. Following the end of that conference cycle, remaining dated merchandise must be disposed of according to the procedures outlined below.
 - d. After this retention period, items must be either:
 - i. Donated to a NACURH-supported or local philanthropy initiative, or
 - ii. Repurposed (e.g., into items such as dog toys, patchwork items, or recycled goods), where feasible.
4. Inventory Storage Guidelines
- a. It is recommended that regional and/or annual conference merchandise be handled directly by host institutions.
 - b. Conference merchandise should not be stored or managed by the IACURH Regional Board of Directors or the NACURH Corporate Office, except for non-dated, general merchandise.
 - i. Generic NACURH or regional pins,
 - ii. Undated apparel or merchandise not tied to a specific conference,

- iii. Standard NACURH branding items.
- c. Merchandise produced for regional and/or annual conferences should not be stored or managed by the IACURH Regional Board of Directors or NACURH Corporate Office.
- d. The Annual Conference Host Site is responsible for the management and distribution of event-specific apparel and similar items.
- e. The NACURH Corporate Office (NCO) shall retain and manage:
 - i. Excess NACURH and IACURH inventory that is not tied to a specific conference
 - ii. General merchandise (e.g., branded pins, promotional items) intended for ongoing use or resale.
- 5. Oversight & Vendor Management
 - a. The NACURH Associate for Operations, the NCO Advisor, and the NCO Associate Director for Administration & Finance shall be responsible for:
 - i. Identifying quality, cost-effective vendors,
 - ii. Ensuring fair pricing and sustainable profit margins, and
 - iii. Providing support for consistent implementation of this policy across entities
 - b. The NACURH Associate for Operations in conjunction with the NACURH Corporate Office shall provide consultation and guidance to the IACURH Associate Director for Administration & Finance regarding vendor selection, pricing practices, and regional merchandise implementation.

Title 6

Elections

Article I. The Regional Executive Board

Article II. Director and Associates

Article III. Coordinating Officers

*Article IV. Regional Advisor for Administration and Operations and
Regional Advisor for Communications and Engagement*

Article V. Announcement

Article VI. Transition

Article VII. Regional Election Code

Article I. The Regional Executive Board

Section 1. The Regional Executive Board – General

1. The Director, Associate Directors, and Coordinating Officers shall be elected separately by position by the RBR at the Regional Business Conference.
 - A. The ADNRRH will be selected by a majority (50%+1) of the NRHH representatives. In the case that a school does not have an NRHH representative, the NCC will vote in their place.
 - B. The COPRRHA will be selected by a majority (50%+1) of the RHA Presidents. In the case that a school does not have an RHA President in attendance, the NCC will vote in their place.
2. Any individual bidding for a position on the IACURH RBD shall submit a letter of intent to the Director by the announced specified date, at least three (3) weeks prior to the regional conference.
 - A. In the event that no intent is received for a position, the RBD may determine the best way to fill the position.
3. A written bid must be submitted and shall contain:
 - A. A formal statement of the position that the person is running for.
 - B. Letters of support from appropriate sources.
 - C. Qualifications of the person for the position for which they are running.
 - D. Goals for their term of office.
4. All written bids will be due electronically to the Director no more than ten (10) days prior to the conference.
5. All positional bids must be posted or sent in a manner that the RBR can access them at least five (5) days prior to the conference.
6. Candidates must be nominated by the RBR. Only candidates who submitted a letter of intent and a written bid shall be eligible for nomination.

- A. In the event that no letter of intent or written bids are submitted for a position, candidates may be nominated to run from the floor.
- 7. Letters of Support and Quotations
 - A. Current members of NACURH Leadership may not write letters of support/recommendation or provide quotes for candidates.
 - B. Candidates may not include letters of support/recommendation or quotes from others currently serving in RHA or NRHH positions at other institutions affiliated with IACURH.
- 8. All candidates for the CONCCTD position must have served at least one semester as an NCC at the time of taking office in order to be eligible for this position.
- 9. All candidates for the COPRRHA position must have served at least one semester as an RHA President at the time of taking office in order to be eligible for this position.
- 10. All candidates for CONCCTD and COPRRHA that are elected by an appointment process must have the same qualifications as listed above in order to be eligible for these positions.

Section 2. Election Procedures

- 1. The election procedures shall be the following: Ten (10) minute oral presentation, ten (10) minute question & answer extendable up to two times each being up to ten minutes, and ten (10) minutes of discussion over all candidates which can be extended up to two times each being up to ten minutes.
- 2. Any individual bidding for a position on the IACURH RBD must be in attendance at the conference they are bidding at, with exceptions being granted by the RBD if circumstances are beyond the individual's control. COMT candidates will be granted the opportunity to attend virtually, regardless of previous conference attendance or extenuating circumstances.

- A. Exceptions may not be granted if the individual has never attended a Regional Business Conference as an officially registered delegate.
 - B. The Conference Staff and RBD will be responsible for ensuring equitable treatment of virtual candidates, as well as accessibility of virtual attendance and elections.
- 3. All votes for the IACURH RBD shall be done by secret ballot.
- 4. Each school in the region who is in good standing shall have a choice of one of the following options when the vote is taken: (1) vote for one of the submitted bids; or (2) vote for "No Confidence."
- 5. A simple majority (50%+1) shall be needed to win the bid with a quorum representing at least 40% of the registered voting membership. The "no confidence" category must receive a majority of the votes.
 - A. If a simple majority is not reached (an inconclusive vote) during a voting round, the bid with the fewest number of votes shall be dropped from the ballot. If two or more bids tie with the fewest number of votes, all bids with the fewest number of votes shall be dropped from the ballot, unless this would result in fewer than two (2) remaining bids, in which case all bids remain in consideration. The chair may, at their discretion, choose not to drop bids receiving the fewest number of votes if they believe that dropping bids would be unwise and unsupportive of fair consideration for all nominees, in which case all bids shall remain in consideration.
- 6. If "no confidence" receives a majority of the vote, the following shall occur:
 - A. The floor shall be open for nominations. Each previous candidate must be re-nominated to be considered further.
 - B. Each nominee shall present their qualifications for the position.
 - C. A vote shall be taken following the guidelines of the process for selecting the Director, Associate Directors, and the Coordinating Officers.

- D. The process shall repeat until selection is made.
- 7. The host institution of each nominee shall abide by the following procedures:
 - A. The host institution of each nominee shall be prohibited from entering into Q&A for their nominee.
 - B. The host institution of each nominee shall be allowed to enter discussion but prohibited from discussing their school's nominee.

Section 3. Bidding Down

- A. Individuals may submit intents for multiple positions.
- B. A bid must be submitted for each position intended.
- C. A letter of Academic Verification must be submitted for each position intended.
- D. Only the highest ranked positions bid will be available until the conclusion of that election.
 - i. In the event that an individual does not receive their highest ranked position, the bid for the next position will be sent to the voting members.

Article II. Regional Director and Associate Directors

Section 1. Regional Director and Associate Directors – Selection

- 1. The written bid requirements for the Director and Associate Directors are as follows:
 - A. Maximum of twenty-five (25) pages, excluding cover page and any letters of support.
 - B. Include information pertaining to involvement on the NACURH Board of Directors.

Article III. Coordinating Officers (COs)

Section 1. Coordinating Officers – Selection

- 1. The written bid requirements for COs are as follows:
 - A. Maximum of ten (10) pages in length, excluding cover, letters of support, and the COMT portfolio.

- B. Positional bids for the COMT must include a portfolio of 3-5 relevant sample works. Candidates may determine for themselves what these sample works can and should consist of, but they must be clearly labeled and displayed in their bid.

Article IV. Regional Advisor for Administration and Operations

Section 1. Regional Advisor for Administration and Operations and Regional Advisor for Communications and Engagement - Selection

1. The selection of the Regional Advisor for Administration and Operations and Regional Advisor for Communications and Engagement will take place between the Regional Leadership Conference and the Regional Business Conference prior to the end of the outgoing Regional Advisor for Administration and Operations or Regional Advisor for Communications and Engagement's term.
2. The Regional Advisor for Administration and Operations and Regional Advisor for Communications and Engagement will be selected through an application and confirmation process.
 - A. Applications will be announced and released during the Regional Leadership Conference to the region.
 - B. Applications must be submitted to the Director by January 1st to be reviewed by the RBD prior to attending winter summit.
 - C. Interviews with each candidate will take place two weeks prior to Regional Business Conference with the RBD in the following format:
 - i. 10-minute presentation by the candidate
 - ii. 10 minutes of candidate Q&A (extendable twice by 10 minutes for a total of 30 minutes)
 - iii. 10 minutes of RBD Q&A (extendable twice by 10 minutes for a total of 30 minutes)
 - D. A regional memo announcing the selection will be sent out to the region prior to Regional Business Conference.

- E. During the Regional Business Conference, an informal meet and greet with the new advisor-elect will be offered if the advisor-elect is attending the conference.
 - i. If the advisor-elect is not able to attend the conference, another opportunity will be decided on and implemented by the RBD.
- 3. The term in office shall begin one day after the conference at which the candidate was confirmed, and the winner shall serve as the Regional Advisor for Administration and Operations-elect or Regional Advisor for Communications and Engagement-elect until one day after the NACURH Annual Conference following their election.
- 4. Regional Advisor for Administration and Operations selection shall be held on the odd numbered years and the term in office shall be two years. The Regional Advisor for Communications and Engagement selection shall be held on the even numbered years and the term in office shall be two years.
- 5. Transition shall be completed before the close of the following NACURH conference.
- 6. Transition should include, but it is not limited to:
 - A. All budgetary knowledge.
 - B. Issues pertaining to the region.
 - C. Documents of region including signature cards.
 - D. Historical information including conference notebooks.
 - E. Bylaws and policy book.
 - F. Mailing and email list for region.

Section 2. Regional Advisor for Administration and Operations for ART Selection

- 1. The term of the Regional Advisor for Administration and Operations for ART will be from NACURH Annual Conference to NACURH Annual Conference.
- 2. The Regional Advisor for Administration and Operations for ART will be selected by the Regional Director, Regional Advisor for Administration and Operations for

Administration and Operations and Regional Advisor for Administration and Operations for Communications and Engagement in collaboration with the RBD.

3. Selection timeline and process will be determined annually by the Regional Director and Regional Advisor for Administration and Operations.
4. Individuals applying for the Regional Advisor for Administration and Operations for ART position shall complete an application that at minimum includes the following information:
 - A. ART completion information
 - B. Resume
 - C. Cover letter outlining positional goals and ART presenting experience
 - D. Completed Host School Acknowledgement form

Article V. Announcements

Section 1. Announcements – General

1. RBD elections will begin on the second day of the conference and may span until noon on the final business day of the conference.
2. The votes shall be tallied until a winner is determined.
3. The candidates shall be informed whether or not they won immediately following the conclusive vote, and announcement to the RBR shall follow.

Article VI. Transition

Section 1. Transition – General

1. Transitions shall begin the day newly elected officers are informed.

Article VII. Election Code

Section 1. Election Code – General

1. There shall be no campaigning. This includes but is not limited to: using social media, email, or prior

communication with the clear intent of influencing opinion, including but not limited to vote promising, solicitation, bribery, or any disclosure of a school's intent to vote for or against a certain topic.

2. All positions will be run for separately. There shall be no slates or tickets.
3. Charges for campaigning violations shall be brought to the Director and Regional Advisor for Administration and Operations and dealt with accordingly and at the RBD's discretion.
4. Individuals that fail to comply with this code will be disqualified by the Director.

Title 7

Policies

Article I. Registration Policy

Article II. Technology Policy

Article III. Travel Policy

Article I. The Regional Executive Board

Section 1. Regional Leadership Conference

1. Registration for the RBD shall be absorbed into the conference budget.

Section 2. Regional Business Conference

1. Registration for the RBD shall be absorbed into the conference budget

Section 3. NACURH Pre-Conference and Annual Conference

1. Registration for Regional Advisor for Administration and Operations and the Regional Advisor for Communications and Engagement shall be paid for by the region.

Section 4. Special Guests

1. Registration fees for the AIMHO Representative to the annual IACURH Regional Leadership Conference shall be absorbed into the conference budget as outlined by the Memorandum of Understanding (MOU) between IACURH and AIMHO.
2. Registration fees for the NACURH corporate sponsors/partners shall be compliant with NACURH agreements.
3. A special guest from the NACURH Executive Team shall be invited to the Regional Leadership and Regional Business Conferences and their registration be waived by the Regional Leadership Conference or Regional Business Conference budgets.
4. Registration fees for one (1) representative from the NACURH Corporate Office (NCO) shall be waived for the Annual Regional Leadership and Regional Business Conferences.

Section 5. Other Conferences

1. Registration and housing expenses cannot be paid by IACURH for any conference that is not: the Regional Leadership Conference, the Regional Business

Conference, the NACURH Semi-Annual Business Conference, or the NACURH Annual Conference.

Article II. Technology Policy

Section 1. Positional Technology

1. The following positions will be furnished with a regional laptop:
 - A. Director
 - B. ADAF
 - C. ADNRRH
2. The following positions will be furnished with a regional tablet:
 - A. CONCCTD
 - B. COPRRHA
 - C. CORNRHH
3. Positions that are furnished with technology by IACURH, must have a Technology Liability Form on file with the COMT and Regional Advisor for Administration and Operations. This form is to be completed, notarized, and delivered to the COMT and Regional Advisor for Administration and Operations before receiving the respective positional technology.
4. Should a member of the RBD or their host institution choose not to sign the Technology Liability Form, that individual will not at any time be in possession of IACURH technology assets, but must still adhere to all aforementioned policies regarding data backup.
5. No regional technology shall be utilized for personal use or gain. Members of the RBD, who are found to be in violation of this policy, shall have their respective technology removed.

