



# GLACURH

## GOVERNING DOCUMENTS

Updated  
December 30th, 2025

Kyan Stuart  
Associate Director of Administration and Finance



## REGIONAL CHARTER THE GREAT LAKES AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS, INC

We the undersigned, under the authority vested in us by the National Association of College and University Residence Halls (NACURH), Inc. Board of Directors, and pursuant to Article XII of the NACURH, Inc. bylaws of supplementary thereto, do hereby authorize and establish a regional affiliate of the National Association of College and University Residence Halls, Inc., to be known as the Great Lakes Affiliate of College and University Residence Halls (GLACURH).

As a recognized regional affiliate, GLACURH shall be comprised of NACURH member institutions located in the states of Illinois, Indiana, Michigan, Wisconsin, and the Canadian Province of Ontario. The GLACURH region will also welcome schools from other states or countries that wish to affiliate. GLACURH shall abide by the Articles of Incorporation, Bylaws, and Policy Book of NACURH, Inc, as well as GLACURH's Regional Governing Documents. As such, GLACURH shall hold at least one annual Regional Leadership Conference and one Regional Spring Conference.

At the Regional Spring Conference, the GLACURH National Communications Coordinators (NCCs) and National Residence Hall Honorary (NRHH) Communications Coordinators (NRHH-CCs) shall democratically elect by a majority vote a Regional Director, Associate Directors (ADs), and Coordinating Officers (COs): CO for Presidents, CO for Recognition and Service, CO for Relations and Engagement, CO for Marketing and Technology to compose the GLACURH Regional Board of Directors (RBD). The Regional Advisors shall be selected through procedures outlined in the regional governing documents. The respective Conference Chairs of the Regional Leadership Conference, as well as the Regional Spring Conference, shall serve as members of the Regional Board as outlined in the Regional Governing Documents. In the event that a position remains unfilled by the close of the annual Regional Spring Conference, vacancy procedures as outlined in the Regional Governing Documents shall commence. The Regional Director and Associate Director for Administration and Finance shall serve as the GLACURH members of the NACURH Board of Directors and the Associate Director for NRHH shall serve as the GLACURH member of the NACURH NRHH Board of Directors.

A quorum of the affiliated regional membership, as outlined in the regional bylaws, must be present in either physical or electronic form in order to elect the RBD. All members of the RBD shall reside in an on-campus housing unit during their term of office, as outlined in the NACURH policy book. The terms of office shall run from NACURH Annual Conference to NACURH Annual Conference. The Regional Advisors shall supervise the election procedure and tally votes. Any member of the RBD may be recalled by a vote of two-thirds (2/3) of the voting membership of the region. Recall procedures may be initiated by any member of the RBD or any boardroom representative as defined in the regional bylaws. The Regional Advisors shall be in communication with the NCCs, or appropriate representatives, and the RBD member being recalled. The Regional Advisors

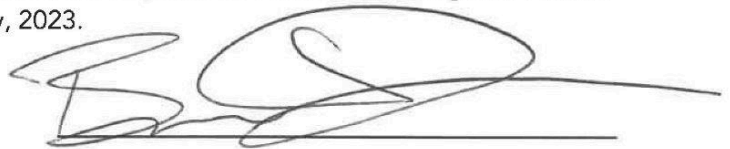
shall serve as the recall coordinator. The person(s) recalled shall be replaced by the process stated in the regional bylaws regarding vacancies of office.

Internal operating policies shall be established at the discretion of the Regional Director and the Regional Board of Directors, so long as such policies do not conflict with the Articles of Incorporation, bylaws, and policy book of NACURH, Inc., the statutes of the State of Oklahoma, or policies approved by the quorum membership of the NACURH Board of Directors.

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




Kelsie Dillard, NACURH Chairperson



Benjamin Drake, Regional Director



Nathan Franz, NACURH Associate for Operations



Zach Wilson, AD for Administration & Finance



Jonathan Petesch, NACURH Associate for NRHH



Conor Dailey, AD for NRHH



Jamie Lloyd, NACURH Advisor



Bradford Peace, Regional Advisor



Dr. Jen O'Brien, NACURH NRHH Advisor

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# TITLE 1

## NAME, COLORS, VALUES, AND STATEMENTS OF PURPOSE

### ARTICLE I

NAME

### ARTICLE II

REGIONAL COLORS AND MASCOT

### ARTICLE III

PURPOSE AND VALUES

### ARTICLE IV

COMMITMENT TO DIVERSITY

<b>ARTICLE I</b>	<b>NAME</b>
<b>Section 1</b>	The name of this organization shall be Great Lakes Affiliate of College and University Residence Halls, herein referred to as GLACURH.
<b>Section 2</b>	GLACURH is an affiliate of the National Association of College and University Residence Halls, Incorporated (NACURH), and shall operate in accordance with the NACURH Articles of Incorporation.
<b>ARTICLE II</b>	<b>REGIONAL COLORS AND MASCOT</b>
<b>Section 1</b>	<b>Regional Colors</b> The GLACURH Regional Colors shall be light blue and dark blue. <ol style="list-style-type: none"> <li>1. The HEX code for the light blue is #96DAF8.</li> <li>2. The HEX code for the dark blue is #004876.</li> </ol>
<b>Section 2</b>	<b>Regional Mascots</b> The GLACURH Regional mascots shall be MOWII the Polar Bear and HOMES the Oar. <ol style="list-style-type: none"> <li>1. MOWII stands for the five states and provinces within the Great Lakes region: Michigan, Ontario, Wisconsin, Illinois, and Indiana <ol style="list-style-type: none"> <li>a. MOWII's personal pronouns will be they/them/theirs.</li> </ol> </li> <li>2. HOMES stands for the five Great Lakes within the Great Lakes region: Huron, Ontario, Michigan, Erie, and Superior <ol style="list-style-type: none"> <li>a. HOMES the Oar shall be the NRHH mascot for GLACURH.</li> </ol> </li> </ol>
<b>ARTICLE III</b>	<b>PURPOSE</b>
<b>Section 1</b>	Pursuant with the National Articles of Incorporation and Bylaws, GLACURH shall promote academic, intellectual, cultural and social understanding among the individual member schools and their representatives, stimulate interest and effort in campus and residence hall affairs, and develop maturity and responsibility in self-government. In accordance with these objectives, this organization shall integrate the ideas and exchange the ideas of its members and provide educational sessions of mutual benefit, through achievement, act as the voice of the students in the residence halls through information exchanges and conferences.
<b>Section 2</b>	GLACURH shall act as the representative voice of residence hall occupants of member schools in NACURH business.
<b>Section 3</b>	GLACURH shall also act as the national representative, on the regional level, in carrying out any and all business directed by corporate officers of the NACURH Board of Directors.
<b>Section 4</b>	As an organization, GLACURH empowers, motivates, and equips residence life leaders by providing them with skills and resources through residential leadership, service, and recognition opportunities in order for them to be preeminent and positively impact their campus communities.



## **Section 5**

GLACURH's values shall fall in line under the designation Peace, Love, Polar Bears. Each word will have the following meaning attached:

- Peace: Diplomacy
- Love: Purpose and positive intent
- Polar Bears: Authenticity, genuinity, and reliability

It will be up to the discretion of the RBD to determine how the values will be carried out and the extent to which they will be upheld.

## **ARTICLE IV**

### **COMMITMENT TO REGIONAL VARIANCE AND UNITY**

#### **Section 1**

The Great Lakes Affiliate of the National Association of College and University Residence Halls (NACURH), Incorporated, is a student-run organization whose purpose is to provide communication, education, and leadership development opportunities in residence hall systems across Michigan, Ontario, Wisconsin, Illinois, and Indiana. GLACURH is a truly representative body of a broad population and is committed to promoting an atmosphere conducive to embracing and celebrating individual differences and lifestyles. We aim to promote awareness of both vast differences and invariable similarities across the region by providing opportunities to our membership regardless of any protected status. We strive to not only recognize differences across the region but to resolve any disparities that might arise. We aspire to proactively educate our membership about both the variance of experience and the strength of unity. We strongly encourage schools to build conference delegations representative of the varied identities of their students. Ultimately, we seek to challenge unjust systems, provide variant and unifying opportunities that build a community that accepts and celebrates all parts of our region.

