



# NATIONAL RESIDENCE HALL HONORARY POLICY BOOK

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# TITLE 1

## STATEMENTS OF PURPOSE

### **ARTICLE I**

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## **ARTICLE I.**

### **NRHH VALUES**

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

## **ARTICLE II.**

### **VISION STATEMENT**

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

## **ARTICLE III.**

### **MISSION STATEMENT**

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

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# TITLE 2

## NRHH CHAPTERS

### **ARTICLE I** AFFILIATION

### **ARTICLE II** CHAPTER MEMBERSHIP

# ARTICLE I.

## AFFILIATION

### Section 1.

#### Requirements

An NRHH Chapter shall be considered affiliated if they complete the following prior requirements prior to the start of the NACURH Corporate Business Meeting:

1. Submit a chapter affiliation form to the NCO.
2. Submit updated contact information for the chapter NRHH representative and advisor to the NCO.
3. Submit a current membership list to the NCO.
4. Submit an updated copy of the chapter's constitution in accordance with the NRHH Constitution Checklist.
5. Maintain good standing with NACURH.

### Section 2.

#### Affiliation Cycle

NRHH chapters are encouraged to affiliate annually for the upcoming NACURH year at the NACURH annual conference to maximize access to services and resources.

### Section 3.

#### RHA Requirement

Hosting an RHA is not a requirement for affiliation of an NRHH chapter.

### Section 4.

#### Benefits

An active affiliated chapter will receive the following benefits during the affiliation period.

1. Voting rights at the annual NACURH Corporate Business Meeting and regional business meetings, so long as the chapter maintains good standing.
2. Free access to the NACURH Connection from the NCO.
3. Participation in the OTM program.
4. Access to free resources intended to support and assist chapters.
5. Access to purchase NRHH pins.
6. Access to purchase NRHH honor cords.
7. Access to purchase NRHH individual membership certificates.

**Section 5. Fees**

Schools shall pay the NACURH affiliation fee outlined in the NACURH governing documents.

**Section 6. Single Affiliation Fee**

Schools who are also affiliating an RHA must only pay a single affiliation fee for both the RHA and NRHH affiliation.

**ARTICLE II. CHAPTER MEMBERSHIP**

**Section 1. NRHH Membership**

Once an individual has shown dedication and commitment to NRHH according to their chapter’s standards, they will become an NRHH member for life.

**Section 2. Candidate Membership**

The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH member.

1. Membership Intent
  - a. Candidate members must submit a formal intent of pre-membership to the chapter.
  - b. Chapters must confirm status of pre-membership to candidates.
2. Student Requirement
  - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
    - i. “Student” shall be defined by the chapter’s host institution.
    - ii. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
3. Academic Standards
  - a. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or it’s equivalency.
    - i. In the event an institution does not operate on a 4.0 GPA scale, a representative from the

affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

4. Member Education
  - a. NRHH chapters must educate candidate members on topics including but not limited to:
    - i. NRHH History
    - ii. OTMs
    - iii. Membership Qualifications
    - iv. Membership Selection Processes
5. Membership Selection
  - a. The selection process is determined at the discretion of the chapter.
6. On-Campus Living Requirement
  - a. The Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
7. Positive Contribution
  - a. The Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
8. Inductions
  - a. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

### **Section 3.**

#### **On-Campus Membership**

An On-Campus Member of an NRHH chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

1. Membership Cap
  - a. On-campus members contribute to the chapter's membership cap.
2. Student Requirement
  - a. An On-Campus Member must be a student of the college or university with which the chapter is affiliated.
  - b. "Student" shall be defined by the chapter's host



institution.

3. Positive Contribution

- a. An On-Campus Member must continue to make positive contribution to the residence hall system through engagement with the values of service and recognition.

4. Academic Standards

- a. An On-Campus Member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
  - i. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRRH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

## Section 4.

### Off-Campus Membership

An Off-Campus Member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

1. Membership Cap

- a. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
  - i. An Off-Campus Member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
  - ii. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights does not count towards the membership cap.

2. Student Requirement

- a. An Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
- b. "Student" shall be defined by the chapter's host institution.

3. Positive Contribution

- a. An Off-Campus Member must continue to make positive contribution to the residence hall system through

engagement with the values of service and recognition.

4. Academic Standards
  - a. An Off-Campus Member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
    - i. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

## **Section 5. Lifelong Membership**

A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.

1. Membership Cap
  - a. A Lifelong Member does not count toward the chapter's 1% membership cap.
2. Eligibility
  - a. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
3. Purpose
  - a. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service.
4. Chapter Involvement
  - a. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

## **Section 6. Membership Capacity**

1. 1% Definition
  - a. The membership of a chapter may include no greater than 1% of the total residence hall population in the current academic year, or 20 members, whichever is larger.
2. Membership Composition
  - a. Only members with voting rights are counted in the

membership cap.

## Section 7.

### Membership Transfer Policy

1. Eligibility
  - a. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.
2. Process
  - a. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become members of the new chapter.
3. Guidelines
  - a. The Membership Transfer Policy must be outlined according to the following:
    - i. The student applying to transfer their membership must be fully matriculated at the new institution.
    - ii. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
    - iii. Each chapter is able to come up with their own process detailing how letters will be evaluated.
    - iv. If approved, the student and/or new chapter must complete the membership transfer application.
    - v. The membership transfer application may be obtained from the region's ADNRRH.
    - vi. The membership transfer application shall include signatures from the following individuals:
      1. The incoming chapter's president.
      2. The incoming chapter's advisor.
      3. The NRHH member who is seeking to transfer their membership.

- vii. The completed application shall be submitted to the region's ADNRRH for approval.
- viii. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
  - 1. The application form is incomplete.
  - 2. Adding new member(s) puts the chapter over its membership cap.
- ix. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - 1. Each ADNRRH shall have one vote.
  - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.

## **Section 8.**

### **NRHH Off-Campus Membership Pledge**

#### 1. Usage

- a. NRHH members that do not live in institutionally owned or contracted housing are able to apply to have voting rights within their chapter.

#### 2. Membership Cap

- a. If a member is granted voting rights, they will count towards the 1% membership cap. In addition, only 15% of the entire chapter membership may have off-campus voting rights.

#### 3. Guidelines

- a. The following guidelines apply to the procedure for the off-campus membership pledge:
  - i. The member and/or chapter must complete the NRHH Off-Campus Membership Pledge.
    - 1. The form can be obtained from the region's ADNRRH.
    - 2. The form must include the electronic signatures of the chapter President and chapter advisor.
    - 3. The form must be submitted electronically.
  - ii. The completed Off-Campus Membership

Pledge shall be submitted to the region's ADNRHH for approval.

- iii. It is the right of the region's ADNRHH to deny requests for removal for reasons including, but not limited to:
  - 1. Submission of an incomplete application form.
  - 2. The region's ADNRHH does not believe that the member applying for voting rights has provided sufficient evidence of their ability to serve the on-campus body or fulfill the requirements of the honorary.
- iv. If the member and/or chapter wish to appeal the decision of the region's ADNRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - 1. Each ADNRHH shall have one vote.
  - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.

## **Section 9.**

### **NRHH Member Removal Policy**

- 1. Usage
  - a. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations and has not met the requirements for Lifelong membership.
- 2. Membership Cap
  - a. If a member is removed, they no longer count towards the 1% membership cap.
- 3. Guidelines
  - a. The following guidelines apply to the procedure for the removal of a member:
    - i. The member and/or chapter must complete the NRHH Member Removal Application.
      - 1. The form can be obtained from the region's ADNRHH.
      - 2. The form must include the electronic signatures of the chapter president and chapter advisor.

