

NATIONAL RESIDENCE HALL HONORARY



POLICY & GUIDELINE HANDBOOK

NRHH POLICY AND GUIDELINE HANDBOOK

TABLE OF CONTENTS

Introduction	1
Section I “NRHH Chapters”	2
Section II “NRHH Regional Positions”	4
Section III “NRHH National Office”	6
Section IV “Awards”	13
Section V “Finances”	18

NRHH POLICY AND GUIDELINE HANDBOOK

- A. This manual was created as a rough sketch in 1995. The policy book was adopted as the official NRHH Policy Book by the NRHH Regional Associate Directors on May 24, 1997 after extensive revisions.
- B. Any policy change or change to the policy book may be proposed by an NRHH Regional Associate Director at a Regional Associate Director meeting. Any non-financial policy change and/or changes to the policy book will be decided upon by the Regional Associate Directors with the input of the NRHH National Office. A change in the NRHH policy or to the NRHH Policy Book shall be made by a simple majority of RADs voting, with the NRHH National Office Director voting in case of a tie.
- C. Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual NRHH Business Meeting by the chapters. The Director of NRHH shall only have a vote in the case of a tie.
- D. The NRHH representatives of NRHH must be informed of any policy changes made to the Policy Book at the NRHH National Business Meeting. The National Board of Directors shall be informed of any policy change made to the policy book.

SECTION I

“NRHH CHAPTERS”

All chapters should have a copy of the Chapter manual, which provides details and guidelines to running an NRHH chapter.

AFFILIATED CHAPTERS

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

A NRHH Chapter shall be considered affiliated if they do the following prior to the annual National NRHH Business Meeting:

1. Present a Chapter's annual dues payment to the National Office.
2. Present a completed Chapter affiliation form to the National Office.
3. Present a list of their Chapter's current members to the National Office.
4. Present an updated copy of their Chapter's Constitution or a statement indicating constitutional changes have not been made to the National Office.
5. Maintain good standing with NACURH.
6. Have of no outstanding debts with the NRHH National Office.

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

1. The services of the National Office.
 - a. Subscription to the 1% Press.
 - b. The right to purchase NRHH Membership Pins.
 - c. The right to purchase NRHH individual Membership Certificates.
 - d. The right to purchase NRHH Apparel.
 - e. Access to free manuals and guides that assist chapters
2. Voting rights at the annual National NRHH Business Meeting.
3. Thirty free Resource File Index pages from the National Information Center.

FEES

1. Yearly dues shall be \$30 (will take effect for the 2006-2007 affiliation dues). (2005)

GUIDELINES

A chapter is not considered as an affiliated chapter if their school is not also in good standing with NACURH. To allow flexibility and maintain chapter rights as participating members of NRHH, it has been the practice of the NRHH National Office not to suspend the rights of the chapter when the chapter has recently found out their school is not in good standing. For example, if the NCC does not submit an NIC report at the National Conference their school is no longer in good standing, it is not fair to also remove the rights of a chapter that has fulfilled all previous requirement in good faith. However, if a school has not been in good standing for a considerable amount of time, the chapter will lose its rights.

CHAPTER MEMBERSHIP

Minimum Induction Criteria for Chapters

An individual must:

1. Have lived in the residence halls for at least one year.
2. Have made a positive contribution to the residence hall system.
3. Be in good standing at their school.
4. Have at least a 2.0 GPA on a 4.0 scale.

NRHH Membership

Once an individual has been inducted as an NRHH member, he/she is an NRHH member for life.

Active Membership

An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing including the duration of the temporary leave.

Alumni Membership

An alumni member of an NRHH Chapter is a member that has moved off campus or is no longer a student. These members do not count in the 1% cap.

Honorary Membership

An Honorary membership is designed to recognize people including, but not limited to, housing personnel, instructors, college or university staff and those who have demonstrated outstanding support and service to the residence hall students. Individuals who could qualify for general membership, with the exception of graduating seniors, cannot be inducted as an "honorary member." The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap (ie, if a chapter has a membership cap of 50, it may induct up to 5 honorary members a year). These members do not count in the 1% cap.

Membership Capacity

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

SECTION II

“NRHH REGIONAL POSITIONS”

REGIONAL ASSOCIATE DIRECTORS

A RAD is the region's representative for NRHH issues. The role of the RAD is defined through the regional by-laws, and this policy book. Please refer to the RAD Manual regarding position duties and guidelines.

