

# BYLAWS

THE NATIONAL ASSOCIATION OF COLLEGE & UNIVERSITY RESIDENCE HALLS, INC.

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## FORWARD

The bylaws, now hereinafter attached to the Articles of Incorporation, shall further define and support said Articles of Incorporation and shall be as binding as any part of said Articles of Incorporation and, when in conflict, shall be subordinate to said Articles of Incorporation.

## PREAMBLE

We, the students of the National Association of College and University Residence Halls, Inc., in order to establish a voice for students residing "on campus" at colleges and universities around the world promote; student intellectual, educational, cultural, physical, and social welfare; design and facilitate programs and informational services; maintain consistent and constructive procedures in matters relating to on campus residence living; provide an avenue for assisting students to achieve fuller participation in life of the college community and extend the influence and good name of our organization everywhere, do hereby ordain and establish these bylaws.

## ARTICLE I NAME

The name of this organization shall be the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

## ARTICLE II MEMBERSHIP

1. The membership of NACURH shall consist of the on-campus housing representative governing units from colleges and universities that remain active in this association by:
  - a. Paying Annual Affiliation Dues.
  - b. Submitting an acceptable report to be put on file at the NACURH Corporate Office,

- hereinafter referred to as the NCO, according to policy guidelines.
  - c. Remaining financially solvent with NACURH.
2. There shall be three different affiliation types with NACURH:
    - a. Full Membership
    - b. New Affiliate Membership
    - c. Partial Membership
  3. The eligibility and privileges of each membership type shall be determined by the NACURH Board of Directors, hereinafter referred to as the NBD.
  4. Members of NACURH are entitled to reduced rates at all events held under the auspices of NACURH and on all publications issued by the body. Such special rates shall be determined by the NBD.
  5. Each Member of NACURH shall be entitled to one (1) vote at any special or regular meeting or election or on any question that may arise.

## ARTICLE III GOVERNMENT

1. NACURH shall have the right to self-government pursuant to the Oklahoma State Laws of Incorporation.
2. The authority of NACURH shall be vested in the NBD and the Executive Officers (NACURH Chairperson, NACURH Associate for Administration hereinafter NAA, NACURH Associate for Finance hereinafter NAF, NACURH Associate for NRHH hereinafter NAN, NACURH Advisor, and the Conference Resource Consultant, hereinafter referred to as CRC.)
3. Neither the NBD nor any other organization under its jurisdiction shall adopt any policy which abridges the freedom of speech, freedom of assembly, freedom of the press, freedom of religion, marital status, gender,



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sexual orientation, or the basic rights of any individual.

## **ARTICLE IV**

### **EXECUTIVE OFFICERS**

The officers of NACURH shall be the NACURH Chairperson, NACURH Associate for Administration, NACURH Associate for Finance, NACURH Associate for NRHH, NACURH Advisor, and Conference Resource Consultant.