# TITLE 2

## MEMBERSHIP

### ARTICLE I MEMBERSHIP

### ARTICLE II FULL MEMBERSHIP

### ARTICLE III NEW AFFILIATE MEMBERSHIP

### ARTICLE IV AFFILIATION PROCESS

### ARTICLE V NRHH AFFILIATION PROCESS

### ARTICLE VI VOTING MEMBERSHIP

### ARTICLE VII COMMUNICATION COORDINATOR RESPONSIBILITIES



**ARTICLE I**  
**Section 1**

**MEMBERSHIP**

Membership of GLACURH shall consist of all schools within the region defined by the regional charter and NACURH who choose to affiliate with it and have paid their annual dues. In addition, any and all requirements of NACURH membership must also be met.

**Section 2**

**Affiliation Types**

1. There shall be two different affiliation types within GLACURH
  - a. Full Membership
    - i. Full Membership affiliation fees are set at \$200.00 USD per affiliation year.
  - b. New Affiliate Membership
    - i. New Member affiliation fees are set at \$70.00 per affiliation year.

**ARTICLE II**  
**Section 1**

**FULL MEMBERSHIP**

**Definition**

1. Full membership allows members access to all NACURH services.

**Section 2**

**Requirements**

1. To be declared a full member of NACURH, schools must:
  - a. Pay NACURH dues at the full member rate as determined by the NACURH Board of Directors
  - b. Remain financially solvent with NACURH, INC.
  - c. Submit NACURH affiliation information.

**Section 3**

**Benefits**

1. Voting Rights
2. Reduced conference fees
3. Participation in the Of the Month (OTM) program.
4. Access to all NACURH newsletters.
5. Benefits from all corporate contracts.
6. Access to all NACURH member services.

**ARTICLE III**  
**Section 1**

**NEW AFFILIATE MEMBERSHIP**

**Definition**

1. New Affiliate membership is designed to provide schools interested in joining NACURH with a one-year, trial membership with NACURH, and is an option made available to schools seeking membership for the first time within a three-year period. The New Affiliate membership status is good for one year and is non-renewable.

**Section 2**

**Requirements**

1. To be declared a New Affiliate member of NACURH, Inc., schools must:
  - a. Pay NACURH dues at the New Affiliate member rate, as determined by the National Board of Directors;
  - b. Remain financially solvent with NACURH, Inc.

- c. Submit NACURH affiliation information.

### **Section 3**

#### **Benefits**

1. New Affiliate members shall receive all the benefits of a Full Member.

## **ARTICLE IV**

### **AFFILIATION PROCESS**

#### **Section 1**

##### **Process**

1. The NACURH Affiliation year will begin at the close of the Annual Conference.
2. The NACURH Associate for Operations (NAO) will deposit the appropriate money into the regions' accounts.
3. All regional and NACURH services shall be started at the beginning of the affiliation year.
4. Any school not meeting the full membership requirements shall not be affiliated and will not receive regional or NACURH services.
5. All schools not affiliated will regain services upon meeting all of the full membership requirements.

#### **Section 2**

##### **Timeline**

1. August/September: 1st NACURH newsletter out with affiliation notice.
2. NCC Check-In (at RLC Conference): Last chance for schools to affiliate for voting rights at the Regional Leadership Conference.

## **ARTICLE V**

### **NRHH AFFILIATION**

#### **Section 1**

##### **Process**

1. The NCO shall affiliate NRHH chapters based on the requirements and procedures set forth in the NRHH governing documents.
2. An institution must submit school contact information and appropriate dues before affiliating an NRHH chapter with NACURH, Inc. No additional dues may be charged for the affiliation of NRHH chapters for schools already affiliating a Residence Hall Association (RHA) with NACURH, Inc. A school does not need to have an affiliated RHA with NACURH, Inc. before affiliating an NRHH chapter.

## **ARTICLE VI**

### **VOTING MEMBERSHIP**

#### **Section 1**

Each member school shall have up to one National Communication Coordinator (NCC), who represents their institution in joint and NCC boardrooms.

#### **Section 2**

Each member school with a chapter of NRHH shall have up to one NRHH Communications Coordinator (NRHH-CC), who represents their chapter in Regional National Residence Hall Honorary Meetings.

1. In cases where an institution only has an affiliated chapter, the NRHH-CC will represent their institution in the Joint Boardroom.

#### **Section 3**

Each member school with a Residence Hall Association (RHA) or equivalent organization shall have up to one President who represents their organization in the

President's Boardroom at the Regional Leadership Conference.

1. The Regional Board of Directors shall announce whether the President's Boardroom is being held at the start of the registration for that conference.

**Section 4** One Communications Coordinator (CC) from each member school in good standing shall make up the voting membership of GLACURH

**Section 5** Quorum shall be defined as 60% of the schools in attendance at the conference.

## **ARTICLE VII COMMUNICATIONS COORDINATOR RESPONSIBILITIES**

**Section 1** The purpose of National Communication Coordinators (NCC) within NACURH is to provide leadership as their institution's primary contact person, and serve as a liaison between the campus, regional, and NACURH level. NCCs shall represent and vote on behalf of their campus representative student governing unit in NACURH and regional business meetings.

**Section 2** The purpose of NRHH-Communications Coordinators (NRHH-CCs) within NACURH is to provide leadership as advocates for their campus NRHH chapter, and to serve as a liaison for NRHH at the campus, regional, and NACURH level. NRHH-CCs shall represent and vote on behalf of their NRHH chapter in NACURH and regional business meetings.

**Section 3** The NCC and NRHH-CC shall be responsible for submission of membership dues and registration materials.

**Section 4** The NCC and NRHH-CC shall be responsible for the coordination of conference delegates.

**Section 5** The NCC and NRHH-CC shall provide for transition in office for the incoming NCC from the individual's school. This transition shall include notification of such to the regional office and the NACURH Corporate Office.

# TITLE 3

## NATIONAL RESIDENCE HALL HONORARY

### ARTICLE I

#### NATIONAL RESIDENCE HALL HONORARY

## **ARTICLE I**

## **NATIONAL RESIDENCE HALL HONORARY**

### **Section 1**

The National Residence Hall Honorary (NRHH) Chapters in GLACURH will follow the NRHH Policy Book that is in place for the region. All NRHH business will be conducted by the NRHH-CC's from each NRHH chapter in good standing at the Regional NRHH Business Meeting.

### **Section 2**

GLACURH will recognize the NRHH Policy Book in all GLACURH Business.

# TITLE 4

## REGIONAL BOARD OF DIRECTORS

### ARTICLE I

#### REGIONAL BOARD OF DIRECTORS

### ARTICLE II

#### REGIONAL BOARD OF DIRECTORS RESPONSIBILITIES

### Article III

#### GLACURH-U PROGRAMMING

## **ARTICLE I**

## **REGIONAL BOARD OF DIRECTORS**

### **Section 1**

The elected officers of the Regional Board of Directors of GLACURH shall be the Regional Director, Associate Director for Administration and Finance (AD-AF), Associate Director for National Residence Hall Honorary (AD-NRHH), Coordinating Officers (CO), Regional Advisor, and Regional National Residence Hall Honorary Advisor.

### **Section 2**

The ex-officio members of the Regional Board of Directors shall be the Regional Leadership Conference Chair, and the Spring Regional Conference Chair.