3. The form must be submitted electronically.
- ii. The completed Member Removal application shall be submitted to the region's ADNRRH for approval.
- iii. The amount of members for removal is up to the discretion of the chapter.
- iv. It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:
  1. Submission of an incomplete application form.
  2. The region's ADNRRH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- v. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRH through written request as to why the Candidate deserves to continue as a member of NRHH.

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# TITLE 3

## GENERAL POLICIES

### **ARTICLE I**

MEETINGS OF THE NACURH NRHH BOARD

### **ARTICLE II**

NNB APPOINTED POSITIONS

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# **ARTICLE I. MEETINGS OF THE NACURH NRHH BOARD**

## **Section 1. Parliamentary Procedure**

All meetings will be run according to the most current edition of Robert's Rules of Order, Newly Revised.

## **Section 2. Voting Procedures**

1. Voting Members
  - a. In all meetings of the NNB, the Associate Directors for NRHH will serve as the primary voting members.
2. Majority Vote
  - a. In meetings of the NNB, and in NRHH Corporate Business Meetings where NRHH Representatives are the primary voting members, a majority shall be recognized as a "simple majority" of total voting members.
3. Simple Majority Definition
  - a. A simple majority will be defined as more than half the total voting membership, minus non-votes and abstentions.

## **Section 3. Online Voting Procedures**

1. Legislation Distribution
  - a. The NAN shall prepare and distribute e-mail legislation to the voting members of the NNB for their consideration and disposition in accordance with the policies set forth by the NNB.
2. Right to Table
  - a. The NAN may decide which proposals will be discussed online and reserves the right to table any legislation received until the next conference.
3. Online Access Requirement
  - a. All voting members must have access to the internet at some point during the voting time period.
4. Distribution, Discussion, and Voting Timeline
  - a. Legislation will be distributed seven (7) days prior to a NNB chat.
5. Voting Guidelines
  - a. All regional votes will be due to the NACURH Associate for NRHH's specified e-mail account by the deadline



specified by the NAN.

## **ARTICLE II. NNB APPOINTED POSITIONS**

### **Section 1. Definitions & Purposes**

The NNB Appointed Positions will be comprised of the NNB Parliamentarian and the NNB Recording Secretary.

1. Only one NNB Parliamentarian may be appointed at a time, and this person appointed must currently be serving on the NNB.
2. Multiple NNB Recording Secretaries may be appointed at one time, and the quantity of NNB Recording Secretaries appointed each year is up to the discretion of the NAN.

### **Section 2. NNB Parliamentarian**

1. Attendance
  - a. Shall be present at all meetings of the NNB and the NRHH Corporate Business Meeting.
2. Advisor
  - a. Shall serve as an advisor to the NNB on Robert's Rules of Order Newly Revised.

### **Section 3. NNB Recording Secretary**

1. Attendance
  - a. Shall be present at all meetings of the NNB.
2. Minutes
  - a. Shall serve as the official minute officer for all meetings of the NNB.

### **Section 4. Appointment Procedures**

1. Shall be appointed by the NAN with the approval by majority vote of the NNB.

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# TITLE 4

## NRHH POSITIONS WITHIN NACURH

### **ARTICLE I**

AFFILIATIONS REQUIREMENTS FOR NRHH POSITIONS

### **ARTICLE II**

ASSOCIATE DIRECTORS FOR NRHH

### **ARTICLE III**

NRHH REGIONAL ADVISORS

### **ARTICLE IV**

COORDINATING OFFICERS

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## **ARTICLE I. AFFILIATION REQUIREMENTS**

### **Section 1. Definition**

NRHH Positions within NACURH will be comprised of the NAN, NACURH NRHH Advisor, Regional ADNRRHs, Regional NRHH Advisors, and NCO ADNRRH.

### **Section 2. Affiliation Deadlines**

1. NRHH Specific Deadlines
  - a. In addition to the deadline of being institutionally affiliated by October 1st for all NACURH Leadership, any individual within an NRHH position must have their chapter be fully affiliated by October 15th.
2. Extensions
  - a. Officers may request an extension from the NACURH Associate for NRHH in consultation with the Regional Director/Advisor, so long as the date of requested extension is not after the opening of their respective regional conference.
3. Consequence
  - a. ADNRRHs that do not request an extension by October 15 or do not meet the deadline will not be permitted to conduct or participate in any NACURH-related business.

## **ARTICLE II. ASSOCIATE DIRECTORS FOR NRHH**

### **Section 1. Definition**

An ADNRRH is the region's representative for all NRHH related business and topics. The role of the ADNRRH is defined through the regional by-laws, NACURH NRHH by-laws, and the NRHH policy book.

### **Section 2. NACURH Responsibilities**

1. NACURH Leadership Training & Transition
  - a. Attend NACURH Leadership Training and Transition as an ADNRRH-elect during the NACURH Annual Conference at the start of their term.
2. NNB Responsibilities
  - a. Maintain communication with the NNB.

- b. Attend all meetings of the NNB.
- 3. Overall Communication
  - a. Maintain communication with the NBD, NCO, and NACURH Executives.
  - b. Attend 1:1s with the NAN.
- 4. Regional Representation
  - a. Represent their region at the NACURH Semi-Annual Meeting, NACURH Pre-Conference, and the NACURH Annual Meeting.
  - b. Assist the NACURH Board of Directors in the election of the NAN.
- 5. Annual and Corporate Report Contributions
  - a. Contribute to Annual and Corporate reports submitted to the NACURH Executives.
- 6. NRHH Events & Programming
  - a. Support NRHH related events and programming at all NACURH Conferences.
- 7. NACURH Publications
  - a. Submit at least one publication per year to The Link.
- 8. NRHH Social
  - a. Attend the NRHH social at the NACURH annual conference.

### **Section 3.**

#### **Regional Responsibilities**

- 1. Recruitment and Retention
  - a. Recruit and retain NRHH Chapters within the region.
  - b. Coordinate the chapter constitution review and approval process for affiliations.
- 2. Regional Communication
  - a. Communicate frequently with regional member chapters.
- 3. Regional Conference Attendance
  - a. Attend all regional conferences.
- 4. Regional NRHH Business Meetings
  - a. Preside over regional NRHH business meetings.
- 5. Transition
  - a. Facilitate a smooth transition for the new ADNRRH.

6. NRHH Resources
  - a. Responsible for maintaining, updating, and creating NRHH resources.
7. NRHH Social
  - a. Work with regional conference staff to host an NRHH social, if applicable.
8. Additional Responsibilities
  - a. Perform all responsibilities as set forth by the regional governing documents.

**Section 4. OTM Responsibilities**

1. Promotion
  - a. Encourage NACURH member schools to write and submit Of The Month nominations.
2. Regional Administrator
  - a. Coordinate the Regional OTM selection process for submission to the NACURH level.
3. Submission Guidelines
  - a. Submit regional OTM award recipients to the NACURH level by the 17th of the month at by 11:59 p.m. EST.
4. Regional OTM Recognition
  - a. Coordinate regional recognition for OTMs.
5. Regional OTM Awards
  - a. Create and distribute OTM certificates for all regionally-winning OTMs.

**ARTICLE III. REGIONAL NRHH ADVISORS**

**Section 1. Definition**

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 governing documents.

**ARTICLE IV. COORDINATING OFFICERS**

**Section 1. Definition**

It is is recognized that regions may, at their discretion, elect Coordinating Officers (COs) with NRHH responsibilities. The role

and responsibilities of the COs with NRHH responsibilities shall be defined through the regional governing documents.