NATIONAL RESPONSIBILITIES

1. Represent region at the RAD Conference (held at NRHH National Office host school).
2. Submit an article to the 1% Press at least once a year.
3. Support NRHH programming at regional and national conferences.
4. Maintain communication with the National Office.
5. Maintain communication with the other RADs.
6. Attend NACURH pre-conference upon the request of the NRHH Director
7. Attend the NRHH reception at the NACURH Annual Conference.
8. Prepare and present a semi-annual report for the NRHH National Office and for the NRHH RADs to be presented at the Annual RAD Conference and an annual report at the NACURH Annual Conference.

REGIONAL RESPONSIBILITIES

1. Recruit and retain NRHH Chapters within the region.
2. Preside over regional NRHH business meetings.
3. Perform all responsibilities set forth by the regional board.
4. Send a newsletter to regional NRHH Chapters on a regular and timely basis and/or contribute to regional newsletter.
5. Facilitate a smooth transition with the new RAD at the end of the term.
6. Attend regional conferences.
7. Communicate frequently with chapters.
8. Work with regional conference staff to host a reception.
9. Prepare and present programs on NRHH and/or OTMs at regional conferences.
10. Maintain official Regional NRHH Website at regionname.nrhh.org (i.e. saacurh.nrhh.org, pacurh.nrhh.org, etc.)

OTM RESPONSIBILITIES

1. Solicit Of The Month nominations from NACURH member schools and NRHH Chapters.
2. Judge all regional OTM submissions with an OTM committee, comprised of a minimum of three individuals with diverse backgrounds from the region.
3. OTMs cannot be authored by any RAD or any Regional Director.
4. Members of the regional OTM committee may not vote in any category they submitted an OTM.
5. OTM submissions to the NRHH Regional level must be selected and nominated by schools by the 10th of the month by 11:59 p.m. in each time zone following the month of submission.
6. OTM submissions to the NRHH National level must be selected and nominated by the 17th of the month by 11:59 p.m. CST following the month of regional submission.
7. Forfeiture of national recognition shall result upon failure to adhere to these procedures.
8. Coordinate regional recognition for OTMs.
9. Award regional OTM awards.

NRHH REGIONAL ADVISORS

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

SECTION III

“NRHH NATIONAL OFFICE”

NATIONAL OFFICE BID FORMAT FOR NRHH

I. Composition of NRHH Staff and Responsibilities:

- A. Board of Directors policy requires a minimum staff of:
 1. Director
 2. Associate Director
 3. Advisor to the NRHH
- B. The delegation of responsibilities and the utilization of additional Associate Directors is left to the discretion of the host school and the NRHH staff.
- C. The National Board of Directors recognizes the fulfillment of the following responsibilities as the minimum requirement for successful operation of NRHH.
 1. Publications:
 - a. Write, layout, and publish NRHH newsletters (minimum 4 per year)
 - b. Submit appropriate information to Regional Directors and NIC for their publications.
 - c. Submit articles for publication in appropriate professional publications (ACPA, ACUHO).
 - d. Publish and distribute minutes of the corporate business meeting to NRHH member schools and the NBD.
 2. Correspondence:
 - a. Answer general correspondence within four (4) days of receipt with the exception of posted holiday hours.
 - b. Communicate with advisors' of NACURH member schools once each semester.
 - c. Correspond with National Board of Directors on a monthly basis.
 - d. Prepare and mail recruitment packets to interested schools.
 - a. Contact new members of NACURH to welcome them and explain the functions and benefits of NRHH.
 - b. Notify the NIC and appropriate Regional Director of new NRHH chapters.
 3. Record Keeping:
 - a. Maintain accurate and up to date records of member schools.
 - b. Maintain accurate and up to date list of prospective member schools.
 - c. Maintain separate files on each NRHH member chapter, to contain:
 1. Chapter constitution
 2. Membership application form
 3. Copies of correspondence
 3. Chapter activity records
 5. Other pertinent information
 - a. Establish and maintain financial records including yearly budgets.
 - b. Prepare semi-annual and annual financial statements.
 4. Miscellaneous
 - a. Attend regional conferences when financially feasible
 - b. Attend semi-annual, annual Board of Directors meetings, and NRHH annual business meeting
 - c. Promote NRHH and its activities nationally
 - d. Initiate recruitment in areas of sparse membership

- e. Coordinate the purchase of any necessary office supplies
- f. Maintain the National NRHH and RAD listservs through nrhh.org
- g. Maintain the National webpage at www.nrhh.org

D. The Board of Directors sees the following responsibilities as the minimum requirement of the NRHH Advisor

- 1. Monitor the functions and personnel of the NRHH
- 2. Consultation and advisement of the NRHH staff
- 3. Reporting and consultation with the NACURH National Advisor

II. Institutional Responsibilities and Expectations

- A. Supply general office furniture for the use by NRHH (desk, chair, tables, etc)
- B. Provide access to duplicating services
- C. Support in writing that the above mentioned services will be made available to the NRHH from:

- 1. Chapter's RHA
- 2. Student Affairs Chief Administrator
- 3. Director of Housing of Chapter's School

Note: The Advisor to the NRHH will be responsible for acting as the liaison for the NRHH in implementing responsibilities of the institution. Arrangements will be made between the institution and the NRHH regarding costs for the provision of services.