1. Duties of the NACURH Chairperson
  - a. The Chairperson shall have the authority to call meetings of NACURH and the NBD.
  - b. The Chairperson shall preside at the meetings of NACURH and the NBD.
  - c. The Chairperson shall have the power to appoint members to all committees and corporate commissions, and to fill all positions unless otherwise stipulated by charter or these bylaws.
  - d. The Chairperson will represent and act on behalf of NACURH at any applicable event, meeting, etc., unless otherwise stipulated by these bylaws or NBD policy.
  - e. The NACURH Chairperson, NAA and NAF shall be responsible for the implementation of any policies and measures of the NBD.
  - f. The NACURH Chairperson shall monitor the activities of the Office Director of the NCO.
  - g. The Chairperson shall have such duties as described in Robert's Rules of Order, the edition to be specified in the NACURH Policy Book, which includes preparing agendas in consultation with the NAA and the NAF and any other Board Members.
  - h. The Chairperson shall appoint an NBD parliamentarian with the approval of the NBD.
2. Duties of the NACURH Associate for Administration
  - a. The NAA shall perform the duties of the NACURH Chairperson upon the Chairperson's request. In the case of a vacancy in the office of Chairperson, the NAA shall succeed for the duration of the current term of office.
  - b. The NAA will be responsible for the taking of minutes and the distribution of the minutes to the NBD. NAA shall have the power to appoint recording secretaries if he/she or the NBD feel the need.
  - c. The NAA and the NCO Director shall be responsible for the keeping of corporate records. All official records will be stored with the NCO.
  - d. The specific duties of the NAA will include, but not be limited to the following:
    - i. Maintain and update the NACURH Policy Book and handbooks.
3. Duties of the NACURH Associate for Finance
  - a. The NAF shall perform the duties of the NACURH Chairperson upon the Chairperson's request.
  - b. The NAF shall oversee the preparation of the annual budget and shall present detailed reports of the financial conditions of NACURH to the NBD and to NACURH as a whole.
  - c. The NAF shall serve as the financial administrator for NACURH. All regional and NACURH office financial officers shall be under the control and direction of the NAF.
  - d. The NAF shall recommend financial policies and guidelines for NACURH to the NBD.
  - e. The NAF shall be responsible for keeping the corporate books, disbursing corporate monies and all other financial obligations. All persons who handle corporate monies will be responsible to the NAF for those monies, and the NAF shall keep the integrity of those monies in any way they



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- NAF will be responsible for the signing of corporate checks.
4. Duties of the NACURH Associate for NRHH
    - a. The NAN shall perform the duties of the NACURH Chairperson upon the Chairperson's request.
    - b. The NAN shall oversee the business of the National Residence Hall Honorary hereinafter NRHH and report such business to the NACURH Chair, NAA, and NAF.
    - c. The NAN shall fulfill all duties including but not limited to those as assigned by the NBD.
  5. Duties of the NACURH Advisor
    - a. The Advisor shall be responsible for insuring the policies of the NBD are carried out.
    - b. The Advisor shall be available for consultation on organizational matters at NBD meetings and at other times.
    - c. The Advisor shall be an additional signatory on the NACURH checking account, along with the NAF and shall only use such signatory power in case of extreme emergency.
    - d. The NACURH checking accounts shall be placed in a bank which is close in proximity and is easily accessible by the Advisor.
    - e. The Advisor shall present a semi- and annual report at each NBD meeting.
    - f. The Advisor shall keep an accurate record of the members of the AAFN.
  6. Duties of the NACURH CRC
    - a. The CRC shall temporarily assume the advisor responsibilities, in the absence of the NACURH Advisor until the NACURH Chairperson determines an appropriate vacancy plan.
    - b. The CRC shall have the primary responsibility of aiding and advising the Annual Conference staff through the primary implementation of the Annual NACURH Conference.
    - c. The CRC shall be available for consultation on regional and annual NACURH conference matters at NBD meetings and other times.
    - d. The CRC shall be responsible for coordinating the Program of the Year award.
    - e. The CRC shall present a Semi-Annual and Annual report at each NBD meeting.
  7. Duties of the NACURH NRHH Advisor
    - a. The NACURH NRHH Advisor shall be responsible for ensuring the policies of the NNB are carried out.
    - b. The NACURH NRHH Advisor shall be available for consultation on organizational matters at NNB meetings and at and by request.
    - c. The NACURH NRHH Advisor shall assist and support the NAN in advising the NNB.
    - d. The NACURH NRHH Advisor shall prepare a Semi-Annual and Annual Report as defined by the NACURH Policy Book.
  8. Election of Officers
    - a. The NACURH Chair, the NAA, the NAF, and the NAN will be elected for a one (1) year term from among the NBD, NNB, NACURH Chairperson, NAA, NAF, and NAN
      - a. In order for a person to take over as the Chairperson, NAA, NAF, or NAN positions, they must be a student in good standing at their host school.
      - b. The Chairperson, NAA, NAF, and NAN will be elected at the Annual NACURH conference
      - c. Ex-officio members may be elected only at the end of their current term of office.
      - d. Only one (1) person per region/office may run for the same position.
      - e. Candidates must also meet the following criteria for eligibility:



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- i. They must have attended the most recent Semi-Annual Board meeting.
  - ii. They must be present during the entire election process.
  - iii. They must have been elected or appointed by their constituents.
  - iv. The NAN must be classified as an Active Member of NRHH.