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# TITLE 5

## NRHH TASK FORCES & COMMITTEES

### **ARTICLE I**

#### NRHH TASK FORCES

### **ARTICLE II**

#### NACURH OTM SELECTION COMMITTEE

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## **ARTICLE I. NRHH TASK FORCES**

### **Section 1. Definition**

NRHH shall have at least two task forces tasked with improving the function of the Honorary.

### **Section 2. Task Force Guidelines**

1. Task forces shall be small groups of individuals and may include members from NBD & NNB, COs, NCCs, NRHH representatives, RHA/NRHH President and/or general students with the intent to accomplish small projects or tasks and provide flexibility.
2. The NACURH Chairperson or designee shall appoint the task force membership through an interest/application process and provide a timeline.
3. There shall be opportunities for NACURH Leadership to chair or co-chair task forces, appointed by the NACURH Chairperson.
4. Each task force will prepare a report that will be collected at Semis and/or the Annual Conference Business Meeting as dictated by the NACURH Associate for Administration.
5. The following task force topics or focuses are encouraged:
  - a. NRHH Standards
  - b. NRHH Resources
  - c. OTM Categories
  - d. Recognition

## **ARTICLE I. NACURH OTM SELECTION COMMITTEE**

### **Section 1. Purpose**

1. The NACURH OTM Selection Committee shall be responsible for assisting the NACURH Associate for NRHH (NAN) with the selection of NACURH-level Of The Month (OTM) awards. The committee will be selected, facilitated, and chaired by the NAN.

### **Section 2. Committee Duties**

1. NACURH OTM Selection committee duties shall include:
  - a. Serving as an unbiased member of the committee, making selections solely on the content of the OTM



nomination.

- b. Reading the NACURH-level OTM award nominations, as assigned and facilitated by the NAN, and select the recipients of designated categories between the 18th and 24th day of every month.
- c. Attending any NACURH OTM Selection Committee training facilitated by the NAN.
- d. Attending all committee chats hosted by the NAN.
- e. Having the option to serve on OTM-related subcommittees or task forces as they arise.
- f. Assisting with any OTM-related guides or presentations at the discretion of the NAN.

### **Section 3.**

#### **Committee Cap**

1. The committee shall consist of no more than six (6) members per region of NACURH, and no less than two (2) members per region of NACURH, as permitted by the number of applications.
2. The committee shall consist of at least twenty five (25) members.

### **Section 4.**

#### **Eligibility**

1. Committee membership is open to all students, faculty, or staff members at NACURH member schools, in good standing, or alumni as well as NACURH Advancement Society members.
2. Committee members do not need to be a member of NRHH.
3. NNB, RBD, NCO staff, and NACURH Annual Conference Directorship members may not serve on the OTM Selection Committee.
4. Alumni must be working at a currently affiliated institution, and will count in their current region's number.

### **Section 5.**

#### **Accountability**

1. Committee members must commit to consistent communication with the NAN through occasional committee chats and email communication as needed.
  - a. Committee members must also commit to consistently voting on NACURH-level OTMs between the 18th to 24th day of every month, in accordance with Title 6, Article I, Section 3 procedures of the NRHH Policy Book.

- b. In the event that a committee member has missed two consecutive months of voting without prior notice, the member is placed in probationary status with the committee and must meet with the NAN within two weeks of their second unexcused voting period.
- c. In the event that a committee member is placed on probationary status with the committee and either (1) fails to communicate with the NAN within two weeks of their second unexcused voting period, or (2) has a third unexcused voting month, the member is removed from the committee.

## **Section 6.**

### **Member Selection**

1. Members shall be recruited and appointed via an application process facilitated by the NAN.
2. In the event that the committee membership drop below thirty-five (35) members, the NAN shall facilitate an open application and appointment process to fill the vacancies, while upholding the maximum cap of no more than six (6) members per region.
  - a. In upholding the six (6) members per region maximum, the NAN shall also have the authority to appoint other voting members to temporarily assist the NACURH OTM Selection Committee including, but not limited to alumni and current members of NACURH or NRHH.
3. Eligibility for re-application into the committee within the same affiliation year should be communicated, discussed with, and approved by the current NAN on a case by case basis.

## **Section 7.**

### **Timeline**

1. The NACURH OTM Selection Committee must function consistently from NACURH Annual Conference to NACURH Annual Conference.

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# TITLE 6

## AWARDS

**ARTICLE I**  
OF THE MONTH (OTM) AWARDS

**ARTICLE II**  
PINS

**ARTICLE III**  
BID AWARDS

**ARTICLE IV**  
NRHH MEMBERSHIP SCHOLARSHIP & PIN

**ARTICLE V**  
OUTSTANDING SERVICE AWARD

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# **ARTICLE I. OF THE MONTH (OTM) AWARDS**

## **Section 1. NACURH OTM Categories**

1. Advisor
2. Community Service Program
3. Diversity Program
4. Educational Program
5. Executive Board Member
6. First-Year Student
7. Institution Faculty or Staff Member
8. Organization
9. Passive Program
10. Residential Community
11. Residence Life Professional Staff Member
12. Resident Assistant
13. Student Staff Member
14. Social Program
15. Spotlight
16. Student

## **Section 2. Eligibility**

1. Submission Location
  - a. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
2. Author Eligibility
  - a. NACURH Leadership may not author an OTM in any Regional or NACURH-recognized categories in consideration for selection at the campus, Regional, or NACURH level.
3. OTM Removal
  - a. Nominations authored by any of the above listed individuals will be removed from consideration on the regional and NACURH levels by the region's ADNRHH.
4. Nominee Eligibility
  - a. NACURH Leadership may not be nominated for any of the Regional or NACURH-recognized OTM categories in consideration for selection at the campus, Regional, or

NACURH level.

5. Bad Standing
  - a. Member institutions in bad standing, as defined by NACURH Policy, will not be able to submit or win OTM Awards.
6. OTM Minimum Word Count
  - a. General category OTMs must be a minimum of 300 words for NACURH consideration.
  - b. Program category OTMs must be a minimum of 100 words in each section for NACURH consideration.
  - c. If an OTM is under the minimum word count, the OTM can receive NACURH consideration at the discretion of the NAN.

### **Section 3.**

#### **Procedures**

1. Regional Submission Timeline
  - a. All OTM submissions to the regional level must occur by the 10<sup>th</sup> of each month by 11:59pm in each time zone following nomination on the NRHH OTM database.
2. Regional OTM Selection Structure
  - a. It is recommended that the regions adopt a structure and timeline that reflects that of the NACURH OTM Selection Committee.
3. NACURH Submission Timeline
  - a. Nominations must be forwarded from the regional level as soon as voting or regional selection process is complete on the OTM database no later than the 17<sup>th</sup> of the month following nomination by 11:59 PM CST. (e.g. An October OTM must be submitted to the NACURH level no later than November 17 at 11:59 PM CST).
4. NACURH-Winner Selection Timeline
  - a. Nominations must be designated as a NACURH Winner as soon as voting is complete on the NACURH OTM database no later than the 24<sup>th</sup> of the month following nomination by 11:59 PM CST.
5. NACURH-Level Extensions
  - a. An extension may be granted with approval from the NAN or their designee if there are problems with submissions. The NAN will notify the ADNRRHs of any such decision within 24 hours.

## Section 4.

### Reviewing, Voting, & Selection

1. Regional OTMs
  - a. Regional OTMs will be reviewed and voted upon according to regional policy.
2. NACURH OTMs
  - a. NACURH OTMs will be reviewed and voted upon by the NACURH OTM Selection Committee, chaired by the NAN.
3. Selection Criteria
  - a. OTM award selection shall be based on present criteria established by the NNB.
4. Monthly Consideration
  - a. Only OTMs submitted in the same month will be considered together (e.g. All OTMs submitted in the month of March will be considered with other OTMs submitted in March).
5. Voting Exclusions
  - a. Members of regional or NACURH OTM Selection Committee may not vote in any category *in which* they submitted *or were nominated for* an OTM.