### **Section 3**

#### **Election and Appointment of Regional Board of Directors**

1. The Regional Director, Associate Director for Administration and Finance, Associate Director for National Residence Hall Honorary, and Coordinating Officers shall be elected separately by a quorum of CCs at the Spring Regional Conference
2. Each Institution shall receive one vote, cast collaboratively by the NCCs and NRHH-CCs of the institution.
3. The order in which elections shall occur is: Regional Director, AD-AF, AD-NRHH, followed by the remaining Coordinating Officer elections in the following order: Coordinating Officer for Leadership and Education, Coordinating Officer for Bidding and Development, Coordinating Officer for Marketing and Technology, Coordinating Officer for Recognition and Service.
4. Upon selection of a Regional Conference host, the individual(s) specified as conference chair(s) in the chosen school's bid will become the conference chair(s).
  - a. While institutions may specify co-chairs, each Regional Conference is only permitted one representative on the Regional Board of Directors.
5. Any individual applying for a position on the Regional Board of Directors shall submit an intent to the appropriate form to the Regional Director by the specified date.
6. Any individual applying for a position on the Regional Board of Directors shall submit their final application to the Regional Director one month prior to the Spring Regional Conference. Final applications must be posted or sent in a manner that all NCCs, NRHH-CCs, and RBD can access it at least two weeks prior to the Spring Regional Conference.
7. Any individual bidding for any elected position must include proof of good academic standing. This must be an institutional document or in a letter of support from a professional staff member from the individual's institution.
8. Any individual applying for a position on the Regional Board of Directors must include the following: past relevant experience and conference experience, position and organizational goals, strengths and areas of improvement, time commitments for their potential term, and letters of support (2).



9. Running from the floor shall be prohibited for all positions.
10. Any individual applying for a position on the Regional Board of Directors must include a Regional Host School Acknowledgement form signed by themselves, the Senior Housing Officer and On-Campus Advisor of their host institution during their term.
  - a. An up-to-date Regional Host School Acknowledgement form may be obtained from the Regional Director or Regional Advisor.
  - b. The original signed copy must be submitted to the Regional Director and Regional Advisor at the conference the election shall occur.
11. Any individual applying for a position on the Regional Board of Directors must be in attendance at the conference they are presenting at. Exceptions can be granted by the Regional Board of Directors if an individual can demonstrate that they are unable to attend due to circumstances beyond their control, or that their attendance would cause a significant conflict with the delegation needs of their institution.
  - a. In non-emergent circumstances, the request must be made to the Regional Director no less than five (5) business days in advance of the Spring Regional Conference.
  - b. In the event of emergent circumstance, exceptions to this timeline may be granted by the Regional Director in consultation with the Regional Advisor.

## **Section 4**

### **Regional Board of Directors Election Procedures**

1. The election procedure for Regional Director, AD-AF, AD-NRHH (directorship members) shall be the following:
  - a. Ten-minute oral presentation
  - b. Five-minute question and answer period
  - c. Five-minute pro/con per candidate
  - d. Ten-minute discussion over all candidates.
2. The election procedure for Coordinating Officers shall be the following:
  - a. Five-minute oral presentation
  - b. Five-minute question and answer
  - c. Five-minute pro/con per candidate,
  - d. Ten-minute discussion over all candidates.
3. If time has been exhausted in the Q&A and discussion periods for the election of Directorship members and for Coordinating Officers, both are extendable by a simple majority of the voting members.
4. All votes for elected regional board member positions shall be done by a secret ballot vote.

## **Section 5**

### **Regional Board of Directors Qualifications**

1. The student members of the Regional Board of Directors (RBD) and members-elect shall maintain "full time" student status (as defined by their institution) at a GLACURH affiliated institution in good standing with GLACURH and NACURH and shall remain so throughout their term of office.

- a. Exceptions to the "full time" student status may be granted the Regional Advisors.
  - b. The institutions of the student members of the Regional Board of Directors must remain in good standing with GLACURH and NACURH throughout their term of office.
    - i. If this fails to occur, the individual will be removed from the position in cooperation with the Regional Director and the Regional Advisor.
- 2. The Associate Director for National Residence Hall Honorary shall be a member of an NRHH Chapter in good standing with GLACURH.
- 3. The Regional Conference Chair shall be from the member school chosen to host the next Regional Leadership or Business Conferences
- 4. All RBD members, elected or appointed, shall live in housing that is owned and operated by that member's respective college or university housing department throughout their term of office, excluding summer and winter breaks.
  - a. Exceptions to the on-campus living requirement may be granted by the NACURH Chairperson in accordance with the NACURH Bylaws and Policy Book.
- 5. No RBD member or ex-officio member may concurrently serve as a Communications Coordinator (CC).
  - a. In the event of a vacancy appointment, there shall be a two-week transition period where the newly appointed RBD member may transition to their school's newly elected CC.
- 6. The RBD members shall maintain a 2.5 GPA on a 4.0 scale (United States GPA system) for the current academic session and good disciplinary standing with their respective institutions.
  - a. Exceptions to the good disciplinary standing may be granted solely by the Regional Advisors.
- 7. Members of the RBD are ineligible to serve concurrently on a Regional or National Conference team during their term.
  - a. In the event of a neutral host site, members of the RBD are permitted to serve on the Conference Committee.

## **Section 6**

### **Regional Advisor Selection and Confirmation**

- 1. The Regional Advisor shall be selected through an application and confirmation process, which will include the submission of an application, a virtual presentation, and a question and answer process to be completed by the Regional Board of Directors (RBD).
  - a. This process shall be executed during the last year of their current term between the Regional Leadership Conference and Spring Regional Conference.

- b. The RBD will establish the application timeline and advertise the process to the entire region which shall include the application intent deadline, application submission deadline, timeframe for interviews, when candidates will be notified and when announcements will be made.
2. The RBD shall select up to two finalists based on the applications submitted. Finalists will be invited to a virtual RBD meeting where candidates will have the opportunity to present and answer questions. The process shall be outlined as follows:
  - a. 10-minute virtual presentation to the RBD.
  - b. Five-minute question and answer session, extendable up to two times.
  - c. Five-minute pro/con session.
  - d. 10-minute discussion of both candidates.
3. The RBD shall then select one candidate with a simple majority vote of all RBD members present; this candidate shall become the Regional Advisor-Elect pending a confirmation from the voting members at the Spring Regional Conference
4. The Regional Director shall present the Regional Advisor-Elect at the Spring Regional Conference for a confirmation from the region.
  - a. Confirmation shall be achieved via a simple-majority secret ballot cast collaboratively by the NCCs and NRHH-CCs in attendance.
  - b. Should a candidate not receive confirmation, the process will reopen and the RBD shall follow the steps as outlined above.
  - c. If a candidate has not been selected prior to NACURH, the current Regional Advisor shall serve as an interim until the next Regional Advisor has been elected and confirmed.

## **Section 7**

### **Regional NRHH Advisor Selection and Confirmation**

1. The Regional NRHH Advisor shall be selected through an application and confirmation process, which will include the submission of an application, a virtual presentation, and a question and answer process to be completed by the Regional Board of Directors (RBD).
  - a. This process shall be executed during the last year of their current term between the Regional Leadership Conference and Spring Regional Conference.
  - b. The RBD will establish the application timeline and advertise the process to the entire region which shall include the application intent deadline, application submission deadline, timeframe for interviews, when candidates will be notified and when announcements will be made.
2. The RBD shall select up to two finalists based on the applications submitted. Finalists will be invited to a virtual RBD meeting where candidates will have the opportunity to present and answer questions. The process shall be outlined as follows:
  - a. 10-minute virtual presentation to the RBD.

- b. Five-minute question and answer session, extendable up to two times.
  - c. Five-minute pro/con session.
  - d. 10-minute discussion of both candidates.
- 3. The RBD shall then select one candidate with a simple majority vote of all RBD members present; this candidate shall become the Regional NRHH Advisor-Elect pending a confirmation from the voting members at the Spring Regional Conference.
- 4. The Regional Director shall present the Regional NRHH Advisor-Elect at the Spring Regional Conference for a confirmation from the region.
  - a. Confirmation shall be achieved via a simple-majority secret ballot vote cast collaboratively by the NCCs and NRHH-CCs in attendance.
  - b. Should a candidate not receive confirmation, the process will reopen and the RBD shall follow the steps as outlined above.
  - c. If a candidate has not been selected prior to the NACURH Annual Conference, the current Regional NRHH Advisor shall serve as an interim until the next Regional NRHH Advisor has been elected and confirmed.