## **ARTICLE V**

### **NACURH BOARDS**

1. NACURH be comprised of two boards, the The NACURH Board of Directors, herein referred to as the NBD, and the NACURH NRHH Board, herein referred to as the NNB.
2. The NACURH Boards shall consist of no more than forty individuals including but not limited to: eight (8) Regional Directors, eight (8) Regional Finance Officers, eight (8) Regional Associate Directors for NRHH, NCO Director, NCO Finance Officer, NCO Associate Director for NRHH Operations and Affiliation, Annual Conference Chairperson, NBD Liaison, Annual Conference Finance Officer, NACURH Chairperson, NAA, NAF, NAN, NACURH Advisor, CRC, and the NACURH NRHH Advisor.

## **ARTICLE VII**

### **ELIGIBILITY**

1. To remain eligible to serve as a member of the NBD of NACURH a student must:
  - a. Currently be living in an "on campus" living unit. This requirement may be temporarily waived by the NACURH Chairperson in coordination with the NACURH Executive Committee. Considerations for this exemption include, but are not limited to:

- i. The student's academic program requires off campus living.
  - ii. Institutional housing policies outside of the students' direct control that prohibit on campus living.
- b. Be duly elected or appointed by these bylaws and/or each regional charter.
  - c. Read, sign and have notarized a copy of the "Corporate Liability Form," which is to be turned in to the NAA within thirty (30) days of the close of the annual NACURH conference; signature indicates that he/she is aware of the material contained therein.
  - d. Remain enrolled in an institution that is currently a member of good standing of NACURH.
  - e. All voting members of the NNB must be classified as active members of NRHH.
2. The NACURH Advisor and CRC must be full-time employees of member schools in good standing with NACURH and must be employed in student personnel positions by member schools.

## **ARTICLE VI**

### **NACURH BOARD OF DIRECTORS**

1. The voting membership of the NBD shall consist of eight (8) Regional Directors who are duly elected during their respective regional conferences ( see Article III, Sec 1).
2. The non-voting member of the NBD shall consist of the eight (8) Regional Finance Officers, NCO Director, NCO Finance Officer, Annual Conference Chairperson, NBD Liaison, and Annual Conference Finance Officer.
3. Ex-officio, non-voting members shall include: NACURH Chairperson, NAA, NAF, NAN, CRC, NACURH Advisor, NACURH NRHH Advisor, and such other individuals as the NBD may from time to time designate.
4. The terms of office for voting members of the NBD shall be determined by these bylaws and