## Section 5.

### Recognition

1. NACURH-Affiliated Publication Submissions
  - a. The NCO Director or their designee is encouraged to submit all winning NACURH OTM winners to NACURH-affiliated publications.
2. OTM Certificates
  - a. All winners will be recognized by a certificate at a NACURH-affiliated conference.
  - b. Regional certificates are the responsibility of the ADNRRHs.
  - c. NACURH certificates and pins are the responsibility of the NCO.
3. OTM Traveling Award
  - a. The OTM Traveling Award will be presented at the NACURH Annual Conference. The recipient will receive the OTM Traveling Award Plaque and a certificate personalized for that member school. The NAN is responsible for making sure the award is ordered, the certificate is printed, and for calculating points each

month after NACURH Winners have been announced. Points are a running total from April OTMs to March OTMs, and will be calculated as follows:

- i. Campus Winner – 5 points
  - ii. Regional Honorable Mention - 5 points
  - iii. Regional Winner – 10 points
  - iv. NACURH Honorable Mention - 10 points
  - v. NACURH Winner – 25 points
- b. OTM Traveling Award Plaque
- i. The recipient of the award is responsible for getting the traveling award plaque to the next NACURH annual conference even if they will not be in attendance.
- c. Bad Standing
- i. Member institutions in bad standing, as defined by NACURH Policy, will not be able to win the OTM Traveling Award.

## **Section 5.**

### **NACURH OTM Descriptions**

1. Each NACURH OTM should be written and voted upon according to the following descriptions. OTMs must be submitted in the most applicable category.
  - a. Advisor
    - i. Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor. Examples include, but are not limited to: RHA Advisor, NRHH Advisor, Area Council Advisor, Hall Council Advisor, Resident Assistant Advisory Board, etc.
  - b. Community Service Program
    - i. A service or philanthropic program that benefits a group, charity, or other organization. The program should focus on the importance of the residents giving back to the communities in which they live. Examples include, but are not limited to: drives, fundraisers, day of service, etc.
  - c. Diversity Program

- i. A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the everyday lives of the residents.
- d. Educational Program
  - i. A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can include, but are not limited to programming focused on academic success, learning a new skill, promoting global citizenship, etc.
- e. Executive Board Member
  - i. This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus. Examples include, but are not limited to: Executive Board Members or Chair Positions in RHA, NRHH, etc.
- f. First-Year Student
  - i. This category includes student first year students (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall, takes an active role in their community, and positively impacts those around them. The nominee must be in their first year at their current institution. Submissions in this category may emphasize academics, leadership, involvement, and contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First-Year Student category.
- g. Institution Faculty or Staff Member
  - i. This category includes individuals outside of residence life who aid students in their academics and/or personal affairs. This category is intended to recognize institutional



faculty who have made a contribution to the residence life community both in and out of the classroom. Examples include, but are not limited to: professors, instructors, teaching assistants, counselors, other academic affairs staff, custodial or maintenance staff, public safety officers, dining service staff, health services staff, etc.

h. Organization

- i. Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. Emphasis should be placed on the successes of the organization as a whole, not just a few members and should detail how they have helped the campus in general and the residence life community. Examples include, but are not limited to: hall councils, executive boards, advisory councils, community activities board, leadership involvement team, NRHH Chapters, etc. and organizations outside of Residential Life that positively impact resident students.

i. Passive Program

- i. Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

j. Residential Community

- i. This category includes any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done and how it has supported others (both within and outside their community). The community being recognized must not be an official campus organization. The submissions should illustrate what brings a group of individuals together and how they worked as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.

- k. Residence Life Professional Staff Member
  - i. This category includes individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Professional Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community in the month of nomination. Examples include, but are not limited to: Hall Directors, Graduate Assistants in Residence Life, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, etc.
- l. Resident Assistant
  - i. Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall. Nominees should have gone above and beyond the duties as outlined in their job description to support residents in the communities in which they work as well as residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee's accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include, but are not limited to: Resident Assistant, Community Assistants, Senior Resident Assistants or any other positions equivalent to the RA position.
- m. Student Staff Member
  - i. Any individual within a residence hall student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members while these students are not working in the capacity of a Resident Assistant or Executive Board Member position and who have made outstanding contributions to the residence life community in the month of nomination. Nominees should have gone above and beyond the duties as outlined in their job description, and the OTM should focus on the

nominee's accomplishments within the student staff role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include any residence life student staff position, including but not limited to: housing student/office assistants, front desk/office assistants/ attendants, student maintenance/custodian assistants, marketing assistants, housing ambassadors/tour guides, security assistants, residence hall safety/patrol workers, programming assistant, learning community liaison, diversity mentors and academic support or tutor; however, this should not include paid executive board members of RHA or NRHH, or other hall council positions.

n. Social Program

- i. Any social program that focuses on resident interaction and their ability to meet new people. Programs in this category can range from a floor social program to a campus wide program.

o. Spotlight

- i. This category includes anything that does not fall under any of the other categories that you feel is worthy of Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

p. Student

- i. This category includes any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Nominees could include, but are not limited to students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement etc...Also of importance is how the nominee has balanced

their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

## **ARTICLE II.**

## **PINS**

### **Section 1.**

### **NRHH Diamond Award**

#### 1. Purpose

- a. The NRHH Diamond Award is an honor bestowed upon individuals who have made outstanding strides reaching beyond their on-campus community while exemplifying the values of NRHH. The award recognizes outstanding achievements and/or collaborations linking members of their chapter to that of their campus community and other college and university NRHH Chapters across NACURH.

#### 2. Eligibility

- a. Individuals nominated and chosen for the award must be an NRHH member of an affiliated NRHH chapter. The NNB, NBD, RBD, and Offices cannot be nominated for the Diamond Award. Only nominations filled out using the NRHH Diamond Award Application will be considered. No self-nominations will be accepted. Nomination forms shall be distributed by the NAN to the NNB, who will then distribute them to their regions NRHH Chapters by April 15 of each year and will be due by a predetermined date as determined by the NAN.

#### 3. Nomination Form

- a. The nomination form shall include:

- i. Nominee Information

1. Name
2. School
3. Region
4. Will the nominee be in attendance at the NACURH Annual Conference?

- ii. Nominator Information

1. Name
2. Contact information (email, phone)

number, etc.)

iii. Short Answer

1. How the nominee has exemplified each of the values of NRHH (service and recognition) both in and out of NRHH (a maximum of 500 words).
2. How the nominee has been involved at the campus, regional, and NACURH levels (a maximum of 500 words).
3. How the nominee goes above and beyond as a member of NRHH (a maximum of 200 words).
4. How the nominee has grown as a student leader within NRHH (a maximum of 200 words).

4. Selection

- a. The respective ADNRRH for each of the regions will select two nominations from those submitted by their region to advance to the NACURH level at which point the final award recipients will be selected by a three-fourths (3/4) majority vote of NNB members in attendance at the NACURH Annual Conference.

5. Award

- a. Recipients will receive a pin and certificate presented at the annual conference awards ceremony. The number of awards given per year shall be no more than the number of affiliated regions of NACURH.

## Section 2.

### Outstanding Leadership Pin

1. Description

- a. This pin is the highest individual honor an NRHH Chapter can award to its members.

2. Purpose

- a. The Outstanding Leadership Pin shall be awarded to NRHH members that have provided outstanding leadership to their NRHH Chapter by embodying the values of service and recognition.