Section 2. Regional Data and Backups

1. Each member of the IACURH RBD who is not furnished with a piece of regional technology shall be responsible for backing up all data to a remote online storage space provided by the region.

2. In the event of data loss due to the failure of an IACURH 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.
3. Each member of the IACURH RBD is also responsible for supplying the Regional Advisor for Administration and Operations with copies of all data produced since their last meeting, at each regional function (pre-conference, business meeting, etc.)
4. Each member of the IACURH RBD is also responsible for placing all documents created while in position on a remote online storage space provided by the region.

Section 3. Technology Damage, Replacements, and Updates

1. In the case of excessive damage due to gross negligence to the technology 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 for Administration and Operations and Director.
2. In the event of theft due to gross negligence, all parties involved will be held responsible until the IACURH RBD can definitively determine which individual(s) shall be held financially responsible for the purchase of a replacement laptop or external storage device(s).
3. If the person assigned to the laptop or external storage device(s) cannot be contacted, that individual's institution may be held responsible for the reimbursement or replacement of the technology.
4. Any technology replacement must occur within sixty (60) days of the damage or theft.
5. Any malfunctions that occur to the technology as part of normal use shall be paid for by the region, and will be verified by the Regional Advisor for Administration and Operations to ensure the incident was not a result of mistreatment.

6. The COMT shall be responsible for assessing and updating IACURH positional laptops at all regional functions (pre-conference, business meeting, etc.)
7. At the Annual NACURH Conference the outgoing COMT will collect all technology, assess them for damage, determine whether they need replacement and will distribute them to the incoming executives furnished with technology.

Section 4. Technology Recycling

1. Any and all damaged and/or outdated laptops and technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.
2. Before any technology is recycled, all NACURH related data must be backed up and transferred to another NACURH storage device.
3. Before any technology is recycled, the hard drive of the laptop to be recycled must be securely erased beyond recovery.
4. Before any mass storage device is recycled, all data must be securely erased beyond recovery.
5. If reimbursement is rendered for recycled technology, it shall be allocated to future technology purchases. The appropriate finance officer shall move the monies to the correct account and line. If received in a gift certificate form, it will be saved by the appropriate finance officer for future technology purchases.
6. A minimum of one laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by any individual whose position requires them to hold a laptop. The appropriate Advisor will be responsible for retaining this asset until it is disposed.
7. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
8. Laptops to be recycled may not be utilized for personal gain or use.

Section 5. Technology Replacement Schedule

1. IACURH positional technology will be replaced at least every five years or at the determination of the COMT, the Director, and the Regional Advisor for Administration and Operations.

Article III. Travel Policy

Section 1. Definition

1. Travel is defined as the means by which the person or persons in question choose to use as transportation to said event. It is expected that the means used be the most cost effective for the region. Travel expenses do not include meals or miscellaneous expenses incurred.

Section 2. Regional Leadership Conference

1. Travel to the conference shall be paid for by the region for the RBD.

Section 3. Regional Business Conference

1. Travel to the conference shall be paid for by the region for the RBD.

Section 4. AIMHO Regional Conference

1. Travel to the conference shall be paid for by the region for the RBD.

Section 5. Semi-Annual NACURH Business Conference

1. Travel and lodging to the conference shall be paid for by the region for the regional representative as allowed by the budget at the discretion of the RBD.

Section 6. NACURH Annual Conference

1. Travel to the conference shall be paid for by the region for the RBD.

Section 7. Other Conferences

1. Travel expenses cannot be paid by IACURH for any conference that is not: the Regional Leadership Conference, the Regional Business Conference, the NACURH Semi-Annual Conference, or the NACURH Annual Conference.

Section 8. Personal Automobile Travel Reimbursement

1. The standard mileage rate for reimbursement for automobile travel to conference will reflect that most current rate established by the Internal Revenue Service (IRS) for the year. This will not include travel in any type of rental or university vehicle.
2. The above reimbursement is not to exceed the lowest cost, fare, or plane ticket rate (to be determined by the ADAF).

Title 8

Conferences

- Article I. Bidding and Presentation*
- Article II. Policies Affecting Conferences*
- Article III. Policies Affecting Conferences*
- Article IV. Conference Finances*
- Article V. Conference Programming*
- Article VI. NACURH Contract*
- Article VII. Wrap Up Reports*
- Article VIII. Risk Management*

Article I. Bidding and Presentation

Section 1. Conference Bid Requirements and Procedures

1. Schools interested in hosting for the Regional Leadership Conference or Regional Business Conference should contact the Conference Resource Consultant (CRC).
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services they have available to assist in preparing their materials to host for the conference.
 - A. The format of the conference host materials, including but not limited to a bid, application, or video format, shall be determined by regional policy.
3. The CRC will then contact the Director of the region in which the school is located informing that Director of the school's intention to bid. The Director should then contact that school to offer any assistance in preparation of the materials.
4. Letter of intent should be sent to the Director at least three (3) weeks prior to any regional conference. Bids must be submitted in .PDF format unless otherwise specified by the Director. All conference bids must be submitted electronically to the Director five (5) days prior to the start of the conference. In conjunction with the Coordinating Officer for Marketing & Technology, the Director will post bids no later than two (2) days prior to the start of the conference. Content of materials shall include, but not be limited to the following:
 - A. A signed Host Acknowledgment Form shall be included in the materials (This can be obtained from the Director or NACURH CRC).
 - B. A letter of support from a housing official, at the Assistant Director level or above, that acknowledges the school's commitment and responsibility for hosting a conference.

- C. A brief introduction and overview of the school. This would include such things as RHA, NRHH, regional and NACURH activities, awards and involvement.
- D. Profile of the conference staff, including but not limited to: mailing, registration deadlines, late registration, and conference confirmation.
- E. Conference schedule.
- F. Description of special events and keynote speakers.
- G. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If there is a conference cap, this must be included.
- H. Description of conference accommodations:
 - i. Sleeping rooms
 - ii. Program rooms/facilities
 - iii. NCC, NRHH, and Sub-regional meeting rooms
 - iv. Social gathering rooms
 - v. Dining and Banquet options.
 - vi. Safety and security plan and/or staffing pattern.
- I. Budget – should include, but not limited to, the following:
 - i. Conference add-on fee
 - ii. Housing costs
 - iii. Dining/Food
 - iv. Banquet – food, awards, decorations
 - v. Regional Board Compensation
 - vi. Corporate Partner Compensation
 - vii. VIP/NBD Compensation (Optional)
 - viii. Transportation (airport, train, bus, and necessary shuttle info)
 - ix. Programming – meeting rooms, A/V rental, supplies, etc.
 - x. Entertainment
 - xi. Hospitality
 - xii. Speakers
 - xiii. Awards
 - xiv. T-Shirt/Souvenirs
 - xv. Insurance

- xvi. Administrative Costs –phone, copies, postage, office supplies, reports (including wrap-up report)
- xvii. Communication/Publicity costs
- J. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
 - i. Current members of NACURH Leadership may not write letters of support/recommendation or provide quotes for the conference bid.
- K. Appendix – could include registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used.

Section 2. Conference Pre-Bid Process

1. Schools may have the opportunity to gain feedback on a conference bid prior to formal submission by the RBD and current regional conference staff through a pre-bid submission process.
 - A. Pre-bid submissions are not required in order to bid for a regional conference.
2. Bidding schools may submit a pre-bid to the Director sixty (60) days prior to the formal deadline for conference bid submissions for feedback.
 - A. The RBD, along with current Ex-officio members, will review each bid and provide feedback.
 - B. Feedback will be returned to the conference team twenty-one (21) days after pre-bids are submitted.
3. Pre-bids are encouraged to include the following:
 - A. A brief introduction and overview of the school. This would include such things as RHA, NRHH, regional and NACURH activities, awards and involvement.
 - B. Profile of the current conference staff.
 - C. Anticipated registration deadlines, including late registration (if offered).
 - D. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. Include a delegate cap if it pertains.

- E. Conference schedule.
- F. Description of special events and keynote speakers (if applicable).
- G. Description of conference accommodations:
 - i. Sleeping rooms and hotel information.
 - ii. Program rooms/facilities, including set up and occupancy.
 - iii. Regional break out rooms, including socials.
 - iv. Dining and Banquet options.
 - v. Safety and security plan and/or staffing pattern.
 - vi. Boardroom set up and accommodations.
 - vii. Transportation plan and accommodations.
 - viii. Entertainment options, if applicable.
- H. Budget Information
 - i. Conference add-on fee
 - ii. Housing and dining costs
 - iii. Secured or anticipated sponsorships
 - iv. Transportation Costs
 - v. Programming costs, if applicable.
 - vi. Speakers
 - vii. Awards
- I. Any letters of support.

Section 3. Conference Bid Presentation Format

1. Presentation from each bidding school – not to exceed ten (10) minutes.
2. Question and Answer for each bidding school by the RBD and RBR – ten (10) minutes per bid; time may be extended up to two times, not to exceed ten minutes each with a final exhaustion of the speakers list allowed.
3. General Discussion for each bid by the RBD and RBR – ten (10) minutes; time may be extended up to two times, not to exceed ten minutes each with a final exhaustion of the speakers list allowed.
4. Only the presenting school may be in the room for their presentation and Question & Answer period. All other bidding schools must wait outside of the presentation

area. Defending schools may not be in the room for General Discussion or the Voting Period.

5. Defending schools may designate a representative to participate in Question & Answer for other bidding institutions and vote.

Section 4. Conference Bid Voting

1. Schools must be in attendance at the presentation(s) in order to receive a vote.
2. Each school that meets the above criteria will have a choice of one of the following options when the vote is taken.
 - A. Vote for one of the submitted bids.
 - B. Vote for “no confidence”
3. A school must receive a simple majority (50%+1) to receive the conference with a quorum representing at least 40% of the registered voting membership.
 - A. If a simple majority is not reached (an inconclusive vote) during a voting round, the bid with the fewest number of votes shall be dropped from the ballot. If two or more bids tie with the fewest number of votes, all bids with the fewest number of votes shall be dropped from the ballot, unless this would result in fewer than two (2) remaining bids, in which case all bids remain in consideration. The chair may, at their discretion, choose not to drop bids receiving the fewest number of votes if they believe that dropping bids would be unwise and unsupportive of fair consideration for all nominees, in which case all bids shall remain in consideration.
4. Voting must be done by secret ballot and tallied by the Director and Regional Advisor for Administration and Operations.
5. To obtain conference voting rights, participating schools must complete bid evaluation forms, as outlined below, prior to commencement of the conference bid presentation.

- A. One form per bid must be completed by an IACURH affiliated member school and shown to the bid session facilitator by the start of the conference bid presentation session in order for that school to participate in voting.
- B. Bidding schools shall be encouraged but not required to complete a bid evaluation form for their own school's bid, but shall be required to complete a form for each additional bid in that session in order to vote during that session.
- C. The Director will create and update the bid evaluation forms before every conference that contains a conference bidding process.
- D. The COMT will make the bid evaluation forms available online on the same dates the bids are available online.

Section 5. Election Code

- 1. There shall be no campaigning prior to a conference. This includes but is not limited to: using social media, email, and prior communication that advertises an intent to bid for a conference with the clear intent of influencing opinion. This includes but is not limited to: vote promising, solicitation, bribery, or any disclosure of a school's intent to vote for or against a certain candidate.
- 2. There shall be no campaigning at a conference. This includes but is not limited to: handouts (including pins, flyers, stickers, etc.), door decorations.
- 3. Charges for campaigning violations shall be brought to the director and dealt with accordingly.
- 4. Individuals that fail to comply with this code may be disqualified by the Director.

Article II. Policies Affecting Conferences

Section 1. Conference Fair Housing Policy

- 1. IACURH strongly recommends that the dates of the annual IACURH Regional Leadership Conference and Regional

Business Conference be chosen with consideration for schools on all academic systems.

Section 2. Corporate Partners

1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a “corporate partner.” All other companies providing services and/or funding shall be referred to as “conference partners.” Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase “corporate partner” nor claim the endorsement of NACURH, Inc.

Section 3. No Pay, No Key Policy

1. Regional conferences will provide housing (keys) only to those delegations whose conference fees are paid in full.

Section 4. Land Acknowledgements

1. The opening ceremonies of each regional conference will include a Land Acknowledgement to express gratitude and appreciation for the land and honor the indigenous people of each respective conference host site.
 - A. This should be researched to include all indigenous identities of the land where the conference is hosted.
 - B. Consideration of groups or individuals who fit these identities should be priority in determining who shares the land acknowledgement at opening ceremonies.

Section 5. No Conference Host Site

1. In the event there is no host school for a Regional Leadership Conference or Regional Business Conference, the following procedure shall be enacted:
 - A. If a Regional Leadership Conference host school is not selected during the normal bid process, a second bid process will occur during the following Regional Business Conference.
 - B. If a Regional Business Conference host school is not selected during the normal bid process, a second bid

process will occur during the following NACURH Annual Conference.