III. Selection of the NRHH Personnel and Headquarters

- A. A bid for the NRHH is, in actuality, a bid by an institution. Although the personnel are of equal importance, the bid is awarded to the institution in order to maintain the continuous effective functioning of the NRHH.
- B. The bidding procedure is as follows:
 - 1. The institution and individuals bidding for the NRHH must contact the National NRHH Director prior to March 15th to officially make a bid. Additionally, the proposed director and advisor should contact the current NRHH Director and Advisor to insure that all persons involved are aware of the expectations and responsibilities that exist with the positions.
 - 2. Twenty (20) copies of the written bid must be delivered to the National NRHH Office prior to April 1st.
 - 3. The formal oral bid will be presented to the NRHH member chapters during the NRHH business meeting held during the annual National Conference. The bidding Director should present the bid, along with any other appropriate staff members. The oral presentation should not exceed fifteen (15) minutes, after which a question and answer session, not to exceed twenty (20) minutes, will be held.
 - 4. The winning bid will be announced during the NACURH Closing Awards Ceremony, pending approval of the incoming director by the National Board of Directors. Afterward, a follow-up discussion will occur between the outgoing and the incoming NRHH staffs to answer additional questions and to finalize transition plans.

IV. Items to Include in the Written Bid

- A. Biography of the Director and Associate Directors, including classification, background experience, dedication, why he/she wants the bid, goals, available time, current activities, conferences attended, etc.
- B. Biography of the Advisor, including background experience, available time, conferences attended, university position, etc.
- C. Description of the facilities available for NRHH use. These include a copier, telephone, office space, etc.

- D. Description of the institution's NRHH and RHA. Indicate how active in NRHH and NACURH they are.
- E. Institutional information such as geographical location, accounting system, available office supplies, advisor's background, semester or quarter terms, letters of support, etc.
- F. Miscellaneous items of special interest such as intended expansion of NRHH, recruitment plans and interests, overall objectives, etc.

V. Miscellaneous Information

- A. If the bidding school prefers not to utilize a computer to maintain the mailing lists, an alternate method may be used. However, it should be noted that the method should be flexible enough to make weekly changes. In addition, mailing labels are used extensively and should be part of the alternative system.
- B. The NACURH Board of Directors has established a financial policy dealing with concluding finances. It states that all finances must be concluded within two (2) months of the end of office. All bills received after the end of the two-month period will be paid by the host institution.
- C. The NRHH bid is presented to the NRHH member chapters present at the NRHH business meeting held during the annual National Conference. However, if at least 50% if the member chapters are not present, the bids will be voted on by the NRHH board.
- D. The National Office of NRHH is a two-year term, with the possibility of a one year term extension.

NATIONAL OFFICE DEFINITIONS

NRHH Board (NRHH Constitution, Article 3)

- 1. The officers of the NRHH shall consist of the Director and the National Associate Director(s).
- 2. The NRHH Board shall consist of the Director, the National Associate Director(s), and the Regional Associate Director(s).
- 3. The qualifications and duties of the NRHH board shall be prescribed in the by-laws.

NRHH Headquarters (NRHH Constitution, Article 6)

- 1. The business headquarters shall be located at the school of the NRHH Director and the National Associate Director(s).
- 2. The permanent headquarters of the NRHH shall be that of NACURH, Inc.

Advisors (NRHH Constitution, Article 6)

- 1. The advisor of the NRHH shall be the same advisor as the NACURH, Inc. advisor. There shall be an on-campus advisor located at the business headquarters of the NRHH.

Headquarters Selection (NRHH by-laws, Article 1)

- 1. The NRHH Headquarters shall be selected by the NRHH member chapters in good standing at the NRHH Conference and approved by the National Board of Directors of NACURH, Inc.
- 2. The NRHH National Associate(s) shall be from the same school as the NRHH Director.
- 3. The Regional Associate Director shall be selected by the region prior to the NRHH conference.

Term of Office (NRHH by-laws, Article 2)

1. The term of office of the NRHH Headquarters shall be a two-year time span, with the option of a third year, beginning and ending at the NRHH Conference.
2. The term of office of the Regional Associate Director shall be one year.

NATIONAL OFFICE STAFFING

There must be a Director of the NRHH National Office and at least one Associate Director of Finance. The rest of the staffing of the NRHH National Office is at the discretion of the hosting institution. The Director and the Associate Director of Finance will represent NRHH at the National Board of Directors meetings.