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- the Charter provisions of each regional affiliate. Terms of office for non-voting and ex-officio NBD members shall be for one (1) year commencing on the day following the close of the Annual NACURH Conference except:
- a. The NACURH Advisor, who shall have a minimum four (4) year term.
  - b. The CRC, who will serve a minimum three (3) year term.
5. The NACURH Chairperson shall be responsible for determining the appropriate replacement for any vacancy on the NBD, with the exception of Regional Officers, caused by death, disability, resignation or other inability to serve. The NACURH Chairperson shall utilize procedures found within these bylaws for making this determination.
  6. The NBD shall have a standing committee called the Executive Committee composed of the NACURH Chairperson, NAA, NAF, NAN, NACURH Advisor, CRC.
5. The NBD, in consultation with the NAF, shall establish financial policies and procedures and other policies and procedures for NACURH.
  6. The cost of membership dues for NACURH, Inc. will be adjusted for inflation using the Consumer Price Index (CPI) through the Bureau of Labor Statistics of the United States Department of Labor and rounded up to the nearest \$5.00 USD increment on a three year basis. The NACURH Associate for Finance will present these numbers to the NACURH Board of Directors (NBD) in the annual budget presentation at the Semi-Annual meeting on the three year basis to be approved by the NBD. The change will then be implemented the following affiliation year.
    - a. While abiding by the three year cycle to assess and propose new membership costs for NACURH, the NACURH Associate for Finance along with at least three (3) Regional Finance Officers, will also be responsible for releasing two Financial Memos to the member schools informing them on the details surrounding the increase in the cost of membership. The Financial Memos should be sent out after the NACURH Semi-Annual conference, as well as before the NACURH Annual Conference. Details of the Financial Memo should include, but are not limited to:
      - i. Introduction and overview
      - ii. Five (5) year data
        1. Revenue generated from membership dues
        2. NACURH initiatives started from membership dues
        3. Regional allotted membership dues
      - iii. Reason for increase
      - iv. Initiatives for additional revenue
      - v. Proposed regional increases

## ARTICLE VIII

### POWERS OF THE NBD

1. The NBD shall be empowered to determine general policies of NACURH.
2. The NBD shall have the power to initiate amendments to these bylaws upon a two-thirds (2/3) vote of those present and voting, providing that adequate official notice of the proposal has been given to the NCCs ( see Article XVII, Sec. 1).
3. The NBD is responsible for directing the affairs of NACURH and of making such management and personnel decisions as necessary to fulfill the purpose of the organization.
4. The NBD shall be responsible for the selection of the NACURH Advisor, the CRC, the annual NACURH Conference site, the NCO host site, and confirm changes in the NCO Director, and the Annual Conference Chairperson after initial selection of host site.



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7. The NBD shall approve the annual budget for each fiscal year and may authorize the NAF to allocate funds in emergency situations.
  8. The NBD shall set the amount of dues to be allocated to affiliates. Each affiliate shall receive an equal per school allocation of dues.
  9. The NBD shall be held accountable for all funds that it allocates.
  10. The NBD shall be responsible for all activities under NACURH which includes, but is not limited to: the NCO, NRHH, corporate contracts, CRC, Annual NACURH Conference, Association of Alumni and Friends of NACURH, etc., pursuant with operating procedures. This includes the power to control, regulate, or dismantle all programs under NACURH's auspices.
  11. The NBD or the NACURH Chairperson shall have the power to appoint Committees or Corporate Commissions.
- a. NACURH Chairperson (or if he/she is being recalled, the NACURH Advisor);
  - b. Within ten (10) days of receiving valid petitions the NACURH Chairperson or NACURH Advisor will then email out to each NCC a ballot describing the action and asking for a vote;
  - c. Within fifteen (15) days, all ballots will be counted and a two-thirds (2/3) vote of all those who voted will be needed to recall; or
  - d. At the corporate meeting, a signed petition with twenty-five (25) percent of the NCCs' signatures shall constitute a recall vote and a two-thirds (2/3) vote of those present and voting shall be needed for a recall.
5. Any NACURH Corporate Office Director may be removed by the following procedure:
    - a. Any Office member can initiate a recall of the office director by submitting a formal grievance to the Office Advisor, NACURH Chairperson, and NAA.
    - b. The recall process will be facilitated by the NACURH Chairperson.
    - c. The Office Director may be recalled by the student Office staff, or by the NBD if the process is initiated by a NACURH Executive.
    - d. If initiated by the Office staff, the Office Director may be recalled with  $\frac{2}{3}$  vote of the student Office staff.
    - e. A recall may also be initiated by a NACURH Executive. If initiated by a NACURH Executive, the Office Director can be recalled with a 2/3 vote of the NBD.