3. Eligibility

- a. Any NRHH member is eligible for this award.

4. Vendor

- a. Outstanding Leadership Pins pins may be purchased from the NCO.
- 5. Maximum Award Per Year
  - a. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

## **Section 2.**

### **Bronze Pin**

- 1. Description
  - a. This pin is the highest individual honor given by the RHA or NRHH President.
- 2. Purpose
  - a. The Bronze Pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- 3. Vendor
  - a. Bronze Pins pins may be purchased from the NCO.
- 4. Maximum Award Per Year
  - a. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

## **ARTICLE III.**

### **BID AWARDS**

#### **Section 1.**

#### **NRHH Outstanding Chapter of the Year**

- 1. Purpose
  - a. The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH Chapter can obtain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and NACURH levels.
- 2. Eligibility
  - a. Any NRHH Chapter is eligible to receive this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
- 3. Pages
  - a. Content pages (which exclude the title page and the regional letter of support) of NRHH Outstanding

Chapter of the Year Award bids must be limited to thirty (30) pages.

4. Selection

- a. The NRHH Outstanding Chapter of the Year Award shall be selected by the NACURH NRHH Board.

5. Required Elements

a. Letters of Support

- i. The bid must include a letter of support from at least one of the following:

- 1. Chapter Advisor
- 2. RHA President
- 3. Professional Housing Staff

- b. Refer to the Award Bidding Policies listed in the NACURH Policy Book, Title 12, Article I, Section 1 for more information on eligibility, page limits, and required criteria.

6. Criteria for Selection

a. Campus Level Content

i. Purpose & Goals

- 1. What is the purpose of the chapter
- 2. How was the purpose met and/or exceeded?
- 3. What were the goals and objectives of the chapter?
- 4. Were the goals and objectives achieved? How were they achieved? What was learned?

ii. Structure & Organization of the Chapter

- 1. How is the chapter, executive officers, and membership structured?
- 2. How does the structure contribute to the purpose and goals of the chapter?

iii. Membership

- 1. How does the chapter recruit new members?
- 2. How are members selected?
- 3. How does the chapter retain member involvement?
- 4. What resources and development does

- the chapter provide for its members?
5. What role do members play in the development of the chapter's vision, goals, and objectives?
  6. What is the role of candidate, on-campus, off-campus, and lifelong members in the chapter?
- iv. Programming, Initiatives, & Accomplishments
1. How has the chapter provided leadership and direction in their role in the on-campus community?
  2. How does the chapter's members demonstrate a capacity for leadership development and involvement?
  3. 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?
  4. How has the chapter provided worthwhile service to the on-campus and surrounding community?
- v. Advancement & Growth
1. How has the chapter advanced during the past year?
- vi. Challenges
1. What challenges did the chapter face this year?
  2. How did the chapter address these challenges? What were the results?
  3. What challenges will the chapter face in the future?
- vii. Collaboration
1. How has the chapter utilized collaboration to foster benefits for members and the campus community?
  2. With what student organizations, university departments, and/or community partners has the chapter collaborated?



viii. Communication

1. How does the chapter communicate with members, residence hall government, residence hall staff, and administration?

ix. Budget

1. What is the chapter's budget? From where does this budget come?
2. How does the chapter employ its financial resources to achieve its purpose and goals?

b. Regional Level Content

i. Regional Conferences

1. Has the chapter had representation at regional conferences, both in and out of boardrooms?

ii. Regional Communication

1. How has the chapter communicated with regional schools and chapters?
2. How has the chapter benefited from regional communication?
3. How has the chapter participated in regional communication platforms? (e.g. chats, forums, reports, etc.).

iii. Involvement in Regional Projects or Initiatives

1. How has the chapter been involved with regional projects or initiatives?
2. Have chapter members been involved on regional committees or task forces?

iv. Regional Awards

1. Has the chapter submitted any regional award bids?
2. Has the number of submitted bids increased since last year?

c. NACURH Level Content

i. NACURH Annual Conference

1. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?

ii. NACURH Communication

1. How has the chapter communicated with schools and chapters in NACURH?
2. How has the chapter communicated with the NCO?
3. Have chapter members participated in NACURH committees or task forces?
4. Have chapters participated in NACURH initiatives or projects?
5. How has the chapter benefited from NACURH communication?

iii. OTMs

1. How does the chapter participate in the OTM program?
2. How has the chapter met and/or exceeded OTM goals?
3. How many submissions, campus winners, regional winners, and NACURH winners does the chapter have?
4. How does the chapter use OTMs to further its purpose and goals?

d. Other Resources

- i. Publications (newsletter, newspaper clippings, online articles, etc.)
  1. Has the chapter utilized or written any newsletters throughout the year?
  2. Has the chapter received press coverage?
  3. Has the chapter developed any guides or resources that have contributed to its success?
- ii. Applications and Forms
  1. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
- iii. Miscellaneous Resources
  1. Does the chapter have any additional resources or materials that are of use to other chapters?

## Section 2.

### NRHH Building Block Chapter of the Year

1. Purpose
  - a. The NRHH Building Block Chapter of the Year is given to a chapter that shows outstanding growth and development during the year of nomination. The award is sponsored by On Campus Marketing. Each winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
2. Eligibility
  - a. Any NRHH Chapter is eligible to receive this award. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
3. Pages
  - a. Content pages (which exclude the title page and the regional letter of support) of NRHH Building Block Chapter of the Year Award bids must be limited to twenty (20) pages.
4. Selection
  - a. The NRHH Outstanding Chapter of the Year Award shall be selected by the NACURH NRHH Board.
5. Required Elements
  - a. Letters of Support
    - i. The bid must include a letter of support from at least one of the following:
      1. Chapter Advisor
      2. RHA President
      3. Professional Housing Staff
  - b. Refer to the Award Bidding Policies listed in the NACURH Policy Book, Title 12, Article I, Section 1 for more information on eligibility, page limits, and required criteria.
6. Criteria for Selection
  - a. Campus Level Content
    - i. Purpose & Goals
      1. What is the purpose of the chapter

2. How was the purpose met and/or exceeded?
  3. What were the goals and objectives of the chapter?
  4. Were the goals and objectives achieved? How were they achieved? What was learned?
- ii. Structure & Organization of the Chapter
1. How is the chapter, executive officers, and membership structured?
  2. How has the structure and organization of the chapter changed over the past year(s)?
- iii. Membership
1. How does the chapter recruit new members?
  2. How has the chapter membership grown?
  3. How has the strategy toward membership adapted and improved?
  4. What role do members play in the development of the chapter's vision, goals, and objectives?
  5. What is the role of candidate, on-campus, off-campus, and lifelong members in the chapter? How have these roles improved or otherwise changed during the past year(s)?
- iv. Programming, Initiatives, & Accomplishments
1. How has the chapter improved in its efforts with respect to campus programming, initiatives, and other achievements? How is this improvement measured?
  2. Has the chapter created new programming or leadership initiatives?
  3. Has the chapter created new recognition programs, services, or award?
  4. Has the chapter expanded and built existing programs and initiatives?