Director (NRHH by-laws)

1. Administer the affairs of the NRHH
2. Report at the NRHH Conference and the NRHH meetings
3. Advise and assist the NACURH National Board of Directors
4. Appoint and oversee NRHH National Associate Director(s) and staff.
5. Vote in case of a tie in the NRHH Business Meetings.
6. Shall determine if a chapter is affiliated.
7. Maintain the general operations of the NRHH.
8. Report on the status of NRHH at the Semi-Annual and Annual NBD meetings and the NRHH annual Business Meeting.
9. Chair the NRHH Business Meeting.
10. Communicate frequently with the National Board of Directors and member chapters of NRHH

Associate Director of Finance

1. Keep financial records for the office.
2. Administer all financial policies of NACURH Inc.
3. Track all expenses and revenues.
4. Make all payments and deposits.
5. Submit a monthly reconciliation and budget report to the NACURH National Associate of Finance.
6. Keep track of chapters that owe money to the office.
7. Meet the expectations of the NACURH National Associate of Finance and NACURH Advisor.
8. Submit a Semi-annual and annual financial update to the RADs and the National Board of Directors.
9. Create the annual NRHH National Budget
10. Submit all year-end financial information to the NACURH Accountant.
11. Participate in all National Board of Director Meetings.
12. Prepare the Annual Budget for the following fiscal year by the annual RAD Conference for approval by the Regional Associate Directors.

National Associate Directors (NRHH by-laws, Article 3, Section 2)

1. Be responsible for the recruitment of membership chapters.
2. Maintain regular communication with member chapters.
3. Collect and organize affiliation material.
4. Collect chapter dues and maintain financial records.
5. Select the NRHH Director should a vacancy occur.
6. Coordinate all national Of The Month award selections.

NRHH Board (NRHH By-laws, Article 3, Section 4)

1. Set goals for NRHH.
2. Shall perform duties as assigned to them by the NACURH, Inc. National Board of Directors.

Removal of NRHH National Office Director or Associate Directors

- A. If the Regional Associate Director(s) feels that a member of the NRHH National Office Staff is not performing to the best of their abilities; the following steps should be taken:
1. Contact, in writing, the NRHH National Office Staff member that is in question.
 2. Contact, in writing, the NRHH National Office Director.
 3. Contact, in writing, the NRHH National Office on-campus Advisor(s).
 4. Contact, in writing, the NACURH National Chair.
 5. Contact, in writing, the NACURH National Advisor.

Before contacting any of the above, the Regional Associate Director(s) must have viable documentation regarding the situation that they are addressing.

- B. A National Office Staff member can remove any member of their staff by presenting viable evidence to do so. A majority vote of the National office staff will be sufficient for removal of that member. Any change in the National Office Staff must be immediately communicated to:

Regional Associate Directors
Regional Directors
National Executives
National Advisor

NRHH NATIONAL OFFICE RESPONSIBILITIES

Communication

1. Monthly update to the Regional Associate Director's.
2. Monthly update to the National Board of Director's.
3. Submit articles to Regional and National Newsletters.
4. Submit current information to the Official NRHH webpage at www.nrhh.org
5. Maintain the National NRHH and RAD listservs through nrhh.org

One Percent Press

The National office shall develop and distribute at least four (4) One- Percent Presses each academic year. The suggested dates for distribution are September 15, November 30, February 15 and April 15. The content of the One- Percent Press is at the discretion of the National Office Staff.

Of The Month's (OTMs)

The National office shall facilitate the National OTM selection process. The RADs should submit the regional winners to the National Office by the 17th of every month by 11:59 p.m. CST. The National Office staff shall select a committee that has a minimum of 2 members from each region, which will be called the "National OTM Judging Committee." Members of the National OTM committee may not vote in any category they submitted an OTM.

Selections must be made by the 24th of the month by 11:59 p.m. CST. The RADs and the winners should be notified of the selections by the 25th by 11:59 p.m. CST of the month following selection. The National Office is responsible for distributing a certificate to all winners and an OTM pin for all individual winners. The OTM program is completely subsidized by NACURH and the National Budget.

Membership/Affiliation

1. The National Office is responsible for the membership of new and old chapters.
2. Chapter Dues are set at \$30.00 per year (will take effect for 2006-2007 affiliation dues). (2005)
3. NRHH membership runs from the end of the NACURH conference to the end of the following NACURH conference.
4. The National Office should use the RADs as the primary link for communication and affiliation of all chapters.