## **ARTICLE IX RECALL, INITIATIVE, & REFERENDUM**

1. Representatives of Regional Affiliates may be recalled and removed according to the appropriate Regional charter provisions.
  2. Ex-officio and non-voting NBD members, or the NACURH Chairperson, NAA, NAF, and NAN may be removed by a two-thirds (2/3) vote of all voting Regional Directors.
  3. A removal petition or recall motions by the NBD may be considered through the method(s) determined by the NACURH Chairperson (see Article X).
  4. Any ex-officio and non-voting member of the NBD or the NACURH Chairperson, NAA, NAF, NAN, NACURH Advisor, or CRC, may be removed by the following procedure:
    - a. A petition consisting of the signatures of twenty-five (25) percent of total NACURH members' NCCs must be presented to the
6. Any NACURH Corporate Office Associate Director or Coordinating Officer may be removed by the following procedure:
    - a. Any Office staff member can initiate the recall of another Office staff member by submitting a formal grievance to the Office Advisor and Office Director.



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- b. The recall process will be facilitated by the NACURH Corporate Office Director and Office Advisor with support of the NACURH Executive team.
  7. An initiative and referendum shall follow the same procedures as in Sec. 5, and shall be binding until the next corporate meeting.
  8. A referendum that passes is binding by the bylaws.

## **ARTICLE X MEETINGS**

1. Meetings of the NACURH Board of Directors
  - a. The NBD shall have a regular meeting for the purpose of conducting corporate business two (2) times a year. Once during the Annual NACURH Conference, and at least six (6) months but not more than eight (8) months after the Annual NACURH Conference. Quorum shall be defined as a simple majority (50% + 1) of the Regional Directors and/or their designee.
  - b. Special meetings of the NBD may be called at the request of the NACURH Chairperson or by a signed and valid petition of twenty-five (25) percent of the NCCs (member schools in good standing) or any four (4) voting members of the NBD (both voting and ex-officio must be notified by the NACURH Chairperson of such a meeting by the method(s) determined by the NACURH Chairperson or NACURH Advisor).
  - c. All meetings of the NBD are open to members of NACURH and the public. However, the NBD reserves the right to move into executive session at such time as the majority of those registered quorum in attendance deem it appropriate.
2. Corporate Business Meeting
  - a. The annual meeting of NACURH shall be held during the Annual NACURH

Conference. The annual meeting of NACURH shall be defined as a formal, open public meeting, at which time the NBD will report on the status of NACURH, receive any petitions for recall or referendum, discuss NACURH business, present the annual budget and do other work deemed by the NBD and member schools. A quorum for this meeting shall be defined as forty (40) percent of the member schools.

- b. The Chairperson of the Annual meeting shall be the NACURH Chairperson, or in his/her absence the NACURH Associate for Finance.

## **ARTICLE XI MAIL LEGISLATION**

1. From time to time issues may be brought to the attention of the NBD which may need a resolution of approval before any action can be initiated in the name of NACURH. The following is the procedure to be taken in this instance.
  - a. The NACURH Chairperson shall prepare and distribute email ballots to the voting members of the NBD for their consideration and disposition in accordance with policies set forth by the NBD.
  - b. NBD members, within seven (7) days, shall return their respective ballots to the NACURH Chairperson, who shall then distribute by email the results of the balloting.
  - c. If errors have been made relative to the result of the email balloting, that action shall be corrected immediately.





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## **ARTICLE XII**

### **STATUS OF CORPORATE SIGNATORY AGENT**

The NACURH Chairperson and/or the NAF shall act as NACURH's signatory representative in all those legally binding agreements and contracts that have been approved by the NBD.