- C. In the event there is still no host school for a Regional Leadership Conference or Regional Business Conference, the following procedure will be enacted:
 - i. For the Regional Leadership Conference, the host schools of the Director, ADAF and ADNRRH for the current NACURH affiliation year shall ask their host schools to host the conference.
 - ii. For the Regional Business Conference, the host schools of the Director, ADAF and ADNRRH for the upcoming NACURH affiliation year shall ask their host schools to host the conference.
- D. The Director, ADAF and ADNRRH will discuss with their host school and provide an answer in regard to their willingness and ability to host the Regional Leadership Conference or Regional Business Conference within two (2) weeks of the beginning of the process.
 - i. If the Director, ADAF and ADNRRH and their host school collectively decide that they are capable of hosting the conference, that member shall notify the RBD, including in their communication the Conference Chairperson(s) and dates for the conference.
 - ii. If multiple schools between the Director, ADAF and ADNRRH intend, then the host school will be selected by the RBD.
 - iii. If the Director, ADAF, ADNRRH and their host schools collectively decide that they are incapable of hosting the conference, they shall notify the RBD.
 - a. The host schools of the COs for the current NACURH affiliation year shall ask their host schools to host the Regional Leadership Conference.
 - b. The host schools of the COs for the upcoming NACURH affiliation year shall ask their host schools to host the Regional Business Conference.

- E. Each CO shall discuss with their host school and provide an answer as to their willingness and ability to host the Regional Leadership Conference or Regional Business Conference within two (2) weeks of the start of the process for the COs, which shall proceed in a manner identical to the process followed by the Director, ADAF and ADNRRH.
 - i. If still no host school of the COs intends to host the Regional Leadership Conference, then the host schools of the Regional Advisor for Administration and Operations for the current NACURH year shall ask their host schools to host the conference.
 - ii. If still no host school of the COs intends to host the Regional Business Conference, then the host schools of the Regional Advisor for Administration and Operations for the upcoming NACURH year shall be asked to host the conference.
- F. The IACURH Regional Advisor for Administration and Operations and the IACURH Regional Advisor for Communications and Engagement shall discuss with their host schools and provide an answer as to their willingness and ability to host the Regional Leadership Conference or Regional Business Conference within two (2) weeks of the start of the process for the Advisors, which shall proceed in a manner identical to the process followed by the RBD.
- G. Once there is a host school for the conference, the RBD will announce the host site to the region within one week of the decision.
- H. Upon the announcement, the host school will create an informational bid to inform the RBR of what the conference will look like.
 - i. For the Regional Leadership Conference, the school shall have two months to prepare this informational bid.

- ii. For the Regional Business Conference, the school shall have one month to prepare this informational bid.

Section 5. Non-Conference Persons at a Regional Conference

1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of regional conferences.
2. Non registered individuals will not be permitted to stay in conference housing.
 - A. This includes, but is not limited to, dependents and family members of attendees.
 - B. A request or exception can only be made after consultation with the NACURH Conference Resource Consultant.
3. Regional conference host institutions shall be required to enforce this policy at all conference functions by providing adequate safety and security.

Section 6. Regional Conference Dates

1. IACURH strongly recommends that the dates of the annual Regional Leadership Conference be chosen with consideration for schools on all academic systems.

Section 7. Risk Management

1. All IACURH conference events, including meetings, hospitality rooms and socials, will end no later than 1 AM.
2. All Regional Leadership Conference boardroom proceedings will end no later than 11PM.
3. All Regional Business Conference boardroom proceedings will end no later than 12 AM.
4. No conference event, excluding breakfast, will begin prior to 8 AM.
5. Conference staffs are encouraged to end the distribution of caffeinated beverages prior to 11 PM.

6. Conference staffs are encouraged to have a schedule created for themselves regarding on and off periods to ensure that they get ample rest.

Section 8. Sub-Regional Conference

1. IACURH shall in no way be liable financially or otherwise for sub-regional conferences and all responsibility for said conference finances lie with the host school.
2. Sub-regional conferences are not required to collect add-on fees, nor are they required to turn in a conference wrap-up report.
3. Sub-regional conferences will be alcohol and drug free as per NACURH Policy.

Section 9. Summits

1. Regional Summer Summit is required for the IACURH RBD and occurs at a neutral host site which is selected at a process defined by the IACURH Director.
2. A Regional Winter Summit is required for the IACURH RBD and occurs at the Regional Business Conference Host Site.
3. Regional Summits will be used as an opportunity for the IACURH RBD to further the plans of the Intermountain Affiliate in terms of calendar, initiatives, and other projects defined by the Director that benefit IACURH.
4. Regional Summits provide an opportunity for the IACURH RBD to evaluate the status of the Regional Leadership Conference and Regional Business Conference.
5. The Regional Summer Summit expenses are determined by the Regional Summit host in conjunction with the RBD and shall include:
 - A. Housing for all the IACURH RBD for three (3) days.
 - B. Dining for all the IACURH RBD for three (3) days.
 - C. Transportation for all the IACURH RBD for three (3) days.
 - i. Transportation for Regional Summit is defined as transportation to and from the airport as well as any on campus transportation needs.

6. The Regional Winter Summit expenses are absorbed into the conference budget for the Regional Business Conference and shall include:
 - A. Housing for all the IACURH RBD for three (3) days.
 - B. Dining for all the IACURH RBD for three (3) days.
 - C. Transportation for all the IACURH RBD for three (3) days.
 - i. Transportation for Regional Summit is defined as transportation to and from the airport as well as any on campus transportation needs.

Article III. Policies Affecting Executives

Section 1. Policies Affecting Executives – General

1. Executives may not influence the selection of conference host sites for which any school will bid.
2. Executives may not influence, contribute to, create, or review bid and/or presentation content, including text, graphics, captions, or thematic elements.
3. Executives may not influence, contribute to, or review bid layout.
4. Executives may not review conference bids and/or presentations or provide informal feedback that would contribute to the improvement of a conference bid and/or presentation prior to submission or presenting.
5. Executives may not influence, contribute to, create, or review any conference presentations.
6. Executives may not release information regarding conference bids or presentations that is not offered to all schools.
7. Members of the IACURH RBD should take a full week or seven (7) days following required conferences to rest and recuperate.
 - A. RBD members may choose whether they will hold this week starting immediately after the conference or one week post conference.
 - B. During this time RBD members should not assume responsibility for any regional or NACURH tasks in order

to prioritize and focus on their academics and well being.

- C. This time will be scheduled by the RBD in such a way that the RBR and other IACURH/NACURH constituents will have access to at least one RBD member during this time.
- D. The dates for RBD Out of Office will be scheduled and announced in a regional email communication no later than the Monday following the end of each regional conference.
 - i. Alongside the announcement of dates off, the RBD will be required to include a note to encourage the Regional Board of Representatives to take that time off and instigate similar policies on their campuses if they so choose.

Article IV. Conference Finances

Section 1. Add-On Fees – Disability Accommodations Compliance Conference Add-on Fee

1. The Disability Accommodations Compliance Conference Add-on Fee is due to the ADAF at the close of each conference that it is in use and will be added to the IACURH Disability Accommodations Compliance Fund.
2. The Disability Accommodations Compliance Conference Add-on Fee shall be set by the ADAF and be no smaller than three (\$3) dollars and no larger than ten (\$10) dollars.
3. The Disability Accommodations Compliance Conference Add-on Fee may be increased above ten (\$10) dollars for any individual conference with a 2/3 approval of the RBR.
4. 25% of the Regional Leadership Conference Excess and Regional Business Conference Excess must be allocated to the Disability Accommodations Compliance Fund until the fund exceeds \$3,000. The remaining 75% of any conference excess will be allocated as outlined in Financial Policy.

5. Should the Disability Accommodations Compliance Fund reach \$12,000, the ADAF may choose to no longer charge the Add-on fee.
6. If the Disability Accommodations Compliance Fund drops below \$10,000, the ADAF must reinstate the Add-on fee.
7. Additional funds may be allocated to the Disability Accommodations Compliance fund as needed to be decided by the ADAF with a 50%+1 of the RBR.
8. If a Regional Leadership Conference or Regional Business Conference staff needs to make ADA or national law equivalent accommodations for any delegate, they will need to provide an itemized invoice and check request to the ADAF at least ten (10) days in advance of the conference, to be paid by the close of the conference from the regional account.
9. The Disability Accommodations Compliance Conference Add-on Fee for the IACURH Regional Leadership and Regional Business conferences must be set at least ninety (90) days prior to the respective conference.

Section 2.

Add-On Fees – IACURH Fee

1. The Regional Conferences will have a minimum fee (established by the region) that is charged per delegate included as a line item of the Regional Conference budget. This must be paid to the Regional Affiliate prior to the last day of the Regional Conference.
2. Add-on fees for the Regional Leadership Conference and Regional Business Conference shall be no smaller than \$10.00 and no larger than \$80.00 USD. The ADAF shall have the discretion to set the add-on fee.
3. Add-on fees for the IACURH Regional Leadership and Regional Business conferences may be increased above \$20.00 for any individual conference with a 2/3 approval of the RBR.
4. Revenue generated above the break-even Point will be disbursed into IACURH opportunities for member schools as decided by the RBD.

5. Add-on fees for the IACURH Regional Leadership and Regional Business conferences must be set at least ninety (90) days prior to the respective conference.

Section 3. Add-On Fees – Regional Leadership Conference Scholarship and Grant Fee

1. The Regional Leadership Conference will have a minimum Scholarship and Grant fee (established by the region) that is charged per delegate included as a line item of the Regional Leadership Conference budget. This must be paid to the Regional Affiliate prior to the last day of the Regional Conference.
2. The Regional Leadership Conference Scholarship and Grant Add-on Fee shall be set by the ADAF and be no smaller than three (\$3) dollars and no larger than ten (\$10) dollars.
3. The Regional Leadership Conference Scholarship and Grant Add-on Fee may be increased above ten (\$10) dollars for any individual conference with a 2/3 approval of the RBR.
4. Should the IACURH Scholarship and Grant Fund reach \$5,000, the ADAF may choose to no longer charge the Add-on fee.
5. Add-on fees for the IACURH Regional Leadership conferences must be set at least ninety (90) days prior to the respective conference.

Section 4. Add-On Fees – IACURH Technology Fee

6. The Conference Technology Add-On Fee for the Regional Leadership Conference and Regional Business Conference shall be no larger than \$10.00 USD. The Directorship shall have the discretion to set up the Add-On fee.
7. The Conference Technology Add-On Fee for the IACURH Regional Leadership and Regional Business Conferences may be increased above \$10.00 for any individual conference with a 2/3 approval of the RBR.

8. Revenue generated above the Break-Even Point will be disbursed into IACURH opportunities for member schools as decided by the RBD.
9. The technology fee should be set in consideration of any agreement entered into by NACURH Inc. that provides benefits to regional conferences at a charge.
10. All money accumulated by the Conference Technology fee shall be deposited into IACURH's technology fund.
11. The conference Technology Add-On Fee for the IACURH Regional Leadership and Regional Business Conferences must be set at least ninety (90) days prior to the respective conference.

Section 5. Conference Deficit

1. Should a conference deficit be incurred, the host schools shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by the Regional Affiliate.

Section 6. Conference Excess

1. Any financial excess generated by the conference is the property of the regional affiliate and must be paid to the regional affiliate no later than sixty (60) days after the end of the regional conference.

Section 7. Conference Fee Refunds

1. Fixed costs will not be refunded at any time. Variable costs in each delegate fee will be refunded if the conference does not have a deficit. This policy pertains to registered delegates or registered delegate spaces who do not attend the conference and would like a refund of the money they paid to attend.

Section 8. Monitoring the Regional Conference Budgets

1. The Conference Advisor and Regional Advisor for Administration and Operations will work in conjunction with the ADAF and the Conference Finance Chair, and

together will be responsible for monitoring the conference budget.

2. The Conference Finance Chair shall be required to submit to the ADAF and Regional Advisor for Administration and Operations, a fully updated conference budget each month through the conference closing.
3. At least ninety (90) days prior to the regional conference, the Conference Finance Chair must provide a delegation bracket budget to the ADAF, Director, Regional Advisor for Administration and Operations, and CRC. A delegation bracket budget will include five versions of the conference budget with line item amounts reflecting the costs of the conference using the specified break-even point, the costs of the conference using (50) and (100) delegates below the break-even point, and the costs of the conference using (50) and (100) delegates above the breakeven point.
4. Any changes in the conference budget expenses exceeding an increase of \$250 must be reported to and approved by the ADAF. Any budget incomes resulting in a \$250 decrease or more must be reported to the ADAF.

Section 9. Regional Break-Even Point

1. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than a break-even factor of 80%. The conference attendance level used to develop the break-even point will only include the total number of paying delegates and advisors. This figure will exclude non-paying guests, members of the RBD, and NACURH guests whose fees are absorbed by the conference budget.
2. The break-even point shall be used to set the registration costs for the conference.
3. A regional board may submit a request to the NACURH Executive Committee to increase the break-even factor for an individual regional conference up to 85%.

4. The requesting region must have at least 10% of the average cost of their last three regional conferences unencumbered in their savings and Vanguard accounts.

Section 10. Speaker Subsidy

1. The IACURH speaker subsidy for all IACURH regional conferences shall be set no higher than \$1,000.00 USD. The ADAF shall in consultation with the Regional Advisor for Administration and Operations, Conference Advisor, and Conference Chair(s) have the discretion to approve the speaker subsidy.
2. The IACURH regional host school must apply for the speaker subsidy no later than sixty (60) days prior to the start of the Regional Leadership Conference.