Association of Alumni and Friends of NACURH (AAFN)

1. The NRHH National Office has the duty to facilitate the distribution of the AAFN paperweights. This will entail any engraving, ordering of inventory and mailing to those inductees.
2. The NRHH National Office will print the AAFN Booklet. Every five (5) years the booklet will be in high quality glossy bound format and will be distributed to all members of AAFN. The other four (4) years the booklet will be in pamphlet format and will be distributed only to those new inductee's and to the National Board of Directors.
3. The cost of the facilitating the responsibilities of AAFN will be completely subsidized by the interest money earned on the AAFN contingency account.

RAD Conference

1. The National Office must host a RAD Conference in January of every Year.
2. The purpose of this conference shall be to discuss issues of the Chapters, proposed legislation, changes to the policy book, changes to the NRHH constitution or bylaws, or anything that the RADs and National Office staff feel is important to discuss.

NACURH Conference

1. The National Office must hold an Informational Meeting. Any legislation that is to be presented at the annual Business meeting must be presented 24 hours in advance to all the NRHH Chapter Representatives.
2. The need for Pre-Conference meetings will be at the discretion of the National Office and the NACURH Chairperson.
3. The National Office must hold an annual business meeting. The National Office must present a closed budget for the previous year as well as the approved budget for the current year. They must present an annual closing report.
4. The National office must host the NRHH social. This shall be the site where the RAD of the year is announced.
5. At the national conference one year after the bid is awarded, the national office will present a detailed plan of action for the remaining two years of the term, with special emphasis put on personnel transitioning.

Regional Associate Directors

1. The National Office shall empower the RADs to be the primary link to all chapters on NRHH issues.
2. The National Office shall assist the RADs in all NRHH Regional endeavors.
3. The RAD of the year shall be chosen from the RADs that are in office at the time of the RAD conference. The announcement will be made at the NRHH social at the NACURH conference. The Criteria that is used to select the RAD of the Year is to be determined by the National Office Staff.

SECTION IV "AWARDS"

OF THE MONTH AWARDS

Eligibility

1. Each nomination submitted for national consideration must have been a regional winner.
2. Like months will be considered together.
3. Nominations must be submitted on the forms designated as current by the NRHH National Office. Proper forms will be made available on the NRHH National Office website, and in the OTM Manual (newly revised).
4. All currently serving regionally and nationally elected officers including the NACURH Conference Chair and the NACURH NBD Liaison are ineligible for these awards. National Office Directors and Associate Directors who attend Semi-Annuals are also ineligible. In the case where a vacancy of a normally elected officer is appointed, that person shall also be ineligible. Unless the nomination is for service prior to their election or appointment to one of the above positions.
5. Nominations must be month specific.

Time Line

Nominations must be forwarded from the regional level as soon as judging is complete on the OTM database by the 17th of the month by 11:59 p.m. CST following nomination (e.g. March OTMs are due to the regional office by the 10th of April by 11:59 p.m. in each time zone and must be submitted to the national level no later than April 17th by 11:59 p.m. CST). Power outages and website problems resulting in submissions not making it to the national level at this specified time will be at the discretion of the AD of OTMs of the National Office. The AD of OTMs does not need to inform RADs of the receiving of their OTMs since it shows up on each RADs account.

Judging

1. National OTMs will be judged by the National OTM Judging Committee.
2. All awards (Advisor, Executive Board Member, NCC, NRHH Chapter, Program, Residential Assistant, Spotlight, Student, and Community) are to be given based on preset criteria established by the NRHH Board

Recognition

All winners will be recognized by inclusion in the next NRHH newsletter and all winners and nominees will receive a certificate at the national conference. National Program Of the Month winners will be encouraged to present their programs at the national conference. The NRHH Director is encouraged to submit all winning national Program Of the Month winners to the NIC for publication in the NACURH Network.

Regional Recommendations

It is recommended that the regions adopt a structure and time line that reflects that of the National Office, and descriptions of said categories in the OTM manual.

Regional Deadlines

It is recommended that the regions adopt a structure and time line that reflects that of the National Office. All OTM submissions to the regional level must occur by the 10th of the month by 11:59

p.m. in each time zone following nomination on the NRHH OTM database. Descriptions of said categories in the OTM manual.

Official Form

The official forms (revised 1999) for OTMs is located on the OTM database at otms.nrhh.org. Any other forms of submission are invalid.

PINS

Leadership and Service Pin (2005)

- A. The Leadership and Service Pin is the highest individual honor an NRHH Chapter can award to its members.
- B. The pin shall be awarded to NRHH Members (active, alumni, or honorary) that have provided outstanding Leadership and Service to their NRHH Chapter.
- C. The pins may be purchased from the NRHH National Office at a price determined by the NRHH National Office.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
- E. This pin should not be substituted for a bronze pin as they recognize different students.