## **Section 8**

### **Regional Advisor Qualifications**

- 1. The Regional Advisor shall be a member of the professional housing community from a member school in good standing.
- 2. Regional Advisor must be employed in a full-time student personnel position with at least two years of full-time professional experience in housing and/or residence life.
  - a. Full-time professional experience is considered that experience which has been completed while in a professional role, not including time as a graduate assistant.
- 3. Must have previous experience advising a residential student organization.
  - a. Hereinafter residential student organizations will be defined as housing organizations including but not limited to Residence Hall Association, Inter-Hall Council, and NRHH.
- 4. The Regional Advisor must have been previously inducted into the National Residence Hall Honorary, must have advised an NRHH chapter previously, must have completed NRHH training through ART, or be approved by a vote in the NRHH boardroom.
- 5. It is preferred but not required that the Regional Advisor have completed the Advisor Resource Training (ART) program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
- 6. Must have attended at least two of the following conferences in any combination, and been present in boardroom:
  - a. Regional Leadership Conference
  - b. Spring Regional Conference
  - c. NACURH Annual Conference
  - d. NACURH Semi-Annual Conference

## **Section 9**

1. The Regional NRHH Advisor shall be a member of the professional housing community from a member school in good standing.
2. Regional NRHH Advisor must be employed in a full-time student personnel position with at least two years of full-time professional experience in housing and/or residence life.
  - a. Full-time professional experience is considered that experience which has been completed while in a professional role, not including time as a graduate assistant.
3. Must have previous NRHH advising experience.
4. The Regional NRHH Advisor must have been previously inducted into the National Residence Hall Honorary and be a life-long member in good standing.
5. It is preferred but not required that the Regional NRHH Advisor have completed the ART program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
6. Must have attended at least two of the following conferences in any combination, and been present in boardroom:
  - a. Regional Leadership Conference
  - b. Spring Regional Conference
  - c. NACURH Annual Conference
  - d. NACURH Semi-Annual Conference

## **Section 10**

### **Regional Board of Directors Term of Office**

1. The incoming members of the RBD elected at the Spring Regional Conference will be considered position-elects from the time they are elected/confirmed until the close of the proceeding NACURH Conference.
2. The term of office for all members of the Regional Board shall be for one year from the close of the NACURH Annual Conference to the close of the following NACURH Annual Conference.
3. The term of office of the Regional Advisor and Regional NRHH Advisor shall be from the NACURH Annual Conference following confirmation to the NACURH Annual Conference two years after.
4. The term of office for Regional Conference Chairs shall be from the time they are selected as the chair/host school to the submission of their conference wrap up report.
5. Selection of the Regional Advisor and Regional NRHH Advisor will occur every two years via the process and timeline outlined in this section.

## **Section 11**

### **Removal from Regional Board of Directors Positions**

1. Any Regional Board of Directors member may be removed from office by a 2/3 majority of voting constituents.

## **Section 12**

### **Vacancies in RBD Positions**

1. If the Regional Director's position is vacated, the AD-AF will become the Interim-Director and a new Director will be appointed and approved by 2/3 vote of the Regional Board. The Interim-Director will fulfill all of the duties of the Director until such a time when the position could be filled.
  - a. If the position of Director is left vacant after one full vacancy process, the Associate Director for Administration and Finance will have the opportunity to assume the position as Director with 2/3 approval from the Regional Board.
2. If any position is left unfilled following the Spring Regional Conference, or is vacated during their term, then the position shall be filled via a special election by the current Regional Board of Directors. The minimum process shall be outlined as follows:
  - a. Applications shall be accepted for any vacant positions.
  - b. The Regional Director, Associate Director for Administration and Finance, and the Associate Director for National Residence Hall Honorary shall develop a process to select up to 2 candidates to present to the Regional Board of Directors.
    - i. For processes filling vacant positions following the Spring Regional Conference, the Regional Director-Elect, Associate Director for Administration and Finance-Elect, and the Associate Director for National Residence Hall Honorary-Elect (Directorship-Elect) shall coordinate this process.
  - c. The candidates presented by the Directorship/Directorship-Elect shall undergo a special election by virtual meeting in which at least 50 percent plus 1 of the voting members of the Regional Board of Directors are present. The process is as follows:
    - i. Five-minute presentation, non-extendable.
    - ii. Five-minute question and answer, extendable up to three times.
    - iii. Five-minute pro/con.
    - iv. 10-minute discussion on all candidates, extendable up to three times.
  - d. The candidate elected by simple majority of all voting members of the Regional Board of Directors shall serve as an Elect until confirmation.
  - e. At the next regional business meeting, a quorum of Communication Coordinators will vote to confirm the RBD's appointment.
    - i. The threshold for confirmation shall be two-thirds of the voting members of the assembly present.
    - ii. If the appointed individual is not confirmed at the regional business meeting, then the process shall be reopened in order to fill the position by the next regional business meeting.
    - iii. Once the appointee is confirmed by the assembly, the CCs

can no longer object to the RBD's appointment. A recall process may be committed, but only under extenuating circumstances.

3. If any position, except that of the Regional Director, is vacated, the RBD shall have the option to fill the position or to leave it vacant. This decision shall be made in consideration of RBD workload and in ensuring all resources are still provided to member institutions.
4. The Director and/or Associate Director(s) may be recalled by a vote of two-thirds of the voting membership of the region. Recall procedures may be initiated by a petition to the Regional Advisor signed by 25% of the member CCs. The Regional Advisor shall notify all member CCs of the recall vote and serve as the recall coordinator.

## **Section 13**

### **Regional Advisor or Regional NRHH Advisor Vacancy**

1. In the event that the Regional Advisor or Regional NRHH Advisor position is vacant during their term, the Regional Board of Directors shall conduct an expedited search.
2. The minimum process shall proceed as follows:
  - a. The Regional Advisor/Regional NRHH Advisor shall be selected through an application and confirmation process, which will include the submission of an application, a virtual presentation, and a question and answer process to be completed by the Regional Board of Directors (RBD).
    - i. The RBD will establish an application timeline and advertise the process to the entire region which shall include the application intent deadline, application submission deadline, timeframe for interviews, when candidates will be notified and when announcements will be made.
  - b. The RBD shall select up to two finalists based on the applications submitted. Finalists will be invited to a virtual RBD meeting where candidates will have the opportunity to present and answer questions. The process shall be outlined as follows:
    - i. Ten-minute virtual presentation to the RBD;
    - ii. Five-minute question and answer session, extendable up to two times;
    - iii. Five-minute pro/con session; and
    - iv. Ten-minute discussion of both candidates.
  - c. The RBD shall then select one candidate with a simple majority vote of all RBD members present; this candidate shall become the Regional Advisor-elect/Regional NRHH Advisor-elect pending a confirmation from the voting members at the soonest conference.
  - d. The Regional Director shall present the Regional Advisor-elect or Regional NRHH Advisor-elect at the soonest regional business meeting for a confirmation from the region.
  - e. Confirmation shall be achieved via a simple majority secret ballot



- vote.
- f. Should a candidate not receive confirmation, the process will reopen and the RBD shall follow the steps as outlined above.
- 3. The Regional Advisor or Regional NRHH Advisor selected during a vacancy will serve the end of the prior advisor's term unless that term would end less than six months from the Regional Business Meeting in which case the newly-selected advisor would serve a two-year term plus the time left on the prior advisor's term

## **ARTICLE II**

## **REGIONAL BOARD OF DIRECTORS RESPONSIBILITIES**

### **Section 1**

#### **Duties of the Regional Board of Directors**

1. Shall carry out such directives as are adopted at scheduled GLACURH business meetings.
2. Shall carry out such directives included in this document.
3. Shall carry out such directives in the NACURH Governing Documents and as issued by the NACURH Board of Directors.
4. Shall carry out such directives from the GLACURH Regional Director.
5. Shall demonstrate a commitment to regional variance and unity and consider this in all aspects of the organization.
6. Shall be in attendance at all Regional Conferences.
7. Shall not submit Of the Months awards (OTMs)
8. Shall utilize technology available to offer educational opportunities for member institutions.
9. Shall assist in the development of GLACURH newsletters and publications.
10. Shall present GLACURH-U sessions at GLACURH conferences.
  - a. Advisors may be invited to present a GLACURH-U session at the discretion of the Regional Board, but it is not required.
11. Shall maintain consistent contact with the Regional Director, Regional Advisor, and/or the Regional NRHH Advisor.
12. Shall provide for both oral and written forms of transition for their incoming counterpart, including transfer of files.