Section 11. Excess Sponsorship

1. The IACURH Excess Sponsorship shall be allocated at 25% of the previous year's excess, per the IACURH Policy Book, Title V, Article I, Section 1.3.
2. Conference host institutions may apply for a sponsorship equaling up to 25% of the previous year's excess if their projected conference cost is at or above 75% of the average of the previous five (5) conferences of the same kind.
3. The IACURH ADAF will create and release a sponsorship application no later than one hundred and twenty (120) days prior to the start of the conference.
4. The Regional Leadership or Regional Business Conference host school must apply for the excess sponsorship no later than ninety (90) days prior to the start of the conference.

Section 12. Waiver of Regional Conference Fees for NBD Members

1. The Director and Conference Chairperson responsible for a regional conference will be the individuals responsible for granting fee waivers.

Article V. Conference Programming

Section 1. PEAK Programming

1. PEAK Programming is programming during conferences and digitally for those serving in RBR roles. These programs intend to create opportunities for members of the RBR to gain valuable skills and resources to better their leadership style.
2. PEAK Programming will be implemented at both the Regional Leadership Conference, Regional Business Conference, and through virtual business by the IACURH RBD.
3. PEAK Programming Tracks
 - A. Programming: content that focuses on strategies and ideas for successful campus event planning.
 - B. Engagement: content that focuses on bringing different communities together through campus leadership opportunities and involvement.
 - C. Advocacy: content that focuses on different ways to support diverse communities at the campus level and beyond.
 - D. Knowledge: content that focuses on resource and skill building related to leadership positions.
4. Each conference will set aside space to host at two sessions of four programs each, for a total of eight PEAK sessions.
5. Each conference should have two sessions corresponding to each track presented.
6. Sessions and presenters will be determined prior to each conference by application.
7. The COPRRHA will be responsible for tracking PEAK attendance and collecting session feedback for all sessions.
8. Upon attending programs from each track, persons will be recognized as having completed PEAK Programming for that year.

Section 2. Reserving Program Spacing

1. The conference staff and the COPRRHA shall work together to ensure that there is space for PEAK Programming sessions.

Article VI. NACURH Contract

Section 1. Host Acknowledgement Form

1. A NACURH Host Acknowledgement Form must be on file with the Regional Advisor for Administration and Operations and the CRC prior to the presentation of any conference bid.

Article VII. Wrap-Up Report

Section 1. Purpose

1. A complete wrap-up, including a written report outlined below, of each regional conference is required within sixty (60) days of the close of the conference. All bills should be paid, accounts closed out, and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school. Conference host schools who do not comply with the (60) day policy shall be declared “not in good standing” with NACURH, Inc. and the relevant regional affiliate or until the wrap-up is complete.

Section 2. Wrap-Up Report

1. A final report of the regional conference will be written and published by the regional conference staff no later than sixty (60) days following the end of the conference. Six (6) copies of the final report should contain the following information in order:
 - A. Cover Page
 - B. Introductory letter of the report by the Chairperson(s)
 - C. Table of Contents, with page numbers
 - D. Conference schedule
 - E. Total number of delegates in attendance, further broken down by number of delegates per school, separated by number of students and number of advisors per school.
 - F. List all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
 - G. Awards presented at the conference.

- H. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances.
- I. Finalized version of closed out conference budget.
- J. Conference Chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.
- K. Conference Staff planning schedule, broken down day to day by committee, with their tasks and responsibilities
- L. Committee Chairperson's responsibilities, with the following consistent format for every committee:
 - i. General statement of committee responsibilities
 - a. Description of committee activities
 - b. Number of people on the committee or in positions
 - c. Timeline of activities, month by month, as accomplished
 - d. Problems with the timeline
 - e. Communications problems that hindered the committee's purpose
 - f. An outline of successful procedures in organizing the committee and the activity
 - ii. Description of conference responsibilities
 - a. What happened at the conference
 - b. What activities the committee planned that occurred
 - c. A listing of critical reminders for the future planners
 - iii. Recommendations for the Future
 - a. Suggested solutions to timeline problems
 - b. Suggested solutions to conference responsibility problems
 - c. Evaluate your own participation level, with suggestions for better time utilization
 - d. An outline of ideas considered but not utilized
 - iv. Forms or form letters used.

- M. A blank Conference evaluation and final conference evaluation results tabulated
- N. The final wrap-up report should be distributed by the conference staff via email in the following manner: one (1) copy to the CRC, one (1) copy to the NIC, 1 copy to the ADAF, one (1) copy to the Director, one (1) copy to the next conference host staff, one (1) copy to the Regional Advisor for Administration and Operations and one (1) copy to the NACURH Associate for Administration.

Section 3. Timeline

1. Wrap up reports from each conference shall be advertised and released to the region two years after the close of each respective conference.
2. Wrap up reports for the current affiliate year may be requested by the Director.
3. All previous wrap up reports shall be available for review by the region after they are released.

Article VIII. Risk Management

Section 1. Conference Drug and Alcohol Policy

1. Alcohol and illicit drugs are NACURH recognized as substances which may have a negative effect of 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 will be designated “alcohol and drug free.” (Note: “all events” includes any regional or NACURH gathering at which NACURH funds are spent on travel and/or registration.) The method of enforcement will be at the discretion of the Conference Staff, in consultation with the Regional Advisor for Administration and Operations, the Director and the Advisor from the school from which the student represents.

2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, agree to and adhere to the Conference Drug and Alcohol Policy. In addition, the above policy shall be published in the Regional Conference Notebook.

Section 2. Liability of NACURH and Disclaimer

1. Each individual attending a regional conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the regional conferences.
2. Delegate Disclaimer Statement
 - A. I, ____ (Name) in consideration of the Intermountain Affiliate of College and University Residence Halls, Inc. and the ____ (Conference Host School) allowing me to participate in the IACURH ____ (year) Conference hereby agree to the following: I release IACURH from damage and injuries which I may sustain as a result of my attendance at and travel to and from the IACURH Conference. I agree to protect, hold harmless, and indemnify ____ (Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the IACURH ____ (year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the injury from any cause, action, omission or occurrence caused by ____ (Conference Host School) or IACURH, their officers and agents, including acts of omission constituting negligence.
3. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a regional conference host school must be approved by the CRC prior to sending our registration packets.

- A. This statement must be signed by each person attending the regional conference to be recognized as an officially registered delegate to the conference.

Title 9

Award Bid Policy

Article I. Award Bid Information and Policies

Article II. Award Bid Descriptions

Article III. Bids Selected at IACURH Regionals

Article IV. Bids Selected at Regional Business Conference

Article V. Selection Process

Article VI. Policies Affecting Executives

Article VII. Of-The-Months

Article VIII. Pin Awards and Steggie Spirit Points

Article I. Award Bids

Section 1. Award Bids

1. The following awards are recognized by IACURH:
 - A. Award Bids
 - B. Pin Awards
 - C. IACURH Steggie Spirit Points

Section 2. Award Bid Policies

1. Bid Timeline
 - A. All Bid criteria must be distributed to member schools by the ADNRRH by September 1st.
 - B. A timeline for award bid submission must be distributed to member schools by the ADNRRH by September 1st. The timeline shall be selected by the ADNRRH, but must adhere to the following guidelines:
 - i. Letters of intent may be due no later than twenty-one (21) days prior to the start of each conference.
 - ii. Bids may be due no later than eleven (11) days prior to the start of each conference.
 - iii. 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.
 - iv. Bids will be made available to be read online by no later than seven (7) days prior to the start of each conference.
 - C. Intents
 - i. A school must submit a letter of intent to bid for an award.
 - ii. In the event that there are no intents submitted for an award category, the ADNRRH will notify the region. Any school may then submit a bid in that category by the bid submission deadline.
 - D. Bids

- i. Files of each bid must be submitted electronically to the ADNRHH through a method communicated by the ADNRHH.
 - ii. The ADNRHH 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 ADNRHH.
 - iii. Each submitted bid shall undergo a Policy Check in accordance with Award Policy.
- E. Evaluations
- i. In conjunction with the Coordinating Officer for Marketing & Technology, the ADNRHH shall make award bids available to be read online by RBR members in accordance with the communicated timeline.
 - ii. 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
 - A. The body text for any award bid shall be minimum of 12 point in size.
 - B. All bids shall contain page numbers.
 - C. A page is defined as a side with print. Pages shall be formatted as an 8.5 by 11 inch portrait document.
 - D. Types of pages that are included in the page count:
 - i. Dividers
 - ii. Institutional Letters of Support, Including Those From:
 - a. Full-time Professional or Graduate Advisors or Residence Hall Campus Staff Member
 - b. Student Representative of Residence Life Housing Organization
 - c. Student(s) Directly Impacted by the Nominee

- d. Professional staff member at an Assistant Director level (or equivalent) or higher of the institution's Housing or Residence Life department.
- E. All bids shall contain a table of contents page, so that all content can be viewed in an accessible manner.
- F. Types of pages that are not included in the page count:
 - i. Title Pages
 - ii. Table of Contents
 - iii. Regional Letters of Support
 - iv. Citations
- G. All content not created by the bidding school must be accompanied by proper citation in the text of the award bid. The ADNRRH shall determine the proper citation method and communicate it within the bid criteria distributed to member schools by September 1st.
- H. No award bid shall consist of multimedia video or animated material.
- I. Accessibility Requirements
- J. i. Bids must be created using universal design principles, which is the design and composition of a bid so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of ability status. This includes, but is not limited to:
- K. All font must be minimum of 12 points in size
- L. Content font must be readable, with recommend fonts including:
 - i. Arial
 - ii. AvantGarde MD BT
 - iii. Avenir LT Std
 - iv. Century Gothic,
 - v. Regular Franklin Gothic
 - vi. Frutiger LT
 - vii. Futura Std
 - viii. Futura MdCn BT
 - ix. Gill Sans Std
 - x. Helvetica

- xi. Interstate-Regular
- xii. Myriad Pro
- xiii. Rotis Sans Serif Std
- xiv. SansSerif
- xv. Stone Sans ITC
- xvi. Swis721 BT
- xvii. Trebuchet
- xviii. Verdana
- xix. Vag Rounded

M. Text must be placed on solid color backgrounds or in solid color text boxes on decorative backgrounds

N. Designs must be universally colored

O. All images must have an image description.

P. Image descriptions, also known as captions, further clarify what is happening in an image.

Q. Image descriptions must be visible to all readers.

- i. Bids must be screen reader accessible

R. Letters of support must occupy the same page size as if they were placed in the bid as text.

S. Current members of NACURH Leadership may not write letters of support/recommendation or provide quotes for any award bid.

T. No award bid should contain language or terminology deemed to be offensive or harmful to any marginalized community, such as a racial community, the LGBTQ+ Community, and/or religion or religious groups.

3. Category Limits

A. Any person being nominated for one of the individual awards can only be nominated in one category at each conference.

B. Bids are limited to one per school, per category.

4. Award Bid Infractions

A. Any individual is able to submit award bid infractions detailing false information within an award bid.

- i. The infraction must contain detailed information of the proposed false information as well as any applicable sources that cite correct information.

- B. Infractions are due to the IACURH AD-NRHH, Director, and Regional Advisor for Communications and Engagement five (5) days prior to the conference the award is being presented at. The ADNRHH shall determine the proper form to submit infractions and communicate it within the bid criteria distributed to member schools by September 1st.
 - C. The ADNRHH, Director and Regional Advisor for Communications and Engagement will review the proposed infractions and will respond with any sanctions deemed necessary.
 - D. In the event a disqualification is deemed necessary, the ADNRHH will submit a letter to the institution that authored the award bid detailing the infractions and the resulting sanction.
- 5. Bids awarded at the Regional Leadership Conference and Regional Business Conference will be posted to the IACURH Regional website.
 - 6. 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 distinct awards.
 - 7. Awards recognized at the Regional Leadership Conference or Regional Business Conference cannot contain any quote or letter of support from any current member of NACURH Leadership, or anyone currently serving as a RHA President, NRHH President, or NCC or at any institution other than your own.

Section 4. Regional Individual Award Bids

- 1. IACURH Advisor of the Year
- 2. IACURH Distinguished Service Award
- 3. IACURH Executive Board Member of the Year
- 4. IACURH NCC of the Year
- 5. IACURH NRHH President of the Year

6. Paula Bland Award for Professional Service
7. IACURH RHA President of the Year
8. IACURH Service Award
9. IACURH Student of the Year
10. IACURH Student Staff Member of the Year

Section 5. Regional School Awards

1. IACURH NRHH Building Block
2. IACURH NRHH Outstanding Chapter of the Year
3. IACURH Program of the Year
4. IACURH RHA Building Block
5. IACURH School of the Year
6. IACURH Commitment to Diversity, Social Justice, and Inclusion Award

Article II. Award Bid Descriptions

Section 1. IACURH Advisor of the Year

1. Purpose: The IACURH Advisor of the Year Award recognizes outstanding advising in IACURH by any advisor of a residence hall student leadership group within a year.
2. Eligibility: All advisors except the NACURH Advisor, IACURH Regional Advisor for Administration and Operations, and the Conference Resource Consultant (CRC) 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 Advisor of the Year Award bid must be limited to eight (8) pages.
4. Selection: The IACURH Advisor of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. None
7. Criteria for Selection:

- A. Campus and regional involvement (i.e. Regional Board, Conference Staff, etc.)
 - B. Recognition received through campus and regional awards.
 - C. Participation in conferences (i.e. attendance, program presentations, etc.).
8. Suggested Criteria:
- A. NACURH Involvement and Recognition received through NACURH awards.