5. What tools has the chapter used to evaluate programmatic efforts?
  6. How has the chapter demonstrated a commitment to the NRHH values (service and recognition) to its membership and the campus community?
- v. Advancement & Growth
1. How has the chapter advanced during the past year?
  2. How is this advancement witnessed by the chapter's membership and campus community?
- vi. Challenges
1. What challenges were faced by the chapter this year?
  2. How did the chapter address these challenges? What were the results?
  3. What challenges will the chapter face in the future?
- vii. Communication
1. How has the chapter fostered communication with members, residence hall government, residence hall staff, and administration?
- b. Regional Level Content
- i. Regional Conferences
1. Has the chapter had representation at regional conferences, both in and out of boardrooms?
  2. How has attendance at regional conference assisted in the growth of the chapter this year?
- ii. Regional Communication
1. How has the chapter communicated with regional schools and chapters?
  2. How has the chapter grown as a result of regional communication?
- iii. Involvement in Regional Projects or Initiatives
1. How has the chapter been involved

- with regional projects, initiatives, committees, or task forces?
  - 2. How has the chapter grown as a result of this involvement?
- iv. Regional Awards
  - 1. Has the chapter submitted any regional bids?
  - 2. How has the chapter improved in bid creation and submission during the past year(s)?
- c. NACURH Level Content
  - i. NACURH Annual Conference
    - 1. Has the chapter had representation at the NACURH Annual Conference, both in and out of boardrooms?
    - 2. How has attendance at the NACURH Annual Conference assisted in the growth of the chapter this year?
  - ii. NACURH Communication
    - 1. How has the chapter communicated with schools and chapters in NACURH?
    - 2. How has the chapter communicated with the NCO?
    - 3. How has the chapter participated in NACURH projects, initiatives, committees, or task forces?
    - 4. How has the chapter grown as a result of NACURH communication and participation?
  - iii. OTMs
    - 1. How does the chapter participate in the OTM program?
    - 2. How has the chapter met and/or exceeded OTM goals?
    - 3. How many submissions, campus winners, regional winners, and NACURH winners does the chapter have?
- d. Other Resources
  - i. Publications (newsletter, newspaper clippings,

online articles, etc.)

1. Has the chapter utilized or written any newsletters throughout the year?
2. Has the chapter received press coverage?
3. Has the chapter developed any guides or resources that have contributed to its success?

ii. Applications and Forms

1. Has the chapter successfully implemented forms for membership, programming, or other initiatives?

iii. Miscellaneous Resources

1. Does the chapter have any additional resources or materials that are of use to other chapters?

### **Section 3.**

#### **NRHH President of the Year**

1. Purpose

- a. The NACURH NRHH President the Year Award recognizes outstanding service to an NRHH Chapter, NACURH, and its affiliates by an individual who has been directly affiliated with the organization as an NRHH president.

2. Eligibility

- a. Only individuals who have completed an entire term as president as prescribed by the constitution of the host institution's governing body, or who have just completed a full term within sixty (60) days of the NACURH Annual Conference, are eligible for this award.
- b. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.

3. Pages

- a. Content pages (which exclude the title page and the regional letter of support) of NRHH President of the Year Award bids must be limited to eight (8) pages.

4. Selection

- a. The NRHH President of the Year Award shall be selected

by the NACURH NRHH Board.

5. Required Elements
  - a. The bid must include a letter of support from a professional-level advisor, residence hall staff member, or a student representative of the residential housing organization over which the nominee presides.
  - b. Refer to the Award Bidding Policies listed in the NACURH Policy Book, Title 12, Article I, Section 1 for more information on eligibility, page limits, and required criteria.
6. Criteria for Selection
  - a. Service to affiliated NRHH chapter by exhibiting: delegation, communication, goal setting, execution of goals, connection with their executive board, leadership, success or growth of the chapter, and creativity.
  - b. Demonstration of commitment to NRHH values.
  - c. Recognition through awards: campus, regional, and NACURH services.
  - d. Participation in campus, regional, and NACURH services for the benefit of NRHH.
  - e. Representation of NRHH on the campus and at regional and NACURH conferences.

## **Section 4.**

### **Outstanding NRHH Member of the Year Award**

1. Purpose
  - a. This award is designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations.
2. Eligibility
  - a. Any student that is a voting member of NRHH, who has not served as an NRHH President during the year of nomination, is eligible for this award.
  - b. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
3. Pages
  - a. Content pages (which exclude the title page and the regional letter of support) of Outstanding NRHH Member of the Year Award bids must be limited to eight



(8) pages.

4. Selection

- a. The Outstanding NRHH Member of the Year Award shall be selected by the NACURH NRHH Board.

5. Required Elements

- a. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
- b. Refer to the Award Bidding Policies listed in the NACURH Policy Book, Title 12, Article I, Section 1 for more information on eligibility, page limits, and required criteria.

6. Criteria for Selection

a. Campus Level Content

i. Chapter Involvement

- 1. How is the member involved in the campus NRHH Chapter?
- 2. How does the member participate in programming and other initiatives?
- 3. If the nominee is an NRHH officer on campus, how did the nominee fulfill and exceed officer duties?
- 4. How does the member exemplify the values of NRHH (service and recognition) in their commitment to their chapter?
- 5. How has the nominee been a role model member of the campus chapter?

ii. Non-NRHH Campus Involvement

- 1. How is the member involved on campus?
- 2. How does the member demonstrate commitment to the values of NRHH (service and recognition) in their roles on campus?

iii. Personal & Professional Development

- 1. How has the member developed and grown this year?
- 2. What challenges did this member face this year? How did they address these challenges? What were the results?

3. How has the member utilized personal and professional development to benefit and improve the chapter and campus community?
- iv. Awards & Recognition
  1. Has the member received any awards or recognition for their service to the chapter or campus?
- b. Regional Level Content
  - i. Regional Conferences
    1. Has the member attended any regional conferences?
    2. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
    3. Has the member represented their chapter on the regional level?
    4. How has the chapter benefited from this member's attendance at regional conferences?
  - ii. Regional Participation
    1. How has the member been involved in communicating with other chapters in the region?
    2. Has the member participated in regional initiatives, projects, committees, or task forces?
- c. NACURH Level Content
  - i. NACURH Annual Conference
    1. Has the member attended the NACURH Annual Conference?
    2. Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
    3. Has the member represented their chapter on the NACURH level?
    4. How has the chapter benefited from this member's attendance at the NACURH Annual Conference?
  - ii. NACURH Participation

1. How has the member been involved in communicating with other chapters in NACURH?
2. Has the member participated in NACURH initiatives, projects, committees, or task forces?

## **ARTICLE IV. NRHH MEMBER SCHOLARSHIP & PIN**

### **Section 1.**

#### **Purpose**

1. The NRHH Member Scholarship is designed to give opportunities to NRHH members through a pin design competition and scholarship. Every two years, a new NRHH pin will be designed through a pin design competition. The pin that is selected becomes the NRHH Scholarship Pin for the next two years. Revenue generated from the NRHH Scholarship Pin will fund the granted scholarship(s).

### **Section 2.**

#### **Pin Design Protocol & Selection**

1. Timeline
  - a. An NRHH pin design competition will open within the month following the close of the NACURH Semi-Annual Business Meeting every other year, and will close within 7 weeks of the beginning of NACURH Annual Business Meeting. The competition will be open to all NRHH members.
2. Selection
  - a. The NNB shall select the winning pin design in an NNB meeting.
3. Sales & Inventory
  - a. The selected pin will be ordered within 5 weeks of the beginning of the NACURH Annual Business Meeting and will be sold for \$7 to \$10 at all NACURH-affiliated conferences.
  - b. The official price for the pin shall be decided by the NAN in conjunction with the NAF.
  - c. The NCO will handle the inventory of the pin and will be responsible for selling the pins online and bringing pins to each conference to be sold.
4. Revenue
  - a. All revenue from the pin will fund an NRHH Member

Scholarship.