Bronze Pins (2005)

- A. The Bronze Pin is the highest individual honor given by the RHA or NRHH President.
- B. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- C. The pins may be purchased from the NRHH National Office at a price determined by the NAF.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

NRHH OUTSTANDING CHAPTER OF THE YEAR

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

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary. Nomination shall come from member chapters that are in good standing. Only one bid per region. Twenty (20) copies of the written bid shall be submitted to the NRHH National Office postmarked by April 15 of each year. Only year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference. All chapters are eligible and encouraged to bid for this award. (Note: The emphasis is on the nominated chapter, not a comparison with other chapters.)

Pages: Bids will be no longer than thirty (30) pages (10-12 point type) double-sided, with a page defined as a side with print; covers and title page are not included in the page count, dividers and letters of support are included. All bids must contain page numbers. Appendices are limited to twenty pages and are required. A Chapter Constitution must be included in the appendix, but will not be included in the appendix page count. The cover shall include region, chapter, and institution names.

Selection: The bid selection committee shall be comprised of the NRHH Regional Associate Directors and NRHH National Office Staff. The NRHH RADs will vote on the selection of the "NRHH Outstanding Chapter of the Year" award.

Award: The award will consist of a plaque to be retained by the winning school and a \$250 scholarship paid for by the NRHH National Office. The award shall be announced at the NACURH awards banquet.

Suggested Criteria:

1. Purpose of the NRHH Chapter
 - a. What is the purpose of the chapter?
 - b. How was the purpose met?
 - c. How was the purpose exceeded?
2. Goals and Objectives of the NRHH Chapter
 - a. What were the goals and objectives?
 - b. Were the goals and objective achieved? Why or why not?
 - c. What was learned as a result of these goals and objectives?
3. Reinforcing the purpose of NRHH.
 - a. How has the chapter provided recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools.
 - b. How has the chapter initiated and advanced it's local chapter? (Examples of this are, but not limited to: an activity, supporting a regional officer, OTMs, housing support, and communications. These are considered examples and are not requirements.)
 - c. Briefly explain your membership process.
 - d. How have your members exhibited leadership?

1. What are the leadership positions held on other organizations by your NRHH Members?
2. How have the above members shared their leadership talents in these positions?
4. Letters of support.
 - a. Chapter Advisor
 - b. RHA President
 - c. Director of Housing

NRHH BUILDING BLOCK CHAPTER OF THE YEAR

Purpose: The NRHH Building Block Chapter of the Year is given to the Chapter, which shows outstanding growth and development during the year of nomination.

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary. Nomination shall come from member chapters that are in good standing. Only one bid per region. Twenty (20) copies of the written bid shall be submitted to the NRHH National Office postmarked by April 15 of each year. Year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference, but the bid can show growth of the chapter over a 2 year period.

Pages: The written bid shall not exceed thirty (30) pages in length (10-12 point type) double-sided. A page is defined as a side with print; including appendices, letters of recommendation, text, etc. The title page shall not be included in the thirty (30) pages, but dividers shall be included in the page count. A copy of the chapter's constitution shall be required in the bid, but will not count against the thirty (30) page limit. The title page shall include the chapter, institution, and region name. All bids will contain page numbers.

Selection: The selection committee shall include the NRHH Regional Associate Directors and NRHH National Office Staff. The NRHH RADs will vote on the Building Block Chapter of the Year, and the award shall be decided at the NACURH annual conference.

Award: The award will be presented at the closing banquet of the NACURH conference, with the winning institution receiving a permanent plaque. A maximum of one award per year may be given.

Suggested Criteria:

1. Goals and objectives and how these were met.
2. Membership selection process.
3. Participation in reinforcing the purpose of NRHH.
4. Programming and leadership development.
5. Regional and National involvement.
6. Growth of the chapter over the year:
 - a. Creation of new programming and leadership initiatives.
 - b. Creation of new recognition programs, services, and awards.
 - c. Expansion and building of existing programs and recognition.
 - d. Expanded participation on campus, state, regional, and national levels; including participation at conferences and retreats.
7. Letters of support.
8. Constitution.
 - a. This shall be required, but not count against the thirty (30) page count.

OUTSTANDING NRHH MEMBER OF THE YEAR AWARD

Purpose: This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated after both organizations.

Eligibility: One nominee per region is allowed and nominations must be submitted to the NBD in writing. Twenty (20) copies of the written bid must be postmarked to the NRHH National Office on or before April 15. Nominees must be a student living in an on-campus unit and a member of NRHH. The award shall be judged based on the time period from NACURH Conference to NACURH Conference.