### **Section 2**

#### **Regional Director**

1. Shall provide direction for the Regional Board of Directors.
2. Shall set agendas for and coordinate meetings for the Regional Board of Directors.
3. Shall be responsible for communicating with CCs prior to every business meeting regarding upcoming business, how to prepare, anticipated schedules, and expectations.
4. Shall preside over all regional meetings and prepare an agenda for each meeting.
5. Shall represent the region at all meetings of the NACURH Board of Directors and act as the official liaison between GLACURH member schools and the NACURH Board of Directors.

6. If invited and able, shall represent the region at the annual GLACUHO, OACUHO, and UMR-ACUHO Conferences or send a designee in their place.
7. Shall provide clear, set expectations and goals for the conference staff, in collaboration with the Associate Director for Administration and Finance and the Associate Director for National Residence Hall Honorary.
8. Shall coordinate the development of reports and documents as outlined and required by NACURH.
9. Shall, in conjunction with the AD-AF, aid the conference staff in all regional technology concerns.
10. Shall assist in all technical resources of all members of the RBD (Bidding, publications, etc.)
11. Shall ensure that all GLACURH publications (websites, guides, social media, etc.) follow the GLACURH and NACURH brand.
12. Shall develop and publish the GLACURH newsletter and assist in the development of and publish the NRHH newsletter.
13. Shall maintain the Regional listserv and help maintain all other listservs (i.e., NRHH listserv, CC listserv, Presidents listserv, etc.).
14. Shall work with the AD-AF to order regional merchandise.
15. Shall work with the AD-AF to maintain the regional website and conference website.

### **Section 3**

#### **Associate Director for Administration and Finance (AD-AF)**

1. Shall submit to the CCs and the Regional Board a budget for approval by the CCs for the upcoming fiscal year, starting on April 1st and ending on March 31st, at the Spring Regional Conference.
2. Shall submit to the CCs, Regional Board and the NACURH Associate for Operations a monthly financial statement. These statements shall be submitted by the 7th of the month following the month for which they were written.
  - a. These financial statements shall include the following information:
    - i. A cover page with the month, year, and current AD-AF name and title.
    - ii. A Budget Variance report that reflects the difference between what has been budgeted for regional revenues and expenses versus what has actually been received or spent as revenues and expenses.
    - iii. A Balance Sheet that reflects the current dollar amount of our region's assets, liabilities, and equities.
    - iv. A Detailed Account Transactions Report.
  - b. Should NACURH no longer require our entity to utilize the Xero accounting software, any regional monthly financial statements that are sent to the NAO will also be sent to the region to ensure financial transparency.
  - c. Should the NAO no longer require a financial statement to be submitted on the NACURH level, then the Regional Advisor, Regional

- Director, and AD-AF shall determine the best way to report monthly financial statements to the region.
3. Shall represent the region at meetings of the NACURH Board of Directors when financially feasible.
  4. Shall be responsible for overseeing and maintaining all regional governing documents and ensure all governing documents are made readily available to regional members.
    - a. As directed by the Director, shall have the authority to make any changes to the GLACURH Constitution which does not alter its meaning (i.e., spelling, grammar, obsolete, or sexist terms).
  5. Shall oversee the reporting of regional inductees into the NACURH Advancement Society to the NACURH Executives.
  6. Shall oversee and guide conference chairs and finance chairs in all areas related to conference budgets and financing.
  7. Shall oversee the application and selection process for all Conference Scholarships.
  8. Shall serve as the primary interpreter of the regional governing documents.
  9. Shall be responsible for the transposing, typing, and distributing copies of the minutes from regional business meetings within forty-five (45) days of the meeting.
  10. Shall work with the Regional Director to order and maintain regional merchandise.
  11. Shall order regional merchandise from the NACURH Corporate Office and manage the sale of regional merchandise.
  12. Shall, in conjunction with the Regional Director, maintains the regional website.
  13. Shall work with the RBD to maintain updated resources on the regional website and GLACURH Governing Documents.
  14. Shall, in conjunction with the Regional Director, maintains and updates all information for conference websites unless the institution has opted out of regional involvement.
  15. Shall act as the Regional Historian

#### **Section 4**

##### **Associate Director for National Residence Hall Honorary**

1. Shall serve as the representative of National Residence Hall Honorary within GLACURH.
  - a. The GLACURH NRHH Policy Book Title III, Article II, Section 3 shall serve as the primary positional requirements for the Associate Director for National Residence Hall Honorary, superseding the GLACURH Governing Documents.
2. Shall preside over all Regional National Residence Hall Honorary Business meetings and prepare an agenda for each meeting.
3. Shall be responsible for communicating with NRHH-CCs prior to every NRHH business meeting regarding upcoming business, how to prepare, anticipated schedules, and expectations.

4. Shall update and maintain the GLACURH NRHH Policy Book and other GLACURH NRHH documents.
5. Shall represent the region at all NACURH NRHH Board of Directors meetings, acting as the official liaison between GLACURH members chapters and the NACURH NRHH Board of Directors.
6. Shall judge all regional Of The Month (OTM) submissions with the Regional OTM committee.
7. Should maintain regular and consistent contact with the NACURH executive officers, individual member chapters, and the Regional Board of Directors.
8. Shall process and execute all NACURH-level NRHH forms.
9. Shall work with the conference staff to host an NRHH reception at the Regional Leadership Conference.
10. Shall prepare and present a report for the NACURH Board of Directors and NACURH NRHH Board of Directors to be presented at the Semi- Annual Business Meeting and at the NACURH Annual Conference.
11. Shall coordinate with the Regional Director to develop and publish a monthly NRHH Newsletter for the region.
12. Shall maintain all eligibility requirements as outlined in Article X of the NRHH Bylaws.
13. Shall provide support and oversight to NRHH-CCs

## **Section 5                      Coordinating Officers (COs)**

### **Subsection 1              General Duties of All Coordinating Officers**

1. Shall carry out such directives as assigned by the Regional Director, Associate Director for Administration and Finance, and Associate Director for National Residence Hall Honorary.
2. Shall act as a liaison to assist the affiliates and potential affiliates in the region. Each CO position will be designed to strengthen the region through communication and the mission of GLACURH. COs will direct all questions and concerns about a particular focus area to the appropriate RBD member.
3. Shall fulfill all the duties outlined in the NACURH Policy book (check-in where applicable).
4. Shall utilize resources to support residential student organizations. Be a resource to member schools that have concerns about procedures within each individual residential student organization in the region.

## **Section 6                      Coordinating Officer Appointed/Additional Positional Roles**

### **Subsection 1              Coordinating Officer for Leadership and Education (COLE)**

1. Will report to the Regional Director.
2. Shall preside over regional Presidents meetings and prepare an agenda for each meeting.

3. Shall be responsible for communicating with Presidents prior to every Presidents business meeting regarding upcoming business, how to prepare, anticipated schedules, and expectations.
4. Shall maintain contact with and serve as a resource for residential student organizations in the region.
  - a. Host President's round tables to communicate with residential student organization Presidents.
5. Shall be a resource to help aid member schools on educational session development for conferences and on member school campuses.
  - a. Provide guides and resources related to educational sessions, which shall be distributed to the region.
  - b. Provide guidance and resources to the educational session chair(s) for the Regional Conferences.
6. Work with regional parliamentarian(s) to create Parliamentary Procedure specific to GLACURH Practices.
7. Coordinate with regional parliamentarian(s) to present on how Parliamentary Procedure is to be used within the boardroom.
  - a. Coordinate with the ADAF to publish Parliamentary Procedure resources on the regional website.
8. Shall work with the Regional Board of Directors and coordinate GLACURH-U education sessions or other education sessions for the region.
9. Shall oversee task forces within the region.
10. Shall help coordinate educational sessions with the Regional Director and Regional Advisor at the Fall, Winter, and Transition Retreat.