5. Award
  - a. The winning pin design will be announced at the NACURH Annual Conference.

### **Section 3. Scholarship Protocol**

1. Timeline
  - a. After the close of all spring regional conferences, the amount of pin profits will be calculated by the NAN in conjunction with the NAF and NCO. This assessment must conclude by the second week in April.
2. Protocol
  - a. A minimum of \$750 of profit must be earned before scholarships can be allocated.
  - b. If the minimum is met, then up to 2/3rds of the profit can be allocated for scholarships while 1/3rd will roll over into next year's profit.
  - c. The NNB will decide on the amount of scholarships that will be allocated and their dollar amount.
  - d. Within one (1) week of the decision of the amount scholarships and their dollar amount, the NAN will send out an application process which will conclude at least two weeks before the start of the NACURH Annual Conference.

### **Section 4. Scholarship Selection**

1. Eligibility
  - a. Applicants must be an on-campus member of an affiliated NRHH chapter. Members must show a commitment to academic excellence and serve as a role model to the chapter in academic achievement.
2. Applications & Deadline
  - a. Applications will be created and distributed by the NAN in conjunction with the NNB. Applications will be due at least two (2) weeks prior to the NACURH Annual Conference at the discretion of the NAN.
3. Selection Committee
  - a. The selection committee shall be the NACURH NRHH Board (NNB).
4. Award

- a. The award will be a scholarship as determined by the NNB which will go toward tuition, room and board, student fees, or books. Winners shall be announced at a NACURH Annual Conference ceremony.

## **ARTICLE V.**

## **OUTSTANDING SERVICE AWARD**

### **Section 1.**

### **Outstanding Service Award**

1. Purpose
  - a. The Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to an NRHH chapter and residence hall students. This may include, but is not limited to, chapter members, housing personnel, faculty, and college or university staff.
2. Eligibility
  - a. Individuals who could qualify for membership, including first-term students, with the exception of those graduating in the current academic term, can be given an Outstanding Service Award.
3. Selection
  - a. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
4. Vendor
  - a. Outstanding Service Award certificates can be purchased through the NCO.

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# TITLE 7

## FINANCES

### **ARTICLE I**

FISCAL YEAR DEFINITION

### **ARTICLE II**

TAX IDENTIFICATION NUMBER

### **ARTICLE III**

BUDGETS

### **ARTICLE IV**

FINANCIAL ACCOUNTABILITY

### **ARTICLE V**

INVENTORY

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## **ARTICLE I. FINANCES**

### **Section 1. Fiscal Year Definition**

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

### **Section 2. Tax Identification Number**

1. The NACURH Tax ID number is only for the use of NRHH and NACURH services rendered. The number is only for the use of chapters purchasing on inventory and services from the NCO. The number is never to be used by NRHH Chapters for any other costs.

## **ARTICLE II. BUDGETS**

### **Section 1. OTM Program**

1. All costs incurred by the NCO for facilitating the OTM program will be reimbursed by the NAF from the NACURH Budget.

### **Section 1. Advancement Society Program**

1. All costs incurred by the NCO for facilitating the Advancement Society program will be reimbursed by the NAF from the interest money earned from the Advancement Society contingency fund.

## **ARTICLE III. FINANCIAL ACCOUNTABILITY**

### **Section 1. Accounts Receivable**

1. On April 15, schools having outstanding debts to the NCO shall be notified by the Office that they are on probation and that the debt must be paid prior to the Corporate Information Session.

## **ARTICLE IV. INVENTORY**

### **Section 1. Merchandise**

1. NRHH Certificates
  - a. The price per NRHH certificate will be determined by the NCO Director and NCO ADAF, and is only available

to affiliated NRHH chapters.

2. NRHH Membership Pins
  - a. The price per NRHH membership pin will be determined by the NCO Director and NCO ADAF, and is only available to affiliated NRHH chapters.
3. Outstanding Leadership Pins
  - a. The price per outstanding leadership pin will be determined by the NCO Director, NCO ADAF, and the NAF, and is only available to affiliated NRHH Chapters.
4. Bronze Pins
  - a. The price per bronze pin will be determined by the NCO Director, NCO ADAD, and the NAF, and is only available to schools in good standing with NACURH, Inc.
5. NRHH Honor Cords
  - a. The price per NRHH Honor Cord will be determined by the NCO Director and NCO ADAF, and is only available to affiliated NRHH chapters.
6. RBD Bar Pins
  - a. The price per RBD bar pin will be determined by the NCO Director, NCO ADAF, and the NAF, and can be purchased by regional boards.

## **Section 2.**

### **Payment**

1. NRHH shall adopt a “no pay, no inventory” policy; any inventory ordered will not be shipped until payment has been received.



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# TITLE 8

## AMENDMENT PROCEDURES

### ARTICLE I

#### AMENDMENTS TO NRHH POLICY BOOK

# **ARTICLE I. AMENDMENTS TO THE NRHH POLICY BOOK**

## **Section 1. Author Eligibility**

1. Amendments to the NACURH NRHH Policy Book may be proposed by any member of NACURH, Inc.

## **Section 2. Approval**

1. Amendments to the NACURH NRHH policy book must be approved by a 2/3 vote of the NACURH NRHH Board.

## **Section 3. Fees-Related Policy Changes**

1. Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual conference during the NACURH Corporate Business Meeting by the chapters.

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# TITLE 9

## APPENDIX

### **ARTICLE I**

#### CONSTITUTION CHECKLIST

### **ARTICLE II**

#### CHAPTER CHARTER

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# ARTICLE I. CONSTITUTION CHECKLIST

## NATIONAL RESIDENCE HALL HONORARY CONSTITUTION REQUIREMENTS CHECKLIST:

Chapter constitutions must include the information below. Some policies must be word for word while others allow for the creation of chapter policies. Any highlighted information is a policy that your chapter has to create.

### A. Name

1. Institution's Name
2. Chapter's Name
  - i. Your chapter name is allowed to simply be your institution's name. Example: University of Summer's National Residence Hall Honorary.

### B. Purpose

### C. NRHH Values

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

### D. Membership Qualifications

1. Statement acknowledging the potential of membership for life.
  - i. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.
2. Candidate Membership
  - i. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
  - ii. The Candidate member must submit a formal intent of pre-membership to the chapter.
  - iii. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
    - a. NRHH History
    - b. OTMs
    - c. Membership Qualifications
    - d. Membership Selection Process
    - e. Additional requirements as deemed necessary by the chapter, if any.
  - iv. Before a Candidate Member can be inducted, they must meet the following requirements:

- a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
  - b. "Student" shall be defined by the chapter's host institution.
  - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
  - d. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or it's equivalency.
  - e. Candidate Members must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
  - f. Candidate Members must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
  - g. Additional requirements as deemed necessary by the chapter, if any.
- v. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

### **3. On-Campus Membership**

- i. An On-Campus member of an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
- ii. On-Campus Members must meet the following requirements to maintain their membership:
  - a. The On-Campus Member must be a student of the college or university with which the chapter is affiliated. "Student" shall be defined by the Chapter's host institution.
  - b. The On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or it's equivalency.
  - c. On-Campus Member must be living in institutionally owned or contracted housing.
  - d. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
  - e. Additional requirements as deemed necessary by the chapter, if any.

### **4. Off-Campus Membership**

- i. An Off-Campus Member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

- ii. Off-Campus Members must meet the following requirements to maintain their membership:
  - a. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated. "Student" shall be defined by the Chapter's host institution.
  - b. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or it's equivalency.
  - c. Off-Campus Members must continue to make a positive contribution to their community through engagement with the values of service and recognition.
  - d. Additional requirements as deemed necessary by the chapter, if any.
  - e. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
    - i. An Off-Campus Member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
  - f. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights do not count towards the membership cap.

## 5. Lifelong Membership

- a. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
  - b. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
  - c. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service
  - d. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.
6. NOTE: these are the only four types of NRHH membership. Any other types of membership will prevent constitution approval.