Section 2.

IACURH Distinguished Service Award

1. Purpose: This award was designed to recognize distinguished student leadership while serving IACURH, its affiliates, and member schools over a several year period.
2. Eligibility: Any individual who is hosted by a NACURH affiliated host institution and defined as an enrolled student during the year of nomination, and who has lived in a residence hall is eligible for this award. Only accomplishments made by the nominee in service to the residential community or NACURH during their time as an affiliate of NACURH regardless of their campus housing status will be considered.
3. Pages: The text of the IACURH Distinguished Service Award bid must be limited to sixteen (16) pages.
4. Selection: The IACURH Distinguished Service Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. None
7. Criteria for Selection:
 - A. Campus and regional involvement (i.e. Regional Board, Conference Staff, etc.)
 - B. Recognition received through campus and regional awards.
 - C. Participation in campus, regional, and NACURH services. IV) Participation in conferences (i.e. attendance, presenting, programs, etc.).

8. Suggested Criteria
 - A. Recognition received through NACURH awards and participation in NACURH services.

Section 3.

IACURH Executive Board Member of the Year

1. Purpose: The Executive Board Member of the Year Award recognizes the most outstanding RHA/NRHH Executive Board Member and their contributions on the campus and regional level while serving on their campus Executive Board.
2. Eligibility:
 - A. Any student living in a residence hall that has served as a member of the Executive Board of a campus-wide residence hall governing body as outlined by the constitution of the governing body, and who have not served as an NCC, NRHH President, or RHA President for longer than six months 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. Nominees must have completed or are currently completing an entire term as a member of the Executive Board of the organization.
3. Pages: The text of the IACURH Executive Board Member of the Year bid must be limited to eight (8) pages.
4. Selection: The IACURH Executive Board Member of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and will receive a plaque.
6. Criteria for Selection:
 - A. Campus position, duties, and contribution.
 - B. Recognition through campus services.
 - C. Participation in campus service.
 - D. Overall leadership contribution to the residence halls on campus. VI) No more than five percent (5%) of the bid should include information regarding his or her accomplishments as NCC, NRHH President, or RHA President, if applicable.

7. Required Elements:
 - A. A confirmation quote from a professional staff member stating that the nominee is currently a student at the institution and is living in the residence halls. The quote can be contained within a letter of support.
8. Suggested Criteria
 - A. Recognition received through NACURH awards and participation in NACURH services.
 - B. Contributions on the regional level.
 - C. Recognition through regional and NACURH services.
 - D. Participation in regional service.

Section 4.

IACURH NCC 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 NCC.
2. Eligibility: Only individuals who have completed, or are currently completing, an entire term as NCC 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 NCC of the Year Award bid must be limited to eight (8) pages.
4. Selection: The IACURH NCC of the Year Award shall be selected by the IACURH Executive Board.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. None
7. Criteria for Selection:
 - A. Regional correspondence.
 - B. Recognition through campus and regional services awards.
 - C. Participation in campus, regional and NACURH services.

- D. Participation in conferences (i.e. delegation building, spirit, an attendance, participation in meetings and programs, etc.).
- 8. Suggested Criteria
 - A. Recognition received through NACURH awards and participation in NACURH services.

Section 5.

IACURH RHA 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 RHA president or equivalent.
2. Eligibility: Only individuals who have completed, or are currently completing, an entire term as RHA 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 RHA President of the Year Award bid must be limited to eight (8) pages.
4. Selection: The IACURH RHA President of the Year Award shall be selected by the IACURH Executive Board.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. None
7. Criteria for Selection:
 - A. Term of office for award purposes shall be from IACURH to IACURH.
 - B. Regional correspondence.
 - C. Recognition through campus and regional and awards.
 - D. Participation in campus and regional services.
 - E. 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.

8. Suggested Criteria

- A. Recognition received through NACURH awards and participation in NACURH services.

Section 6.

IACURH Student of the Year

1. Purpose: The IACURH Student of the Year Award recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization.
2. Eligibility: Any student living in a residence hall that has not served as an NCC, RHA President, or NRHH President for longer than six months is 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 Student of the Year Award bid must be limited to eight (8) pages.
4. Selection: The IACURH Student of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipient's host institution.
7. Criteria for Selection:
 - A. Service to campus housing organizations.
 - B. Recognition through campus awards.
 - C. Participation in campus services.
 - D. The bid must include a letter of good standing from the Dean of Students or Registrar of the recipient's host institution.
 - E. No more than five percent (5%) of the bid should include information regarding his or her accomplishments within their position as NCC, NRHH President, or RHA President, if applicable.

8. Suggested Criteria
 - A. Recognition received through NACURH awards and participation in NACURH services.
 - B. Recognition through regional awards.
 - C. Participation in regional services.
 - D. Participation in conferences (i.e. spirit, attendance, and participation in meetings, programs, etc.).

Section 7.

IACURH Student Staff Member of the Year

1. Purpose: Recognizes outstanding service to IACURH by an individual who has been directly affiliated with the organization while serving in a student staff position that directly benefits students living on campus.
2. Eligibility: Any student staff member living in the residence halls that has NOT served as an NCC, RHA President, or NRHH President for more than six (6) months is eligible for this award.
3. Pages: The text of the IACURH Student Staff Member of the Year Award bid must be limited to eight (8) pages.
4. Selection: The IACURH Student Staff Member of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. Description of candidate's student staff position and how their service has benefited students living in a residence hall(s).
 - B. A confirmation quote from a professional staff member stating that the nominee is currently a student at the institution and is living in the residence halls. The quote should be contained within the letter of support.
7. Criteria for Selection:
 - A. Term of for award purposes shall be from IACURH to IACURH.
 - B. Recognition through campus awards.
 - C. Participation in campus services.
 - D. Brief summary of job description.

- E. Ways they have gone above and beyond job description.
 - F. How student staff member has impacted the residents within his/her community.
 - G. How student staff member has affected their residence life program.
 - H. Overall leadership and contribution to the residence halls on campus such as communication, goal setting, execution of goals, connection with the residential housing community, motivation and enthusiasm, success or growth within position, and creativity.
8. Suggested Criteria
- A. Recognition received through NACURH awards and participation in NACURH services.
 - B. Regional correspondence.
 - C. Recognition through regional awards.
 - D. Participation in regional services.

Section 8.

IACURH Program of the Year

- 1. Purpose: The IACURH Region recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. The award was created in an effort to recognize the high level of initiative and professionalism that exists in student-implemented programming.
- 2. Eligibility: The eligibility for the IACURH Program of the Year Award shall be any requirements outlined in the NAUCRH Policy Book Title XI for the NACURH/ACUHO-I Daniel Siler Program of the Year Award.
- 3. Pages: The page limit for the IACURH Program of the year Award bid shall be the page limit outlined in the NACURH Policy Book Title XI for the NACURH/ACUHO-I Daniel Siler Program of the Year Award.
- 4. Required Elements Within the Bid
 - A. The bid must include a letter of support from an organizational advisor, a student member of the RHA or NRHH executive board, or a residence life professional staff member, including graduate advisors.

- B. The bid must contain a Table of Contents that clearly lists, at minimum, the following required sections.
 - C. Each section and elements included below must be labeled; failure to properly label sections and elements below will result in bid disqualification.
5. Selection:
- A. The IACURH Program of the Year Award recipient will be selected by the IACURH RBD, and the recipient will be notified no later than seven (7) days after the submission date. The two finalists will be asked to present their program at the IACURH Conference during a PEAK Programming Session.
 - i. The recipient shall be allotted a PEAK Program Session that includes a presentation on their respective program, followed by a question and answer period.
 - ii. Presentation should focus on the following, but not limited to, highlighting the program implementation on the school's campus, key points from the bid, how the program can be implemented on other campuses, and overall benefit the program brings the residents.
 - iii. The IACURH Program of the Year Award shall be selected by the IACURH RBD on the basis of their written bid.
 - B. The IACURH Program of the Year Award recipient will be selected by the IACURH RBD, and the recipient will be notified no later than seven (7) days after the submission date. The two finalists will be asked to present their program at the IACURH Conference during a PEAK Programming Session.
 - i. The recipient shall be allotted a PEAK Program Session that includes a presentation on their respective program, followed by a question and answer period.
 - ii. Presentation should focus on the following, but not limited to, highlighting the program implementation on the school's campus, key points from the bid,

how the program can be implemented on other campuses, and overall benefit the program brings the residents.

- C. The IACURH Program of the Year Award shall be selected by the IACURH RBD Board on the basis of their written bid.
- D. Two finalist bids will be selected by the IACURH RBD, and the finalists will be notified no later than seven (7) days after the submission date. The two finalists will be asked to present their program at the IACURH Conference.
 - i. Each finalist shall be allotted 10 minutes for presentation time, followed by a 5 minute question and answer period, extendable by up to a maximum of 5 additional minutes.
 - ii. Presentation should focus on the following, but not limited to, highlighting the program implementation on the school's campus, key points from the bid, how the program can be implemented on other campuses, and overall benefit the program brings to residents.
- 6. Criteria for Selection shall be those outlined in the NACURH Policy Book Title XI for the NACURH/ACUHO-I Daniel Siler Program of the Year Award.

Section 9.

IACURH RHA Building Block

- 1. Purpose: The IACURH RHA Building Block of the Year Award is created to recognize those RHAs that have made significant steps in the development of their organization. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.
- 2. Eligibility: 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 RHA Building Block of the Year Award bid must be limited to twenty (20) pages.

4. Selection: The IACURH RHA Building Block of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque to be retained by the school.
6. Required Elements:
 - A. None
7. Criteria for Selection
 - A. Campus Level (80%): How has involvement on a campus level grown from previous years? (Please show a comparison between previous years to current for each item below.)
 - i. Goals and Objectives:
 - a. What were your goals and objectives?
 - b. How these goals achieved and what else were accomplished?
 - c. How did these goals differ from the previous year?
 - ii. Structure of the RHA:
 - a. How has your structure grown from the previous years?
 - b. What are the benefits of your current RHA structure?
 - iii. Miscellaneous:
 - a. How have you addressed challenging issues?
 - b. How has your level of regional/NACURH involvement benefited your RHA?
 - iv. Growth from previous year (improved programs, membership involvement, organizational development, and positive trends.)
 - B. Regional Level (15%) How has the involvement on a regional level grown from the previous year?
 - i. Conference Attendance
 - a. How many delegates did you send?
 - b. What programs were presented?
 - c. Were you able to bring back valuable information that benefited your RHA? (for

- example, any programs that were brought back to campus.)
- ii. Use of Services
 - a. How have you communicated with other member schools?
 - b. How have you communicated with regional officers?
 - c. Did your RHA host a regional officer/conference?
 - d. Did your RHA bid for any awards.
- 8. Suggested Criteria
 - A. NACURH Level (5%)
 - i. Does your school have an affiliated NRHH chapter?
 - ii. How have you utilized the services/resources of NRHH? (OTMs, manuals, etc.)
 - iii. How have you utilized the services/resources of the NCO? (RFI Orders, NIC Report, etc.)
 - iv. How Have you utilized the services/resources of the NCO (Merchandise Orders, NACURH Network, etc.)
 - v. What was your participation in and involvement with the NACURH Annual Conference?

Section 10. IACURH School of the Year

1. Purpose: The IACURH School of the Year Award is the highest honor an IACURH member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as the contributions on the regional level.
2. Eligibility: 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 School of the Year Award bid must be limited to thirty (30) pages.
4. Selection: The IACURH School of the Year Award shall be selected by the RBR.

5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque to be retained by the school.
6. Required Elements:
 - A. Campus Level (45%):
 - i. Structure and organization of residence hall government
 - ii. Goals and programs accomplished (emphasis on new programs and organizational growth)
 - iii. Perceived student benefits from residence hall government
 - iv. Community service
 - v. Addressing challenging issues
 - vi. Other residence hall groups
 - vii. Communication of regional and NACURH information to residence hall government
 - viii. Residence hall staff and administration
 - ix. Budget
 - B. Regional Level (25%):
 - i. Representation at regional conferences
 - ii. Communication with regional member schools
 - iii. Involvement with regional projects
 - iv. Bids for NACURH awards
 - v. Number of regional OTM winners
 - vi. Communication with regional officers
 - vii. Representation at regional business meetings
 - viii. Hosting a regional officer or conference
 - C. Miscellaneous (5%):
 - i. Letters of support
 - ii. Adherence to format
 - iii. Appearance/neatness
 - iv. Conciseness
 - D. Suggested Criteria
 - i. NACURH Level:
 - a. NCO requests
 - b. NRHH chapter
 - c. Representation at NACURH conference
 - d. Representation at NACURH business meeting

- e. Number of NACURH OTM winners
- f. NCO report
- g. Bids for NACURH awards (POY, SALT, etc.)
- h. Communication with member schools
- i. Communication with NACURH officers
- j. Payment of dues
- k. Intangibles; spirit and involvement of students
- l. Hosting a NACURH office/NACURH officer/NACURH conference IV)

Section 11. Commitment to Diversity, Social Justice, and Inclusion Award

1. Purpose: Recognizes an IACURH member school who demonstrates a commitment to diversity, social justice, and inclusivity through awareness, education, and support on their campus in the past year.
2. Eligibility: 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 Commitment to Diversity, Social Justice, and Inclusion Award bid must be limited to thirty (30) pages.
4. Selection: The IACURH School of the Year Award shall be selected by the RBR.
5. Award: The winner shall be announced at the IACURH Conference banquet and receive a plaque to be retained by the school.
6. Criteria for Selection:
 - A. Relativity to the diversity on the campus
 - a. Perspective on the campus's approach to diversity, support for marginalized populations, and situations involving social justice and inclusivity
 - b. Goals and plans related to diversity, social justice, and inclusion
 - c. Active response to current events and issues relating to social justice and inclusion
 - B. A Statement of Diversity
 - a. Your campus' perspective on diversity (may include a campus needs assessment on diversity)

- b. Diversity of campus community, specifically in reference to students' social identities
 - c. Your campus' approach to diversity, support for marginalized populations, social justice, and equity education, which could include, but are not limited to:
 - i. Multicultural or justice, equity, and equality based student organizations
 - ii. Offices
 - iii. Statements by the institution or administrators
- C. Program Evaluations
- a. List and provide a brief (couple of sentences) description on the various diversity programming at your campus (Residence Life and campus).
 - b. Choose a MAXIMUM of five programs to discuss in length (Maximum of three pages per program).
 - c. Evaluations should not exceed two pages each, which should include but are not limited to:
 - i. Target population
 - ii. Approximate number of participants
 - iii. Number of people needed to organize
 - 1. Cost of program
 - 2. Goals of program
 - 3. Brief description of the program
 - 4. Effects of the program
 - 5. Other pertinent information
 - iv. Programming resource list
 - v. Letters of support

Article III. Bids Selected at Regional Leadership Conference

Section 1. Bids Selected at the Regional Leadership Conference

- 1. Bids outlined here shall be awarded annually at the Regional Leadership Conference.
 - A. The criteria for bids selected at the Regional Leadership Conference shall be those outlined in Award Policies.