## **Subsection 2      Coordination Officer for Bidding and Development (COBD)**

1. Will report to the Regional Director
2. Shall maintain contact with and serve as a resource for NCCs.
  - a. Host round tables to communicate with residential student organization NCCs.
3. Shall be a resource for all regional and NACURH bids, awards, and legislation.
4. Shall update and maintain the Bidding Guide to ensure that all award bid submissions meet NACURH and GLACURH accessibility standards.
5. Shall work with the RBD to create and coordinate the regional bid timeline and process.
6. Shall develop bid writing information and materials, serve as a resource to CCs in the bid-writing process, and promote the submission of quality bids.
7. Shall coordinate but not chair award selection committees.
8. Shall coordinate with the regional award winners to create NACURH award nominees.
9. Shall provide and update resources for NCCs and NRHH-CCs, including but not limited to the CC guide and First Time Delegate Guide.

10. Shall lead and host regular social engagement and development opportunities for GLACURH throughout the affiliation year.
  - a. It is suggested, not required, that these events occur monthly.

**Subsection 3      Coordination Officer for Marketing and Technology (COMT)**

1. Will report to the ADAF
2. Shall work with the ADAF to update all GLACURH archives.
3. Shall, in conjunction with the ADAF, coordinate Regional merchandise and NACURH Spirit Packs.
4. Shall promote conference initiatives and updates.
5. Shall assist in affiliation outreach.
  - a. This includes, but not limited to, recruiting new schools, schools that have not affiliated in at least a year, and schools who have not re-affiliated.
  - b. Will help follow up with schools who have not finished the affiliation process.
6. Shall be responsible for maintaining intentional relationships with past alumni through the newsletters, webinars, and other avenues of contact.
7. Shall oversee regional social media outlets that have been mutually agreed upon by the RBD.
8. Shall work with the ADAF as Regional Historian by taking and archiving photos during their term.
9. Shall assist in all technical resources of all members of the RBD (Bidding, publications, etc.)
10. Shall maintain the Regional listserv and help maintain all other listservs (i.e., NRHH listserv, CC listserv, Presidents listserv, etc.).
11. Shall work with the ADAF to design and sell regional merchandise.
12. Shall work with the ADAF to maintain the regional website.
  - a. Shall help maintain conference websites if applicable.

**Subsection 4      Coordination Officer for Recognition and Service (CORS)**

1. Will report to the ADNRRH
2. Shall maintain contact with and serve as a resource for NRHH Chapters in the region.
  - a. Host round tables to communicate with NRHH Chapters.
3. Shall serve as direct assistance to the NRHH Boardroom at all regional conferences
  - a. Shall chair all NRHH business if the ADNRRH and Regional Director are unavailable or unable to.
4. Shall serve as the primary interpreter of the GLACURH NRHH Policy Book.
5. Shall be responsible for and coordinate all philanthropy efforts within the GLACURH region.
  - a. Will work with the Philanthropy Committee to select a regional philanthropy every two years.

6. Shall coordinate and educate the region on service opportunities with support from the RBD.
7. Shall facilitate the GLACURH Four-Year Service Pin and Two-Year Service Pin award processes.
8. Shall oversee and maintain the Polar Points Guide on the GLACURH website.
9. Shall develop the relations between the Advancement Society and incorporate these members into the region.

## **Section 7                      Regional Advisors Duties**

### **Subsection 1              Regional Advisor**

1. Shall act as an official liaison between GLACURH and its professional counterparts.
2. Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference.
3. Shall be responsible for overseeing the checking and/or savings account as directed by the Regional Board in which the Director, Associate Director for Administration and Finance, and Advisor have the power to sign.
4. Shall be responsible for recruiting bids for a Regional Advisor during the second year of the individual's term.
5. Shall be responsible for frequent contact with the Regional Board of Directors.
  - a. Weekly contact with the Regional Director, Associate Director for Administration and Finance, and Associate Director for National Residence Hall Honorary.
  - b. Weekly contact with the Regional NRHH Advisor.
  - c. At least twice a month contact with the COs.
  - d. At least twice a month contact with Regional Conference Chairs
  - e. At least twice a month with the Regional Advisor-Elect.
6. Shall serve as a resource for all regional interests and concerns.
7. Shall provide an effective transition, both oral and written, for the Regional Advisor-Elect in the second year of the individual's term, including transfer of files.

### **Subsection 2              Regional Advisor-Elect**

1. Shall work directly with the Regional Advisor.
2. Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference.
3. Shall assist the Regional Advisor in their assigned duties when appropriate.
4. Shall communicate with the Regional Advisor at least twice a month.
5. Shall be responsible for communicating with the upcoming Regional conference staff along with the Regional Advisor.

### **Subsection 3              Regional NRHH Advisor**

1. Shall act as an official liaison between GLACURH and its professional counterparts.
2. Shall represent the professional housing community at all regional board



- meetings and conferences and at the NACURH conference.
3. Shall be responsible for recruiting bids for a Regional NRHH Advisor during the second year of the individual's term, including transfer of files.
  4. Shall be responsible for frequent contact with the Regional Board of Directors, including but not limited to:
    - a. Weekly contact with the Associate Director for National Residence Hall Honorary.
    - b. Weekly contact with the Regional Advisor.
    - c. At least twice a month contact with the Regional Director, Associate Director for Administration and Finance, and Coordinating Officers.
    - d. At least twice a month contact with Regional Conference Chairs.
    - e. At least twice a month contact with the Regional NRHH Advisor-Elect.
  5. Shall serve as a resource for all regional interests and concerns.
  6. Shall provide an effective transition, both oral and written, for the Regional NRHH Advisor-Elect in the second year of the individual's term, including transfer of files.
  7. Shall coordinate Advisor Resource Training (ART) programming for the Region in association with the Regional Advisor.
    - a. Shall work directly with the conference host staff to coordinate educational sessions at the Regional Conferences.
    - b. Shall be responsible for collecting attendance sheets from ART sessions and submitting them to the NACURH ART Standards Committee.

#### **Subsection 4                      Regional NRHH Advisor Elect**

1. Shall work directly with the Regional NRHH Advisor.
2. Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference.
3. Shall assist the Regional NRHH Advisor in their assigned duties when appropriate.
4. Shall communicate with the Regional NRHH Advisor at least twice a month.
5. Shall be responsible for communicating with the upcoming Regional conference staff along with the Regional NRHH Advisor.

#### **Section 8                          Parliamentarian**

1. Shall be present at the GLACURH Regional Leadership Conference, the Spring Regional Conference, and NACURH Annual conference boardrooms.
2. Must be familiar with Roberts' Rules of Order, Newly Revised, and the GLACURH Constitution.
3. Shall be the mediator of any debate and the interpreter of Robert's Rules of Order, Newly Revised.
4. Shall carry out such directives as assigned by the Regional Director.
5. Must meet with the Regional Director and Regional Advisor no later than one

week in advance to prepare for the conference presentation.

## **Section 9**

### **Regional Conference Chairs**

1. The Regional Conference Chairs shall consist of the Regional Leadership Conference Chair and Spring Regional Conference Chair.
  - a. In the event that a conference elects to have co-chairs, only one co-chair will sit on the RBD to represent each conference.
2. The Regional Conference Chairs will sit on the Regional Board of Directors from the selection of their conference until the submission and approval of their conference wrap-up report.
3. The Regional Conference Chairs will be responsible for serving as a liaison between the conference staff and the Regional Board of Directors by attending RBD meetings, including the in-person RBD retreat directly prior to their conference.
  - a. Both Regional Conference Chairs will attend the Fall and Summer Retreats, and the Spring Regional Conference Chair will attend the Winter Retreat
4. The Regional Conference Chairs will have speaking and voting rights on any matters discussed by the Regional Board of Directors, including bid selection and other decisions.
5. Shall be responsible for making sure the conference operates within all objectives set by NACURH.
6. Shall establish such committees as are necessary to run an effective conference.
7. Will primarily communicate on a regular basis with the Regional Director to discuss problems, concerns, questions, and progress of the conference planning.
8. With the assistance of the conference staff, will present a report to the CCs at the regional conference prior to the conference they have been planning.
9. Will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the conference. In addition, all financial records and other statistical information regarding the conference will be included in this log. A final report of the conference will be written and published by the Conference Staff within sixty days of the close of the conference as soon after completion of the conference as possible. All of these materials will be submitted to the next host school and the NACURH Conference Resource Consultant when completed
10. The time following the close of the outgoing Regional Conference Chair's conference shall be utilized to train and transition the incoming conference chair.
  - a. A transition guide, written and updated by outgoing Regional Conference Chairs, will be provided to all incoming Regional Conference Chairs
    - i. The transition guide will focus on transition within the Regional Board of Directors and NACURH