## 7. Outstanding Service Award Process

- i. An Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to the residence

hall students. This may include, but is not limited to housing personnel, instructors, and college or university staff.

- ii. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Service Award.
- iii. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
- iv. The Chapter must create a process to outline how an Outstanding Service Award can be given to individuals at their institution.

## 8. Membership Capacity

- i. The total voting 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 does not include lifelong members, off-campus members (who do not have voting rights) or honorary members.
- ii. Definition of on-campus housing units that contribute to the membership cap
  - a. A list, or unambiguous description, of all on-campus housing units that counts toward the membership cap. The chapter list or description must include all of the institution's residence halls and may include any institution-owned housing units or institution-contracted housing units.
  - b. The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of that number, or 20 members, whichever is greater), but the constitution itself need not include the number of beds, either in each unit or in total.

## 9. Member Removal Policy (only required if members of the chapter do not become eligible for Lifelong Membership at the time of induction)

- i. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- ii. If an Active member is removed, they no longer count towards the 1% membership cap.
- iii. The following guidelines apply to the procedure for the removal of an Active member:
  - a. The member and/or chapter must complete the NRHH member removal application.
  - b. This form can be obtained from the region's ADNRRH.
  - c. The form must include the electronic signatures of the chapter President and chapter advisor.
  - d. This form must be submitted electronically.

- e. The completed member removal application shall be submitted to the region's ADNRRH for approval.
- iv. The amount of members for removal is up to the discretion of the chapter.
- v. It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:
  - a. Submission of an incomplete application form.
  - b. The region's ADNRRH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- vi. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRH through written request as to why the Candidate deserves to continue as a member of NRHH.

## **9. NRHH Membership Transfer Policy**

- i. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution
- ii. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
  - a. The student applying to transfer their membership must be fully matriculated at the new institution.
  - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
  - c. Each chapter must create their own process detailing how applications will be evaluated.
- iii. If approved, the student and/or new chapter must complete the membership transfer application.
- iv. The membership transfer application may be obtained from the region's ADNRRH.
- v. The membership transfer application shall include signatures from the following individuals:
  - a. The incoming chapter's President.
  - b. The incoming chapter's Advisor.



- c. The NRHH member who is seeking to transfer their membership.
- vi. The completed application shall be submitted to the region's ADNRRH for approval.
- vii. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
  - a. The application form is incomplete.
  - b. Adding new member(s) puts the chapter over its member cap.
- viii. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - a. Each ADNRRH shall have one vote.
  - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

**E. Selection Procedures**

- 1. Nomination process and procedures.
- 2. How often are your chapter's induction ceremonies?

**F. Officers**

- 1. Officer titles (don't forget to include advisors).
- 2. Qualifications for officers.
- 3. Individual position responsibilities.
- 4. Officer election process.
- 5. Process for removing individuals from executive office(s).
- 6. Vacancy of office.

**G. Meetings**

- 1. When are meetings?
  - i. Can be as general as Executive Board will decide when meetings are.

**H. Finances**

- 1. Statement about the chapter is in good standing with the region and NACURH/NACURH offices.
- 2. How chapter funds projects, affiliations, etc?

**I. Amendment Procedures**

- 1. Amendments must pass by \_\_\_% vote of active members present

J. *Need help creating or updating a NRHH constitution? See Chapter Constitution Recommendations*

## CHAPTER CONSTITUTION RECOMMENDATIONS :

- A. NOTE: the following is based off of information from the NACURH NRHH Policy Book, NACURH NRHH Bylaws, and previously approved constitutions. These are suggestions and recommendations, not requirements.
- B. Name
  - 1. Date chapter was founded (if known)
- C. Purpose
  - 1. See the vision and mission statements in the NACURH NRHH Policy Book
- D. Membership Qualifications
  - 1. See Article II, sections 1 through 7 in NACURH NRHH Policy Book
- E. Officers
  - 1. Can they hold officer roles in other campus organizations (hall councils, campus resident hall association, etc.)?
  - 2. Qualifications
    - i. GPA minimum
    - ii. Length of time in honorary before eligible to run for office
- F. Meetings
  - 1. Keep this general because it will probably need to change from semester to semester
  - 2. Attendance Policy
- G. Finances
  - 1. Membership fees and dues (if needed)
  - 2. Permission for spending chapter funds
  - 3. Requirement of a yearly budget
    - i. Who is the budget reviewed and voted on by?
- H. Amendment Procedures
  - 1. How are amendments to chapter governing documents presented?
- I. Committees
  - 1. You do not have to have committees
  - 2. You can be general and state that committees shall be created as needed by chapter officers
  - 3. You can be specific and name the different committees that your chapter wants
  - 4. Include names of committees
  - 5. Committee responsibilities
  - 6. Are members required to serve on committees?

- J. Ethical Considerations
- K. Parliamentary Procedures
  - 1. Use of Robert's Rules of Order?
  - 2. Quorum requirement?

## ARTICLE II. CHAPTER CHARTER

### NACURH Association of College and University Residence Halls, Incorporated

#### The National Residence Hall Honorary

[Institution Name]

#### [Chapter Name] Chapter Charter

The National Residence Hall Honorary is a leadership based honorary comprised of exemplary residential students who value service and recognition.

- I. National
  - I. **Chartered chapters** are hereby granted the right to build a National Residence Hall Honorary Chapter, which shall hereafter be referred to as NRHH.
  - II. **Chartered chapters**, current in their affiliation with the NACURH Association of College and University Residence Halls, Incorporated, hereafter referred to as NACURH, Inc., are considered affiliated and are thereby granted the right to induct members.
  - III. **Affiliated chapters** are hereby granted the right to vote at NACURH conferences; each receiving one (1) vote to cast for business during the Annual NRHH Business Meeting.
  - IV. **Affiliated chapters** are hereby granted the right to purchase official honorary apparel from NACURH, INC. as well as create and produce apparel that includes the NRHH logo for their personal campus membership following NRHH branding guidelines.
  - V. **Affiliated chapters** are hereby granted the right to submit and request resources from the NACURH Resource File Index.
  - VI. **Affiliated chapters** are hereby granted the right to submit Of The Month Awards.
  - VII. **Affiliated chapters** are hereby granted the right to submit legislation to the NACURH NRHH Board for consideration on the honorary bylaws and policy book.
  - VIII. **Affiliated chapters** are hereby granted the right to create a chapter constitution and policies that do not conflict with NACURH level policy, guidelines, and mandates.
- II. Regional

- I. **Affiliated chapters** are hereby granted the right to vote at regional conferences; each receiving one (1) vote to cast for designated regional business, as prescribed in their regional governing documents, during Regional Leadership Conference and Regional Business Conference boardrooms.
  - II. **Affiliated chapters** are hereby granted the right to create a chapter constitution and policies that do not conflict with their region's policy, guidelines, and mandates.
- III. Campus
- I. The National Residence Hall Honorary shall be composed of four (4) member types - Candidate, On-Campus, Off-Campus, and Lifelong.
    - I. Candidate Members shall have the right to participate or contribute to chapter activities
    - II. On-Campus Members shall have the right to vote on chapter business and serve as an executive board member
    - III. Off-Campus Members shall have the right to participate or contribute to chapter activities and shall be able to vote on chapter business and serve as an executive board member if their chapter's policy allows them
    - IV. Lifelong Members shall have the right to participate or contribute to chapter activities

The National Residence Hall Honorary National Board hereby grants said chapter all rights, privileges, and responsibilities of full National Residence Hall Honorary Chapter Membership from this day forth annually upon affiliation.