- B. Content for award bids at the Regional Leadership Conference shall only be from the previous Regional Leadership Conference to the current Regional Leadership Conference.
- 2. Selection
 - A. All bid selection shall follow the policies outlined in Award Policies.
- 3. The following bids are selected by the IACURH RBD at the Regional Leadership Conference:
 - A. Dan Daniels Lifetime Service Award
 - B. IACURH Program of the Year Award
 - C. IACURH RHA President of the Year
 - D. IACURH NRHH President of the Year
 - E. IACURH NCC of the Year
- 4. The following bids are selected by the NRHH Representatives at the Regional Leadership Conference:
 - A. IACURH NRHH Outstanding Chapter of the Year Award
 - B. IACURH NRHH Building Block Chapter of the Year Award
 - C. IACURH NRHH President of the Year Award
 - D. Brianna Gomez NRHH Service Award
- 5. The following bids are selected by the RBR at the Regional Leadership Conference:
 - A. IACURH Advisor of the Year Award
 - B. IACURH Building RHA of the Year Award
 - C. IACURH Executive Board Member of the Year Award
 - D. IACURH Distinguished Service Award
 - E. IACURH School of the Year Award
 - F. IACURH Service Award
 - G. IACURH Student of the Year Award
 - H. IACURH Commitment to Diversity, Social Justice, and Inclusion Award
 - I. Paula Bland Award for Professional Service

Article IV. Bids Selected at Regional Business Conference

Section 1. Bids Selected at the Regional Business Conference

1. The following bids shall be awarded annually at the Regional Business Conference:
 - A. Bids outlined in the NACURH Policy Book.
 - B. Bids outlined in the NRHH Policy Book.
2. Bids selected at the Regional Business 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.
3. Criteria:
 - A. The criteria for bids selected at the Regional Business Conference shall be those outlined in the NACURH Policy Book and NRHH Policy Book.
 - B. Content for award bids at the Regional Business Conference shall only be from the previous NACURH conference to the current Regional Business Conference.
4. Selection:
 - A. All bid selection shall follow the policies outlined in Award Policies.
 - B. The following bids are selected by the IACURH RBD at the Regional Business Conference:
 - i. NACURH RHA President of the Year
 - ii. NACURH NRHH President of the Year
 - iii. NACURH NCC of the Year
 - C. The following bids are selected by the NRHH Representatives at the Regional Business Conference:
 - i. Bids outlined in the NRHH Policy Book.
 - D. The following bids are selected by the RBR at the Regional Business Conference:
 - i. Bids outlined in the NACURH Policy Book that are not selected by the IACURH Executive Board as outlined in Award Policies are selected at the Regional Business Conference.

Article V. Bid Selection Process

Section 1. Bid Selection

1. IACURH Regional Board of Directors

- A. The IACURH RBD shall use the following format to determine awards:
 - i. Roundtable Discussion for each IACURH Executive—not to exceed two (2) minutes each.
 - ii. General Discussion for each bid — ten (10) minutes; time is extendable.
 - iii. Extendable time periods are only suggested and time allocated is always at the discretion of the IACURH RBD.
 - iv. Periods that may “not exceed” the time limit may not be extended.
- 2. Regional Boardroom Representatives (RBR) Selection
 - A. Bid Session Overview
 - i. The RBR shall select award recipients through Bid Sessions
 - ii. Bid Sessions shall be scheduled by the ADNRRH in collaboration with the Director.
 - iii. At the Regional Leadership Conference, the recipients of the following awards shall be selected through a bid session in NCC or full boardroom:
 - a. IACURH School of the Year Award
 - iv. At the Regional Business Conference, the recipients of the following nominations shall be selected through a bid session process in the NCC or full boardroom:
 - a. NACURH School of the Year Award

Section 2. Bids Session Format

- 1. A reading of the purpose and criteria for the award category from the IACURH or NACURH policy book.
 - A. All awards heard at the Regional Leadership Conference, except for Program of the Year, will be read from the IACURH Policy Book or IACURH NRHH Policy Book.
 - B. All awards heard at the Regional Business Conference will be read from the NACURH Policy Book or NACURH NRHH Policy Book.

2. Opening statement for each bid, read by a member of NACURH Leadership, not to exceed 250 words.
 - A. All opening statements must be submitted before the institution checks in at the respective conference.
 - B. The Regional Board of Directors will check all opening statements to make sure that all content is present within the bid.
3. General Discussion for each bid by the RBR —ten (10) minutes; time may be extended up to two times not to exceed 10 minutes each with a final exhaustion of the speakers list allowed.
4. Voting via closed ballot in which each institution will have voting rights in accordance with NACURH and IACURH policy.

Section 3. Bids Session Participation

1. Bidding schools shall be allowed to stay in the room during the bidding process.
2. Bidding schools shall be allowed only to answer questions during Q&A, and make a statement during closing.
3. Bidding schools shall be allowed to enter discussion but prohibited from discussing their school's bid.
4. Advisors shall be prohibited from participating in bid sessions for any IACURH/NACURH awards that is chosen by the RBR. Advisors shall be permitted to observe in bid sessions, but may not communicate with any student representatives from their school.
5. No person shall be permitted to participate in the bid presentation or selection process for any IACURH/NACURH award that is chosen by the RBR who is not a registered delegate of the conference during which award winners are selected (including members of the conference staff who are not registered delegates and/or have not paid the conference registration fee). Additionally, these persons shall not be permitted to observe bid sessions.
6. Only three representatives per school per school, excluding advisors, are permitted to attend a bid session

with the exception of full boardroom bid sessions as listed in policy. Only one representative per school may participate in a bid session. Additional representatives may observe bid sessions without speaking rights and may communicate to the speaking representative in writing only.

7. Nominees for individual awards may not participate in, observe, or otherwise attend bid sessions for awards categories for which they are nominated.
8. Bid sessions are closed. Once in session, only the Director, ADNRHH, Regional Advisor for Administration and Operations, and Regional Advisor for Communications and Engagement may enter the room. All other individuals who exit the room are not permitted to reenter.
9. Voting must be done by secret ballot and tallied by the Director, ADNRHH, and Regional Advisor for Communications and Engagement.

Section 4. Bids Session Voting

1. Following all closing statements, the Regional Board shall immediately vote on the bids by secret ballot.
2. Each school with voting rights shall submit one vote for one of the nominees or a vote of "no confidence."
3. A simple majority (50%+1) of voting schools shall be needed to win the award with a quorum representing at least 40% of the registered voting membership.
4. If a "no confidence" vote receives a simple majority, the award shall not be awarded at the conference.
5. If a simple majority is not reached (an inconclusive vote) during a voting round, the bid with the fewest number of votes shall be dropped from the ballot. If two or more bids tie with the fewest number of votes, all bids with the fewest number of votes shall be dropped from the ballot, unless this would result in fewer than two (2) remaining bids, in which case all bids remain in consideration. The ADNRHH may, at their discretion, choose not to drop bids receiving the fewest number of votes if they believe that dropping bids would be unwise and unsupportive of fair

consideration for all nominees, in which case all bids shall remain in consideration.

6. Voting shall continue in this manner until a nominee or “no confidence” receives a simple majority of the vote.
7. At any time following an inconclusive vote, participants may reenter question and answer, discussion, or closing statements by a majority vote.
 - A. If participants choose to reenter discussion, all bids do not have to be discussed.
8. After five (5) consecutive inconclusive votes, the award recipient shall be selected from the remaining bids by the RBD.

Section 5. Bids Ineligibility and Policy Checks

1. Elected members of the IACURH RBD are only eligible to receive the following awards:
 - A. Brianna Gomez NRHH Service Award
2. Elected members of the IACURH RBD cannot write or participate in the presentation of award bids being defended or presented at either the Regional Leadership Conference or Regional Business Conference.
 - A. Executives may not influence, contribute to, or create, or review bid content, including text, graphics, captions, thematic elements, or quotes.
 - B. In the event that an Executive needs to be interviewed for an award bid, the only information an Executive may provide is in a direct answer to a question posed of them.
 - C. Executives may not influence, contribute to, create or review bid layout.
 - D. Executives may not review award bids that would contribute to the improvement of an award bid prior to submission.
 - E. Executives may not influence, contribute to, create, or review any bid presentations.
 - F. Executives may not release information regarding awards that is not offered to all schools.

3. Executives may support the award bidding process for IACURH Nominees for NACURH Awards and IACURH member institutions wishing to bid for NACURH Awards.
4. Executives may provide feedback and suggest edits so long as it does not alter the content of the bid.
 - A. Executives may not provide feedback or suggested edits from bids being submitted from their host institution.
 - B. The process for executives to provide feedback will be coordinated through the ADNRRH.

Article VI. Policies Affecting Executives

Section 1. Policies Affecting NACURH Executives

1. Elected members of the IACURH RBD are only eligible to receive the following awards:
 - A. Brianna Gomez NRHH Service Award
2. Elected members of NACURH Leadership are not eligible to write any quote, letter, or bid content for a bidding school or bid session participation.

Title 10

Distinct and Sponsored Awards

Article I. Distinct and Sponsored Awards – General

Article I. Distinct and Sponsored Awards – General

Section 1. Distinct Award Policies

1. Distinct awards are not intended to be annual awards but, rather, to be used to recognize exceptionally outstanding service and accomplishment.
2. Any school may submit a nomination for a distinct award following the procedure for Award Bids at the IACURH Conference outlined in Award Policies.

Section 2. Dan Daniels Lifetime Service Award

1. Purpose: Dan Daniels played an instrumental role in the founding of NACURH, Inc. In 1954, Dan attended the Midwest Dormitory Conference at Iowa State University as a residence hall student leader from the University of Colorado at Boulder. The student leaders began the collaboration that formed what we know as NACURH, Inc. today. Dan remained involved with NACURH throughout his student career and CU. After a number of years, Dan returned to CU to begin his career in Housing and Residence Life as a residence hall counselor and later retired as the Director of Housing at CU in 1995. He remained an advocate for residence hall students and a supporter of NACURH, Inc. throughout his career. The Dan Daniels Lifetime Service Award recognizes distinguished service to the Intermountain Affiliate by a Full Time Housing or Student Affairs Professional.
2. Eligibility: No additional eligibility requirements.
3. Pages: The text of the Dan Daniels Lifetime Service Award bid must be limited to sixteen (16) pages.
4. Selection: The Dan Daniels Lifetime Service Award shall be selected by the IACURH RBD.
5. Award: If a winner is selected, they shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Elements:
 - A. Information regarding local, and regional/NACURH involvement.

- B. Impact the nominee has made on his/her host school and IACURH.
- C. Minimal theme usage (95% of the bid should reflect the information presented).
- 7. Criteria for Selection:
 - A. Awards received
 - B. Professional memberships.
 - C. Positions the nominee holds or has previous held
 - D. Participation in conferences

Section 3. Jamie Lloyd Service Award

- 1. Purpose: Jamie Lloyd served the Intermountain Affiliate as the Regional Advisor for Administration and Operations, Regional Director, and the Regional Communications Coordinator for Presidential Relations and RHA Development for a total of 8 years. The Jamie Lloyd Service Award recognizes outstanding service and leadership to the IACURH region by any elected regional board member of IACURH.
- 2. Eligibility: Only elected members of the IACURH RBD who have completed their term or who have graduated in the past six (6) months, are eligible for this award. Current members of the RBD are not eligible for this award.
- 3. Pages: The text of the Jamie Lloyd Service Award nomination must be limited to eight (8) pages.
- 4. Selection: The Jamie Lloyd Service Award shall be selected by the RBR.
- 5. Required Elements:
 - A. None
- 6. Criteria for Selection:
 - A. Campus, regional and NACURH involvement (i.e. Regional Board, Conference Staff, Committees, etc.)
 - B. Recognition received through campus, regional and NACURH awards.
 - C. Participation in campus, regional, and NACURH services.