- b. A transition meeting between the outgoing and incoming Regional Conference Chair will occur no later than one month after the conference
  - i. The outgoing Regional Conference Chair will transfer their seat on the Regional Board of Directors to the incoming Regional Conference Chair at the completion of the wrap-up report.
- c. The outgoing Conference Chair will transition any conference chairs for conference host sites that are selected at either Regional Conference.
  - i. In the event a new RLC host site is selected at that year's RLC, then the outgoing RLC Chair shall transition the incoming RLC Chair.
  - ii. In the event a new RLC and SRC host site are selected at that year's SRC, then the outgoing SRC Chair shall transition both the incoming RLC and SRC Chairs.
  - iii. In the event a new Regional Conference Chair is selected at that year's NACURH Annual Conference, then the Regional Director will be empowered to appoint a person to transition the new Regional Conference Chair with the help of the transition guide.

## **Article III**

### **GLACURH-U Programming**

#### **Section 1**

#### **Purpose and Scope**

- 1. GLACURH-U Programming shall be implemented at both the Regional Leadership Conference and the Spring Regional Conference
  - a. One programming slot timeframe will be reserved for the purpose of GLACURH-U Programming.
- 2. GLACURH-U Programming shall be implemented with the intent of expanding information and opportunities available to CCs, Presidents, and delegates.

#### **Section 2**

#### **Structure**

- 1. GLACURH-U sessions may encompass the following categories but not limited to:
  - a. GLACURH 101
  - b. Organizational Development
  - c. Personal & Professional Development
  - d. Regional Philanthropy and Service Initiatives
  - e. Bidding & Hosting Conferences
  - f. Finances
  - g. NRHH
  - h. Becoming an RBD Member
  - i. Marketing
- 2. GLACURH-U sessions shall be designated a session type, to indicate the level of engagement in the session and broad learning outcome category. The following are session types:
  - a. Educate - GLACURH-U session will heavily focus on teaching or passing information about the topic. Individuals attending these sessions would

expect to be more focused on learning from the presenter. The session style will be similar to a lecture format.

b. Facilitate - GLACURH-U session will rely primarily on participant interaction and discussion around the topic. Individuals attending these sessions should expect to engage in meaningful conversation, and learning from each other. The session style will be similar to a roundtable.

c. Integrate - GLACURH-U session will center around the application of topic information in a practical format. Individuals attending these sessions should expect to participate in case studies or other activities, with a mixture of learning from the presenter and from each other. The session style will be interactive.

### **Section 3**

#### **Implementation and Execution**

1. GLACURH-U Programming shall be administered and organized by the Coordinating Officer for Leadership and Education, in conjunction with the conference staff for the respective conference.
2. GLACURH-U programming shall be presented by the GLACURH Regional Board of Directors, conference guests, corporate partners, and any additional delegates / task forces invited to do so at the request of the CO for Leadership and Education

# TITLE 5

## FINANCES

### ARTICLE I

#### REGIONAL FINANCIAL GUIDELINES

## ARTICLE XIII

## REGIONAL FINANCIAL GUIDELINES

### Section 1

#### Authority and Responsibility of Account Signatories

1. The GLACURH regional signature card must have three signatures: Regional Director, Associate Director for Administration and Finance, and Regional Advisor.
2. The AD-AF shall primarily serve as the individual who signs checks for the region, but the Regional Advisor and Regional Director shall also hold this power and responsibility.
3. A completed Regional Financial Expenditure Form must accompany any check that is signed, and the appropriate entries must be made into the current NACURH financial software, the checkbook ledger, and the regional budget.
4. Failure to complete these procedures will result in an individual evaluation by the Regional Board of Directors, and that individual may be subject to the consequence of having their name removed from all regional financial accounts.

### Section 2

#### Financial Accountability

1. Associate Director for Administration and Finance
  - a. When the AD-AF deposits money into the regional checking or savings account, they shall provide a brief explanation on the Regional Financial Deposit Form.
  - b. When the AD-AF writes any check, they must fill out a Regional Financial Expenditure Form present to the AD-AF. The AD-AF will record the financial transaction in the current NACURH financial software, the checkbook ledger, and the regional budget.
  - c. The AD-AF shall be responsible for maintaining the financial integrity and documentation of the GLACURH region.
2. Regional Director
  - a. If discrepancies are found during the review of the regional budget and bank statements by the Regional Advisor, the AD-AF, NAO, and NACURH Advisor shall be contacted immediately.
  - b. The Regional Director shall complete all financial transaction forms in the absence of the AD-AF or in the event that the Regional Director signs a check or deposits funds.
3. Regional Advisor
  - a. If discrepancies are found during the review of the regional budget and bank statements by the Regional Advisor, the AD-AF, the NAO, and the NACURH Advisor shall be contacted immediately.
  - b. The Regional Advisor shall complete all financial transaction forms in the absence of the AD-AF and Regional Director or in the event that the Regional Advisor signs a check or deposits funds.
  - c. To ensure accountability, copies of financial statements are to be retained by the Regional Advisor for a three-year period.

### **Section 3**

#### **Regional Financial Paperwork and Forms**

1. Regional Financial Deposit Form shall include the name and date of the individual making the deposit. The form shall also include a reason for the deposit and a breakdown of individual deposits. The Deposit Form shall include two signatures of either the AD-AF, Regional Advisor, Regional Director, or a professional staff member of a host institution. Once prepared, either or one of the other above-mentioned RBD members shall verify the form. The amount to be deposited, the date issued, the bank location of deposit, and the line item and subline items affected should be clearly visible on the form. The individual verifying this form shall also sign and date the form.
2. Regional Financial Expenditure Form shall include the name of the individual requesting fund and the date they are requesting said funds. The form shall also include a reason for expenditure and a breakdown of individual expenses if applicable. Should the AD-AF, Regional Advisor, or Regional Director choose to deem the transaction necessary, they shall note to whom the check is being written, the amount of the check, the date issue, check number, and the line item and subline items affected. The AD-AF, Regional Advisor, or Regional Director shall then sign and date the Regional Financial Expenditure Form.
3. The Regional Currency Verification Form shall include the date the currency was counted, a dated signature by the two individuals verifying the total amount of currency, the date and name of the financial institution in which the currency was taken to be converted into a negotiable financial instrument, the check number of money order number issued, and a copy of the deposit slip filled out to send to NACURH, Inc.'s financial institution.
4. All regional financial paperwork, forms, and receipts shall be kept for a minimum of seven years. Each fiscal year's paperwork shall be maintained in a three-ring binder with page covers for each transaction and its respective receipts.
5. All invoicing for the region on behalf of the RBD must be approved by the AD-AF.
  - a. The AD-AF must ensure that the foreign affiliates of GLACURH are invoiced with proper conversion from US Dollars to the respective currency.
6. All regional financial paperwork, forms, and receipts for the current fiscal year shall also be brought to all NACURH or GLACURH related events by the Associate Director of Finance and Administration.

### **Section 4**

#### **Financial Integrity & File Sharing**

1. Any Financial Documents with sensitive, privileged bank information such as bank accounts, routing numbers, credit and debit card numbers, etc. must not be stored on Google Drive, websites, or other digital platforms.
2. If such information must be stored virtually, all such information must be redacted beforehand.
3. No sensitive financial documents will be shared with persons or domains



outside of NACURH other than authorized individuals such as accountants, client managers, investment managers, etc.

4. GLACURH will be audited annually at the Semi-Annual Business Conference to ensure compliance. Any documents with such information that are found must be deleted and removed immediately.