Bids: Bids will be no longer than 8 pages (10-12 point type) double sided, with a page defined as a side with print (including appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, but dividers are included. All bids shall contain page numbers. All covers shall include nominee, chapter, institution, and region names.

Selection: The bid selection committee shall be comprised of the NRHH National Office staff and the NRHH Associate Directors. The NRHH RADs will vote on the selection of the Outstanding NRHH Member of the Year.

Award: The award shall consist of a plaque, and shall be presented during the awards ceremony of the National Conference. A maximum of one award per year may be awarded.

Award Criteria:

1. Outstanding service considered shall be NACURH to NACURH year specific.
2. The bid shall include a letter of recommendation from the NRHH President or NRHH Advisor for the year of nomination.
3. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.

Suggested Criteria, but not required:

1. State, regional, and national correspondence pertaining to NRHH.
2. Recognition through NRHH Awards.
3. Participation in campus, state, regional, and national services for the benefit of NRHH.
4. Representation of NRHH at campus, state, regional, and national levels.
5. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

SECTION V

"FINANCE"

FISCAL YEAR DEFINITION

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

TAX IDENTIFICATION NUMBER

The NACURH Tax ID number is only for the use of NRHH and NACURH services rendered. It is only for the use of chapters purchasing of inventory and services from the National Office. It is never to be used by the Chapters for any type of registration costs.

BANK ACCOUNTS

National Office Bank Accounts

1. Directors of the National Offices must have two (2) signatures on the Regional/National Office bank accounts, but both signatures are not required to write a check. All National Office bank accounts will be at the same bank as the NACURH account, which is located in the same state as the NACURH National Advisor.
2. The bank statements for NACURH and its affiliates shall be sent to the National Advisor who shall forward them on to the appropriate financial officer. Before forwarding the bank statements, the National Advisor shall photocopy and retain copies of both the bank statements and any canceled checks. These shall be retained by the National Advisor for at least three (3) years before being destroyed. (1996)

BUDGETS

National Office Budget

1. It will be the duty of the Associate Director of Finance to prepare a budget submission each year. This budget must be submitted to the NAF by the date he/she establishes.
2. The National Office Budget should follow the NACURH Chart of Accounts. The office should determine its funding needs in each of these specific areas. When requesting funds from the budget, the national office should specify which line item in their budget that the funds are for.

General Fund

Any income that is not already committed in the NRHH Budget shall be placed in a fund called the general fund. From this general fund, the RADs can make any allocations they deem necessary.

Approval of the NRHH Budget

1. The NRHH Budget will be approved by the Regional Associate Directors at the annual RAD Conference.
2. For approval of the NRHH budget, a 2/3 majority of those Regional Associate Directors voting shall be required.
3. The RADs shall be provided printed copies of the proposed National Budget (including columns for "Budgeted Last Year", "Current Balance" and "Proposed Budget", as well as a description of the line items).

OTM Program

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

AAFN Program

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

Chart of Accounts

NACURH Inc. and all affiliates of NACURH, Inc. will use the following Chart of Accounts for external reporting purposes:

INCOME

- Conference Fees
- Donations
- Interest Income
- Membership Dues
- Miscellaneous (items under \$10.00)
- Product Endorsement
- Sale of Assets
- Sale of Inventory
- Sale of Investments
- Service Income
- Special Events
- Transfers In

EXPENSES

- Advertising
- Bank Charges
- Conference Expenses
- Conference Registration
- Equipment Rental
- Furniture
- Insurance
- Inventory
- Investments
- Meals & Entertainment (non conference)
- Membership Dues
- Moving Expenses
- Postage & Freight
- Printing
- Professional Fees
- Recognition
- Repairs and Maintenance
- Subscriptions
- Supplies
- Taxes & Licenses
- Telephone
- Transfers Out
- Travel

Transfer of Funds Between Line Items

Funds within the National Office Budget are divided into line items. The Director, Advisor, and Associate Director of Finance can authorize the transfer of funds from one line item to another not to exceed \$100 per line item per fiscal year.

National Office Spending Limits

For the following amounts over budgeted line items:

- \$0-\$50 Is at the Director's discretion
- \$50.01-\$100 Director will seek Advisor's approval

\$100+

NRHH will need to gain the approval of NRHH RADs.

Voting Requirement for Allocation of Funds

1. For approval of any specific allocations over \$1000, a 2/3 majority of those Regional Associate Directors voting shall be required.
2. For approval of any special allocations under \$1000, a simple majority of this Regional Associate Directors voting shall be required.

End of Fiscal Year

Any funds that remain in the NRHH Budget at the end of the fiscal year shall revert back to the next fiscal year's budget as Carry Over.