- D. Participation in conferences (i.e. attendance, presenting programs, etc.).

Section 4.

Paula Bland Award for Professional Service

1. Purpose: The Paula Bland Award for Professional Service is designed to recognize distinguished leadership by a housing professional while serving IACURH, its affiliates, and member schools over a several year period.
2. Eligibility: Only housing professionals within their first fifteen (15) years of post- baccalaureate housing service are eligible for this award.
3. Pages: The text of the Paula Bland Award for Professional Service must be limited to sixteen (16) pages.
4. Selection: The Paula Bland Award for Professional Service shall be selected by the RBR.
5. Award: If a winner is selected, they shall be announced at the IACURH Conference banquet and receive a plaque.
6. Required Criteria for Selection:
 - A. Local involvement.
 - B. Impact the nominee has made on his/her host school
 - C. Awards received
 - D. Professional memberships
 - E. Positions held
 - F. Conference participation
 - G. Involvement as a student
7. Suggested Criteria for Selection:
 - A. NACURH and regional involvement
 - B. Impact the nominee has made on IACURH

Section 5.

Brianna Gomez NRHH Service Award

1. The award description for the Brianna Gomez NRHH Service Award can be found in the IACURH NRHH Policy Book under Title 6.

Section 7.

Conference Spirit Awards

1. The conference host school shall be responsible for coordinating the criteria for, judging, and selecting these awards.

Title 11

Regional Services

Article I. Leadership Advancement Society of IACURH

Article II. First Time Delegate Scholarship

Article III. Advocacy Initiative Grant

Article IV. Travel Scholarship

Article V. NRHH Chapter Development Grant

Article VI. NRHH Delegate Scholarship

Article VII. Advancement Society Inductions

Article VIII. Of-The-Months (OTM's)

Article IX. Pin Awards and Spirit Points

Article X. Award Bids

Article I. Leadership Advancement Society of IACURH

Section 1. Purpose

1. The Leadership Advancement Society of IACURH (LASI) is an association of outstanding alumni of the Intermountain Affiliate of NACURH. Induction into the society is an honor bestowed upon alumni of the IACURH region who have made outstanding contributions at the campus and regional levels. These individuals have made an impact on their campus and on the regional level that has left a positive mark on the university, affiliate and corporation. The purpose of the association is to connect IACURH alumni together and keep them involved in IACURH, even after their time as an undergraduate or graduate student.

Section 2. Guidelines

1. Induction into LASI shall cost \$50.00 per inductee.
2. Persons can be inducted by their institution, through self-application, or nomination from another organization, individual, or award.
3. Applications will be made available year-round on the IACURH website and via the IACURH regional listserv. Applications received by March 31st of each year shall be awarded a plaque at the NACURH Conference.
4. The LASI process will be overseen by the Regional Advisor for Communications and Engagement in conjunction with the ADAF and the COMT.
5. A LASI listserv will be maintained by the Coordinating Officer for Marketing & Technology, and the list of LASI inductees shall be published on the IACURH website.
6. Funds raised from the LASI induction fees will be allocated in the following ways:
 - A. That no more than 40% will pay for induction plaques to be given to each new inductee at the NACURH Conference.

- B. Any additional funds will be allocated to the IACURH Scholarship Fund.
- C. Induction fees received by May 31st of each year will be applied to the Leadership Advancement Scholar Program for the following Regional Leadership Conference.
- D. The ADAF will oversee the financial collection process.
- 7. Those inducted into the society will receive the following benefits from the region:
 - A. LASI Members will be invited to register for the Regional Leadership Conference each year contingent upon conference space.
 - i. If in attendance, Alumni will be offered opportunities to present programs, meet with delegates, and connect with other Alumni.
 - B. LASI Members will be invited to an annual luncheon hosted by the Regional Advisor for Communications and Engagement.
 - C. Connection to current students involved in the Region through mentorship opportunities.
 - D. Involved in the social media efforts connected to the region.
- 8. LASI Induction criterion:
 - A. Minimum criteria:
 - i. Must have provided 2 years of service to IACURH
 - ii. Must have attended one (1) IACURH regional conference.
 - iii. Must have presented one (1) program at a regional or NACURH conference
 - iv. An inductee must meet 2 of the 3 minimum criteria above.
 - B. Criteria for Selection:
 - i. Committee Involvement
 - ii. IACURH RBD Involvement
 - iii. Participation in regional services

Article II. First-Time Delegate Scholarship

Section 1. First-Time Delegate Scholarship – General

1. The IACURH First-Time Delegate Scholarship (established with the IACURH Scholarship and Grant Fund) will award scholarships to first-time delegates who demonstrate outstanding leadership and academic abilities and a commitment to residence hall leadership. The scholarship will be applied to their registration fees for the Regional Leadership Conference.
2. The amount and number of scholarships will be determined by the Regional Director and ADAF at least six weeks prior to the Regional Leadership Conference regular registration deadline.
3. The ADAF shall oversee the scholarship and send out and compile applications.

Section 2. Application Procedures

1. The IACURH First-Time Delegate Application procedures shall adhere to the following guidelines:
 - A. Applications will be made available for the IACURH First-Time Delegate Scholarship by six weeks prior to the Regional Leadership Conference regular registration deadline.
 - B. The IACURH First-Time Delegate Scholarship application will be due by our weeks prior to the Regional Leadership Conference regular registration deadline.
 - C. Applications will be received in a format outlined by the COMT.
 - D. A school is limited to two (2) IACURH First-Time Delegate Scholarship applications each year.
 - E. If a school submits more than two (2) applications the NCC will be notified to narrow down the number of applications to two (2) within 48-hours of the submission deadlines.

Section 3. Facilitation Procedures

1. The IACURH First-Time Delegate Scholarship shall be facilitated in the following manner:

- A. The Regional Director and ADAF shall oversee the IACURH First-Time Delegate Scholarship Selection Committee. This Committee is comprised of the COs.
- B. The IACURH First-Time Delegate Selection Committee shall process First-Time Delegate applications. The recipients will be selected and notified along with their host institutions no less than two weeks prior to the Regional Leadership Conference regular registration deadline.
- C. Coordinate, in conjunction with the Regional Leadership Conference Staff, recognition for the IACURH First-Time Delegate Scholarship recipients at the Regional Leadership Conference Closing Banquet.

Article III. Advocacy Initiative Grant

Section 1. Advocacy Initiative Grant – General

- 1. The Advocacy Initiative Grant (established with the IACURH Scholarship and Grant Fund) will award grants to IACURH member institutions that demonstrate financial need for programmatic efforts as they relate to advocacy.
- 2. The amount of this grant will be determined by the Director, ADAF, and ADNRRH at least six weeks prior to the Regional Leadership Conference regular registration deadline.
- 3. The Director, ADAF, and/or ADNRRH shall oversee the grant facilitation and selection process in collaboration with other members of the RBD
- 4. Any program that occurs during the affiliation year and after the Regional Leadership Conference regular registration deadline is eligible for the Advocacy Initiative Grant.

Section 2. Advocacy Initiative Grant – Application Process

- 1. The Advocacy Initiative Grant application procedures shall adhere to the following guidelines:
 - a. Application will be available six weeks prior to the Regional Leadership Conference regular registration deadline.

- b. The IAdvocacy Initiative Grant application will be accepted on a rolling basis.
- c. A school is limited to two (2) IAdvocacy Initiative Grant applications each year.
- d. If a school submits more than two (2) applications the NCC will be notified to narrow down the number of applications to two (2) within 48-hours of the submission deadlines.

Section 2. Advocacy Initiative Grant – Facilitation Procedures

1. The Advocacy Initiative Grant shall be facilitated in the following manner:
 - a. The Regional Director, ADAF, and/or ADNRRH shall oversee the Selection Committee. This Committee is comprised of the COs and Regional Advisor for Administration and Operations.
 - b. The Selection Committee shall process applications. The recipients will be selected and notified along with their host institutions no more than 6 weeks after their application submission date.
 - c. Coordinate, in conjunction with the Regional Leadership Conference or Regional Business Conference Staff, recognition for the Advocacy Initiative Grant recipients at the Conference Closing Banquet.

Article IV. Travel Scholarship

Section 1. Travel Scholarship – General

1. The IACURH Travel Scholarship (established with the IACURH Scholarship and Grant Fund) will award scholarships to IACURH member institutions who demonstrate a need for financial support towards their travel expenses.
2. The amount and number of scholarships will be determined by the Regional Director and ADAF at least six weeks prior to the Regional Leadership Conference regular registration deadline.

- A. The IACURH Travel Scholarship application procedures shall adhere to the following guidelines:
 - i. Applications will be made available for the IACURH Travel Scholarship six weeks prior to the Regional Leadership Conference regular registration deadline.
 - ii. The IACURH Travel Scholarship will be due four weeks prior to the Regional Leadership Conference regular registration deadline.
- 3. All IACURH member schools in good standing are eligible to apply on an annual basis for this scholarship.
- 4. The IACURH Travel Scholarship shall be facilitated in the following manner:
 - A. The Regional Director and ADAF shall oversee the IACURH Travel Scholarship Selection Committee, which is comprised of the COs.
 - B. The IACURH Travel Scholarship Selection Committee shall notify recipient(s) no less two weeks prior to the Regional Leadership Conference regular registration deadline.
 - C. Coordinate, in conjunction with the Regional Leadership Conference Staff, recognition for the IACURH Travel Scholarship recipient(s) at the IACURH Conference Closing Banquet.

Article IV. NRHH Chapter Development Grant

Section 1. NRHH Chapter Development Grant – General

- 1. The NRHH Chapter Development Grant (established with the IACURH Scholarship and Grant Fund) will award grants to NRHH chapters that demonstrate financial need for programmatic efforts as they relate to the values of NRHH (Recognition and Service).
- 2. The amount available for the grants will be decided by the ADNRRH in collaboration with the ADAF at least six weeks prior to the Regional Leadership Conference regular registration deadline.

3. The ADNRRH shall oversee the scholarship facilitation and selection process in collaboration with the Regional Advisor for Communications and Engagement and the CORNRH.
4. Any program that occurs during the affiliation year and after the regular registration deadline for the Regional Leadership Conference is eligible for the NRHH Chapter Development Grant.

Section 2. Application Procedures

1. The NRHH Chapter Development Grant application procedures shall adhere to the following guidelines:
 - A. The application will be available to NRHH Members at least six weeks prior to the Regional Leadership Conference regular registration deadline each year.
 - B. The IACURH NRHH Chapter Development Grant application will be due at a date set by the ADNRRH, but no later than February 1st.

Section 3. Facilitation Procedures

1. The NRHH Chapter Development grant shall be facilitated in the following manner:
 - A. Grants will be awarded by a task force consisting of the ADNRRH, Regional Advisor for Communications and Engagement, and at least two (2) NRHH Representatives.
 - a. The two NRHH Representatives must not be from a chapter that is submitting an application for the grant.
 - b. The taskforce will divide the funds however the task force feels best supports the values of NRHH.
 - B. The chapters shall be selected and notified by February 15th.
 - C. The ADNRRH will coordinate recognition of the recipients of the grants.

Article V. NRHH Delegate Scholarship

Section 1. NRHH Delegate Scholarship – General

1. The NRHH Delegate Scholarship (established with the IACURH Scholarship and Grant Fund) will award scholarships to NRHH members that demonstrate outstanding leadership and commitment to the NRHH Values (service and recognition). The scholarship will be applied to their registration fees for the Regional Leadership Conference.
2. The amount and number of scholarships will be determined by the ADNRRH in collaboration with the ADAF at least six weeks prior to the Regional Leadership Conference regular registration deadline.
3. The ADNRRH shall oversee the scholarship facilitation and selection process in collaboration with the Regional Advisor for Communications and Engagement and the CORNRHH.

Section 2. Application Procedure

1. The NRHH Delegate Scholarship application procedures shall adhere to the following guidelines:
 - A. The application will be available to NRHH Members six weeks prior to the Regional Leadership Conference regular registration deadline.
 - B. The IACURH NRHH Delegate Scholarship application will be due four weeks prior to the Regional Leadership Conference regular registration deadline.
 - C. Applications will be received in a format outlined by the ADNRRH.
 - D. A chapter is limited to two (2) IACURH NRHH Delegate Scholarship applications each year.
 - E. If a chapter submits more than two (2) applications the NRHH Representative will be notified to narrow down the number of applications to two (2) within 48-hours of the submission deadlines.

Section 3. Facilitation Procedures

1. The NRHH Delegate Scholarship shall be facilitated in the following manner:

- A. The recipients shall be selected and notified along with their host institutions no less than two weeks prior to the Regional Leadership Conference regular registration deadline.
- B. The ADNRRH and CORNRH will coordinate, in conjunction with the Regional Leadership Conference Staff, recognition for the NRHH Delegate Scholarship recipients at the Regional Leadership Conference Closing Banquet

Article VI. Advancement Society Inductions

Section 1. Advancement Society Inductions

- 1. If money allows, the RBR shall determine up to two inductees to the Advancement Society of NACURH at the annual Regional Business Conference.

Article VII. Of-The-Months (OTMs)

Section 1. General

- 1. All OTM policies will be followed as outlined in the IACURH NRHH Policy Book.

Article VIII. Pin Awards and Banana Points

Section 1. IACURH Three-Year Service Pin

- 1. The IACURH Three-year Service Pin Award recognizes those individuals who have spent three (3) years contributing to the residence halls, constantly striving to enhance their residential living environments, IACURH, and NACURH. Recipients will receive the pin at the closing banquet of each IACURH Conference. Nominations must be submitted to the Director by the date set prior to each conference.