## **ARTICLE XIII**

### **REGIONAL AFFILIATES**

1. Regional affiliates shall be created according to guidelines established by the NBD relative to geographical distribution of member schools of NACURH. Charters approved by the NBD shall be issued to each regional affiliate at the first conference of the regional affiliate. This charter shall identify the geographical boundaries of the region and shall establish a procedure for election and recall of a Regional Director by National Communication Coordinators in attendance at the Regional Conference. Regional Affiliates may petition the NBD for changes of their charter.
2. Officer(s) of the Regional Affiliates
  - a. Regional Affiliate officer(s) must include the Regional Director and the Regional Finance Officer positions.
  - b. The Regional Director shall sit as a voting member of the NBD. In his/her absence, a person designated by that Region's procedure shall assume the privilege and responsibilities of the absent Regional Director on the NBD, unless stated otherwise in the bylaws.
  - c. Regional officer(s) shall function in a coordinating role for NACURH and its local member schools and shall represent the interests of the particular Region at the NBD meetings and at the annual NACURH conference.

- d. Regional officer(s) shall be elected by those paid member schools that are associated with their respective Region at a regional meeting.
- e. Terms of office for Regional Directors shall be determined in the Regional Affiliate's charter.
- f. Regional Directors shall be responsible for carrying out NACURH policy within their Region.
- g. Regional Directors are responsible to NACURH, as well as to their Region, and shall serve to benefit both.

## **ARTICLE XIV**

### **ANNUAL NACURH CONFERENCE**

1. NACURH shall hold an Annual NACURH Conference for all member schools of NACURH and observers from non-member schools.
2. The Annual NACURH Conference site shall be selected after review of written bids showing facilities, programs and agreement from the administration for the proposal. This requirement may be waived by a two-thirds (2/3) vote of the NBD.
3. The fees for the Annual NACURH Conference shall be established by the host school upon consultation and approval by the NBD. The NAF, with the Annual Conference Chairperson and Annual Conference Finance Officer, shall be responsible for maintaining and monitoring the annual conference budget.

## **ARTICLE XV**

### **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, the edition to be specified in the NACURH Policy Book, unless superseded by the Articles of Incorporation, these bylaws, or NBD policy, shall be NACURH's parliamentary authority. All meetings shall be run with parliamentary policy.





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## **ARTICLE XVI**

### **NATIONAL COMMUNICATIONS COORDINATORS**

1. Upon becoming a member of NACURH, each participating representative student governing unit shall select a National Communication Coordinator who shall serve as the liaison between the NACURH organization, its Regional affiliates and the local school.
2. The NCC, or they designee, shall be required to organize and submit a Resource File Index report. This report must be filed with the NCO in order for their respective school to receive membership benefits.
3. The NCC, or their designee, shall serve as delegation chairperson of his/her school during Regional and Annual NACURH Conferences.
4. The NCC, or their designee, shall have the right to vote during a Corporate Meeting.
5. The NCCs NACURH function shall in no way be construed as diminishing their present and/or future regional functions.

## **ARTICLE XVII**

### **AWARDS**

1. NACURH shall give NACURH awards (see awards section of the NACURH Policy Book).
2. The Executive Committee may institute awards for extracurricular activities within the jurisdiction of NACURH.

## **ARTICLE XVIII**

### **AMENDMENTS & RATIFICATION**

1. No changes in the bylaws may occur by phone or email ballots.
2. Proposed bylaw changes must be published to the NCCs by the NACURH Chairperson and/or

NAA at least twenty-four (24) hours before the NACURH Corporate business meeting.

3. Bylaws may be amended by the NBD upon a two-thirds (2/3) approving vote of those present and voting; such changes taking effect upon the same concurrence by the NCC at the Corporate meeting. All bylaw changes approved by the NBD must be brought to the floor, discussed and voted on by the NCCs at the corporate meeting.
4. These bylaws may also be amended by an approving vote of two-thirds (2/3) of a quorum of members of NACURH at a regular or special meeting.
5. Amendments to these bylaws will become effective immediately upon adoption.
6. Ratification of these bylaws will become effective immediately after a three-fourths (3/4) vote by the NBD, and majority vote by NCCs, whose power is invested to them by the Articles of Incorporation and the State Laws of Oklahoma.