Concluding Finances

The NRHH office and officers of the previous year must claim any bills that are to be paid no more than forty-five (45) days after the conference at which they leave office. Any bill not claimed within forty-five (45) days will not have to be paid by the NAF. (1992)

TRAVEL

RAD Travel to the RAD Conference

The NRHH National Office will pay for 1/2, up to \$300, of the Regional Associate Directors travel expenses to attend the Annual Regional Associate Director Conference.

Semi-Annual Board and Annual Board Meeting Travel

NACURH shall pay transportation costs for two (2) members from each office to the Semi-Annual and Annual meetings.

Conference Fee's for Semi-Annual Board and Annual Board Meetings

The National Conference budget shall pay the Conference and Pre-Conference fees for two (2) members from the NRHH National Office to the Annual Conference.

The NACURH Inc. Budget shall pay the registration fees for two (2) members from the NRHH National Office to the Semi Annual Conference.

FINANCIAL ACCOUNTABILITY

Financial Accountability Monthly Statements

Comprehensive and accurate (reconciled to bank statements) financial statements must be submitted by the national office Associate Director to the NAF on or before the 30th day following the bank statement's closing date. Failure to submit these reports will result in the following action (given in chronological order)

1. On or about the 7 business days after the due date, the NAF will communicate privately with the affected Associate Director.
2. On or about 30 days following the due date, the NAF shall send written notification of the delinquency to the affected Associate Director, the National Office Director, and the National Office Advisor.
3. On or about 60 days following the due date, the NAF will refer the entire matter to the NACURH executive committee with a recommendation selected from the following list:
 - a) No action to be taken;
 - b) Recommend to the National Office that the Associate Director be dismissed from their NACURH position and replacement found;

- c) The affected checking account be closed, with all forthcoming bank fees charged to the region/office affected.

In all cases, the decision of the Executive Committee shall be communicated to the National Office immediately, and to the NBD at the next regularly scheduled meeting by the NAF.

APPEAL: An appeal for extension may be requested from the NAF, with the understanding that all outstanding financial statements must be completed within six (6) weeks from the acceptance of the appeal.

Regional and National Financial Statements

1. At each Semi-Annual and Annual NBD meeting, the NRHH Associate Director will be responsible for submitting written financial statements to the NBD and NAF.
2. At each Annual NRHH meeting, the NRHH Associate Director shall be responsible for submitting a detailed financial statement in the form of the NRHH financial statement dated March 31. (1996)

Accounts Receivable

On April 15, schools having outstanding debts to the NRHH National office shall be notified by that office that they are on probation and that the debt must be paid prior to the NRHH Informational meeting to vote at the NRHH Business Meeting.

Financial Transaction Form

A "Financial Transaction Form" shall be required for the expenditure of all funds. A Financial Transaction Form must be given to the Associate Director of Finance with receipts attached to justify the amount of expenditure whenever funds are received from the NRHH account. Failure to return this form to the Associate Director of Finance within sixty (60) days could result in the demand that all or part of the funds be returned to NRHH.

CONTINGENCY FUND

Office Guidelines

The National Advisor is authorized to allocate any requested funds to the regional or national office after receiving a letter from the Office Director or Office Advisor.

Expenditure Guidelines

1. At no time are contingency funds to be used for non-essentials.
2. Any use of Contingency Funds could be approved by the RADs in an emergency situation that requires immediate funding with confirmation by the NBD at the following board meeting. Discretion is left to the RADs as to real urgency of the needed funds.

Account Location

The location of the Contingency account will be the same location as the NACURH advisor.

INVENTORY

Pin and Certificate Prices

1. The NRHH Membership pin price will be \$4.00 and is only available to fully affiliated NRHH chapters.

2. The NRHH general and honorary certificate price will be \$0.50 and is only available to fully affiliated NRHH chapters
3. The NACURH Leadership Pin price will be \$3.00 for schools with affiliated NRHH chapters and \$4.00 for schools that do not have affiliated NRHH Chapters at the time of purchase.
4. The NACURH Bronze Pin price will be \$3.00 for all schools in good standing with NACURH, Inc.
5. The RBD Pin price will be \$1.50, and can be purchased by a member of the respective regional board.
6. The Recognition Packet (a comprehensive collection of NRHH documents and manuals) will be \$25 for non affiliated NRHH chapters, and free of charge for NRHH affiliated chapters.

Apparel

An NRHH Apparel line will be available to all affiliated NRHH Chapters through the NRHH National Office.

“No Pay, No Inventory” Policy

NRHH shall adopt a “NO PAY, NO INVENTORY” policy which is to include any inventory that the NRHH office sells to its chapters. This includes all Pins, Certificates, Apparel, Memorabilia, and other items that the NRHH office provides to its chapters. This policy means that the inventory ordered will not be shipped out until payment is received.