Section 2. IACURH Five-Year Service Pin

- 1. The IACURH five-year Service Pin Award recognizes those individuals who have spent five (5) years contributing to the residence halls, constantly striving to enhance their

residential living environments, IACURH, and NACURH. Recipient(s) or their respective institution will receive the pin at the closing of the annual NACURH conference. Nominations must be submitted to the Director by the date set prior to the annual conference.

Section 3. Silver Pin

1. The Silver Pin Award is a regional award given at the Director's discretion. The pin shall be awarded to individuals who have provided leadership and direction to IACURH. The pins may be purchased from the NACURH organization at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

Section 4. Excellence in Programming Pin

1. The Excellence in Programming Pin is a regional award to recognize programmers whose programs are selected as Top Programs at the Regional or NACURH Conferences, respectively. Criteria for selecting a Top Program will be determined by the conference staff. The Programming Chair, or the Conference Programming Chair(s) will present the pin to the recipients at the conclusion of the conference their program was selected at.

Section 5. Golden Summit Pin Award

1. The Golden Summit Pin Award is a regional award to recognize individuals that have mentored and/or supported an IACURH Regional Executive, Regional Advisor for Administration and Operations, Regional Advisor for Communications and Engagement, Regional Leadership Conference Chair, or Regional Business Conference Chair.
 - A. Each IACURH Regional Executive, IACURH Regional Advisor for Administration and Operations, IACURH Regional Advisor for Communications and Engagement will have the opportunity to award up to three (3) Golden Summit Pins during their term (with the

exception to Regional Advisor for Administration and Operations who will have 3 per year).

- B. Each Regional Leadership Conference Chair and Regional Business Conference Chair will have the opportunity to award one (1) Golden Summit Pin at the close of their affiliated conference or during that affiliation year.

Section 6. Distinguished Delegate Pin

1. The Distinguished Delegate Pin recognizes the achievements and excellence of one single delegate from member school delegations at the annual Regional Leadership Conference and the annual NACURH Conference. Pins shall be distributed by the IACURH Coordinating Officer for NCC Training & Development to the IACURH NCCs, who will then have the opportunity to award this pin to a delegate of their choosing at the close of each conference. Each NCC who is affiliated with the region, and is attending the conference, will receive one (1) Distinguished Delegate Pin to award at their discretion.

Section 7. Spirit Points

1. The IACURH Spirit Points shall be awarded in a manner determined by the RBD during Summer Summit each affiliation year.
 - A. The structure and values will be announced in a regional memo by the Director no later than 30 days after the close of Summer Summit.
2. All opportunities to earn spirit points must be made available to all member schools in the region and clearly publicized.
3. All points shall be zeroed annually after the NACURH Conference.
4. At each annual Regional Leadership Conference, Regional Business Conference, and NACURH Conference, there shall be a form of recognition for Spirit Point standings. The top three (3) large schools (2,000+

on-campus population) and the top three (3) small schools (less than 2,000 on-campus population) will be recognized.

Section 8. The IACURH Trailblazer Award Pin

1. The IACURH Trailblazer Award Pin is an award given to individuals who make significant contributions, engage in impactful and meaningful discussions, and work to further the IACURH region during an IACURH affiliated conference.
2. Each RBD member, including any conference chairs and Regional Advisor for Administration and Operations, can award one (1) IACURH Trailblazer Award Pin at each regional conference that they are in office. This can be awarded in either split or joint boardroom, at the RBD member's discretion.
3. The recipients of this award will only be considered based on their contributions during the conference that the pin is awarded.
4. An individual can only receive one (1) IACURH Trailblazer Award Pin per affiliation year.

Article IX. Award Bids

Section 1. General

1. Regional Award Bids, as described in Titles 10 and 11, are considered a service offered by IACURH.

Title 12

Appendices

Appendix A: Glossary

Appendix B: Terms

Appendix C: Executive Host School Acknowledgement Form

Appendix D: Technology Liability Form

Appendix E: Regional Charter

Appendix A. | Glossary

The following acronyms are to be defined as they are used throughout NACURH, the intermountain and in higher education.

1. AAPPSI - Asian American and Pacific Islander Serving Institution
2. ACUHO-i - Association of College and University Housing Officers International
3. ADAF - Associate Director for Administration and Finance
4. ADNRRH - Associate Director for the National Residence Hall Honorary
5. AIMHO - Association of InterMountain Housing Officers
6. ANNHI - Alaskan Native or Native Hawaiian Serving Institution
7. ART - Advisor Resource Training
8. CO - Coordinating Officer
9. CONCCTD - Coordinating Officer for NCC Training and Development
10. COPRRHA - Coordinating Officer for Presidential Relations and RHA Development
11. CORNRHH - Coordinating Officer for Recognition and NRHH
12. CRC - Conference Resource Consultant
13. FYS - First Year Student
14. HBCU - Historically Black College or University
15. HSI - Hispanic Service Institution
16. LASI - Leadership Advancement Society of IACURH
17. MSI - Minority Serving Institutions
18. NAA - NACURH Associate for Administration
19. NAD - NACURH Associate for Development
20. NAF - NACURH Associate for Finance
21. NAN - NACURH Associate for NRHH
22. NACURH - National Association of College and University Residence Halls
23. NBD - NACURH Board of Directors
24. NNB - NACURH NRHH Board
25. NCO - NACURH Corporate Office
26. NRHM - National Residence Hall Month
27. OCM - On Campus Marketing
28. PBI - Predominantly Black Institution
29. POY - Program of the Year

- 30.RBC - Regional Business Conference
- 31.RBD - Regional Board of Directors
- 32.RBR - Regional Boardroom Representatives
- 33.RLC - Regional Leadership Conference
- 34.TCU - Tribal College and University

Appendix B | Terms

The following terms are to be defined and used by the Intermountain Affiliate and its member schools to enhance the knowledge and understanding of diversity and inclusion. Terms should include a citation of where it was taken from.

1. Advocacy - working with individuals, groups, or communities to change existing social structures, policies, and practices to promote inclusion and social justice (UNICEF).
2. Civic Engagement - Working to make a difference in the greater community through the development of knowledge, skills, values, motivations, and accessible resources, using both political and non-political processes (NACURH, 2018).
3. Culture - Objective Culture: the artifacts and institutions created by a group of people, reflected in such areas as art, architecture, literature, dance, holidays and collective history. Subjective Culture: patterns of interpretations (values, beliefs, perceptions) and behavior learned from one's group that guide individual and group activity (Hammer, M. Intercultural Development Inventory Resource Guide, p. 26-27, 2013).
4. Cultural Competence - the ability to work and communicate effectively in culturally diverse environments; attitudes and policies that enable an entity or individual to function effectively across cultural differences (National Education Association).
5. Diversity - The mix of differences that may make a difference in an interaction (individual to individual, individual to group/organization, organization to organization). (Hammer, M. Intercultural Development Inventory Resource Guide, p. 26, 2013)
6. Identity - Consists of the various characteristics we use to categorize or define ourselves with. Identities can be visible or invisible (Teaching Tolerance).

7. Inclusion - Occurs when people are working together effectively, and their cultural experiences and differences feel valued and engaged. Inclusion is leveraging differences in a way that increases contributions and opportunities for all (Employers Network for Equality & Inclusion. 2017. Your Diversity Journey).
8. Intercultural Competence - The capability to shift cultural perspective and appropriately adapt behavior to cultural difference and commonalities (Hammer, M. Intercultural Development Inventory Resource Guide, p. 26-27, 2013).
9. Microaggression - everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership (Diversity in the Classroom, UCLA Diversity & Faculty Development, 2014).
10. Oppression - involves institutionalized collective and individual modes of behavior through which one group attempts to dominate and control another in order to secure political, economic, and/or social psychological advantage (Challenges to Minority Counselling, S.K. Mar'i).
11. Philanthropy - Includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the causes of poverty or social problems-improving the quality of life for all citizens. (Council on Foundations).
12. Power - The ability or official authority to decide what is best for others. The ability to decide who will have access to resources. The capacity to exercise control over others (Vanderbilt University).
13. Privilege - Unearned access to resources (social power) that are only readily available to some people because of their social group membership; an advantage, or immunity granted to or enjoyed by one

societal group above and beyond the common advantage of all other groups (National Conference for Community and Justice).

14. Social Justice - Is both a process and a goal. A commitment to a socially just world and the committed actions to make that world a reality. Or, "The goal of social justice is full and equal participation of all groups in a society that is mutually shaped to meet their needs. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure... Social justice involves social actors who have a sense of their own agency as well as a sense of social responsibility toward and with others, their society, and the broader world in which we live (Teaching for Diversity and Social Justice).

Executive Board Host School Acknowledgement Form



Name: Name

School: School

Position Bidding For: 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 candidate's term. Initial

Through Host School Support, we agree and understand that the candidate has access to the following (minimum areas of support needing definition include 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.

Student Institutional Representative Signature

Date

Professional Housing Staff

Signature

Date

Intermountain Affiliate Technology Liability Form

I, **First and Last Name**, in consideration of the Intermountain Affiliate of College and University Residence Halls and **Host Institution** for allowing me to participate in the IACURH Executive Board as **Position Title**, do hereby acknowledge and agree to the following:

- I agree to act in a responsible fashion with the technology provided to me by IACURH with the understand 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 fare 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 for Administration and Operations.
- 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 my 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.

Executive Member (print)

Signature

Date

Executive Member's On-Campus Advisor (print)

Signature

Date

Chief Housing Officer (print)

Signature

Date



REGIONAL CHARTER
THE INTERMOUNTAIN AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS, INC

We the undersigned, under the authority vested in us by the National Association of College and University Residence Halls (NACURH), Inc. Board of Directors, 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 institutions located in the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming, and the Canadian provinces of Alberta, Saskatchewan, and the Northwest Territories. The IACURH region also welcomes schools from other states or countries that wish to affiliate. IACURH shall abide by the Articles of Incorporation, bylaws, and policy book of NACURH, Inc, as well as IACURH's regional bylaws. As such, IACURH shall hold at least one annual Regional Leadership Conference and one annual Regional Business Conference.

At the Regional Business Conference, the IACURH National Communications Coordinators (NCCs) or other representatives as designated shall democratically elect by a majority vote a Regional Director, Associate Director for Administration and Finance, Associate Director for National Residence Hall Honorary (NRHH), and Coordinating Officers (COs): CO for NCC Training and Development, CO for Presidential Relations and RHA, CO for Service and NRHH, and CO for Marketing and Technology to compose the IACURH Regional Board of Directors (RBD). The Regional Advisors shall be selected through procedures outlined in the regional bylaws. The respective Conference Chairs of the Regional Leadership Conference, as well as the Regional Business Conference, shall serve as ex-officio members of the Regional Board as outlined in the regional bylaws. In the event that a position remains unfilled by the close of the annual Regional Business Conference, voting procedures as outlined in the regional bylaws shall commence. The Regional Director and Associate Director for Administration and Finance shall serve as the IACURH members of the NACURH Board of Directors and the Associate Director for NRHH shall serve as the IACURH member of the NACURH NRHH Board.

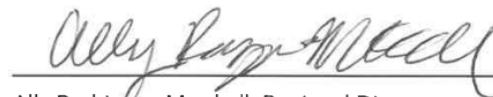
A quorum of the affiliated regional membership, as outlined in the regional bylaws, must be present in either physical or electronic form in order to elect the RBD. The terms of office shall run from NACURH Annual Conference to NACURH Annual Conference. The Regional Advisors shall supervise the election procedure and tally votes. Any member of the RBD may be recalled by a vote of two-thirds (2/3) of the voting membership of the region. Recall procedures may be initiated

by any member of the RBD or any boardroom representative as defined in the regional bylaws. The Regional Advisors shall be in communication with the NCCs, or appropriate representatives, and the RBD member being recalled. The Regional Advisors shall serve as the recall coordinator. The person(s) recalled shall be replaced by the process stated in the regional bylaws regarding vacancies of office.

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, bylaws, and policy book of NACURH, Inc., the statutes of the State of Oklahoma, or policies approved by the quorum membership of the NACURH Board of Directors.

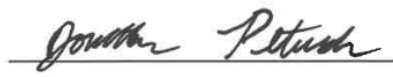
In witness whereof, the NACURH Chairperson, NACURH Associate for Operations, NACURH Associate for NRHH, the NACURH Advisor, the NACURH NRHH Advisor, the Regional Director, and the Regional Advisor have signed this charter into effect on the 28th of May, 2023.


Kelsie Dillard, NACURH Chairperson

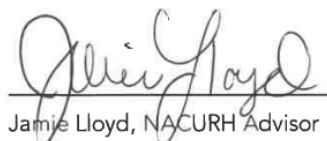

Ally Rodriguez-Marshall, Regional Director


Nathan Franz, NACURH Associate for Operations


Alex Godfrey, AD for Administration & Finance

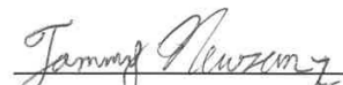

Jonathan Petesch, NACURH Associate for NRHH


Madison Cook, AD for NRHH - Proxy


Jamie Lloyd, NACURH Advisor


Kam Attia, Regional Advisor


Dr. Jen O'Brien, NACURH NRHH Advisor


Tommy Newsom II, Regional NRHH Advisor

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