## **Section 5**

### **Regional Budget Development**

1. Any expenditure of the funds, which are not included in the GLACURH budget, must be voted on by the CCs either during a Spring Regional Conference or by virtual business. The AD-AF shall not disburse any funds that are not so authorized.
2. The regional budget shall be made available by the AD-AF in United States Dollars (USD) and Canadian Dollars (CAD) at the exchange rate current at the time the budget is passed.
3. The regional budget shall be presented to the CCs at the Spring Regional Conference for approval. The budget shall include columns for "Budgeted Last Year", "Current Balance", and "Proposed Budget" as well as a description of the line items and any legislated changes made to line items during the current fiscal year.
4. For approval of the Regional Budget, a 2/3 majority of those CCs voting shall be required.

## **Section 6**

### **Regional Spending Limits**

1. \$0.00-\$100.00 USD At the Director and AD-AF's discretion
2. \$100.01-\$250.00 USD The Director and AD-AF will seek the Advisor's approval
3. \$250.01+ USD 2/3 approval of the CCs
4. For expenditures that are required by the NACURH Policy Book that result in overspending a line item, approval is not needed.

## **Section 7**

Any income that is not already committed in the Regional Budget shall be placed in a fund called the general fund. From this general fund, the RBD can make any allocations it deems necessary while respecting the regional spending limits.

## **Section 8**

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

## **Section 9**

### **Outstanding Debts**

1. On April 15, schools having outstanding debts to NACURH or Regional Offices shall be notified by that office that they are on probation and that the debt must be paid prior to the Corporate Information Session to be able to vote at the corporate meeting.
2. Any school found to have an outstanding debt to the region shall be placed on probation and have their voting rights at all regional leadership conferences or business meetings removed until the disputed debt is settled.
3. Any debts not paid after May 31 will be added to next year's billing statement.

The NACURH Corporate Office Director is responsible for informing the Regional Director of these debts

**Section 10** The offices and officers of the previous year must notify the Associate Director for Administration and Finance and Regional Advisor of any bills and outstanding debts that are to be paid no more than thirty (30) days after the conference at which they leave office. Any bill or debt not explicitly declared by the previous officers within thirty (30) days will not have to be paid by the AD-AF.

**Section 11 Marilyn Michal Scholarship**

1. In the event that a school finds itself in financial need it may apply for the Marilyn Michal scholarship in order to attend the regional conference of their choosing.
2. One scholarship for the Regional Leadership Conference and one scholarship for the Spring Regional Conference will be awarded annually, dependent on the availability of funds.
3. The Marilyn Michal scholarship will cover the cost of delegation and advisor fees. (This only includes registration costs.)
  - a. Scholarships for the Regional Leadership Conference will cover the registration costs for up to 3 people including a maximum of 1 advisor and a minimum of 1 CC.
  - b. Scholarships for the Spring Regional Conference will cover the registration costs for up to 3 people including a maximum of 1 advisor and a minimum of 1 CC.
4. The Marilyn Michal scholarship timeline will be as follows:
  - a. Applications will be made available by the Regional Director at least one month prior to the opening of conference registration.
  - b. Completed applications will be submitted to the Regional Director two weeks prior to the opening of conference registration.
  - c. The Regional Board of Directors will then take no more than two weeks to determine and notify the recipient of the scholarship.
5. Regional Board of Directors will send the monetary funds to the Conference Chair to be put towards the registration fee for the delegation of the receiving school.
6. If a school applies for one conference and receives the scholarship, they are not eligible for a second scholarship in the same fiscal year.
7. If for some reason a scholarship is awarded and the school cannot attend for reasons beyond its control, no action will be taken.
8. The Regional Board does reserve the right to take actions including but not limited to requiring repayment of all scholarship funds if the school simply chooses not to attend.
9. The Marilyn Michal scholarship fund will be replenished every fiscal year if funds are available.

**Section 12** October 15 will be the publicized date of benefit cut-off for schools that have not paid

their membership dues for that fiscal year. Benefits cut-off will commence on November 15 of that year and the school will be placed on a prospective member school list and removed from all NACURH and regional active member lists.

**Section 13** Any new member school dues received after April 1, shall receive NACURH Conference member school fees at the conference but shall receive no other benefits and then will be considered members for the following fiscal year.

**Section 14      Distribution of Funds**

1. Any RBD member can request a disbursement of GLACURH funding. They must complete a check request form and present it to the AD-AF. Upon receipt of the check request, the AD-AF shall determine if funds are available for that purpose. If funds are available, the AD-AF shall present a check to the requesting individual. If funds are not available, the individual is personally liable for any costs incurred.
2. All checks over the amount of \$100 will be mailed by use of certified mail and all checks over the amount of \$200 will make use of return receipt.
3. After receiving a check, the individual spending regional funds must present receipts accounting for the funds. This must be done before the AD-AF can disburse any more funds to that individual. The individual presenting receipts should retain copies of such receipts.
4. Should the individual spending money be reimbursed by the region but not provide the AD-AF with receipts within thirty (30) days, that individual will be required to return any and all funds to the region and may not be reimbursed for the expenditure.
5. The individual writing a check (Regional Director, AD-AF, and Regional Advisor) may never write checks to direct family members.
6. The individual writing a check (Regional Director, AD-AF, and Regional Advisor) may never write checks to themselves.
7. No regional funds shall be used to purchase apparel items unless considered to be inventory, which will be completely sold and exhausted to member schools immediately.

**Section 15      Engagement of Financial Contracts**

1. Regional Board members cannot engage in oral or written contracts that involve any sort of financial transaction with an outside vendor, business, etc. without prior written approval by the AD-AF and Regional Advisor.
2. In order for a Regional Board member to engage in an oral or written contract that involves a financial transaction, a written quote must be submitted to the AD-AF and Regional Advisor.
3. If any individual knowingly engages in an oral or written contract that involves a financial transaction, they are liable for all costs incurred, as this will not be viewed as a valid contract for the region.

**Section 16      Regional Cash and Coin Policies**

1. In the event that the region collects cash or coin, the AD-AF and Regional Advisor or Regional Director must both count, confirm, and sign/verify the total amount of currency on the Regional Currency Verification Form.
2. Should the AD-AF, Regional Advisor, or Regional Director receive cash while not with one another, a professional staff member of that individual's respective host school may count, confirm, and verify the total amount of currency on the Regional Currency Verification Form in addition to the individual board member.
3. All currency must be converted into a negotiable financial instrument before being sent as a deposit to NACURH, Inc.'s financial institution. This instrument may be a money order or cashier's check. The cost of converting currency into this instrument may be covered by the Bank Fees line item of the regional budget.
4. No cash or coin may ever be sent in the mail to NACURH, Inc.'s financial institution. It will be the responsibility of the AD-AF, Regional Advisor, or Regional Director to have this currency converted into a negotiable financial instrument before sending the deposit via mail.
5. Anytime a Credit Card or Purchasing Card Payment System is utilized by GLACURH a fee will be added to the overall expense, if it is being processed through the aforementioned payment system.
  - a. The Regional Advisor and AD-AF will determine the amount of this fee by analyzing the processing charge that is being implemented by the aforementioned payment system.

## **Section 17**

The AD-AF must receive a signed and notarized promissory note prior to disbursement of any funds for loans approved by the RBD. This promissory note must be on the form provided by the AD-AF.

## **Section 18**

### **Travel Reimbursement**

1. Any trip that is taken by one of the Regional Board of Directors members must be specifically authorized by the RBD in the Regional Budget.
2. The individual RBD member will make actual arrangements for travel. It is expected that selected arrangements will be the ones that are most inexpensive as well as the most reasonable for the region. The AD-AF will determine, with the individual, what is reasonable given current economic situations.
3. The NAO or AD-AF shall pay the standard Charitable Organization rate per mile provided by the Internal Revenue Service and United States Department of Treasury, or pay an exact reimbursement for receipts provided, for travel on behalf of NACURH, Inc.
4. The AD-AF may authorize the use of rental vehicles in some situations. This decision will be made in consultation with the Regional Director and Regional Advisor.
5. The AD-AF must receive travel information from all members of the RBD no less than 28 days prior to the event. If a rental vehicle is used, the region shall

cover the cost of the rental vehicle, gas for the rental vehicle, and tolls, if applicable.

- a. The AD-AF can accept travel information less than 28 days of the event, however the RBD member must have officially communicated to the AD-AF no less than 28 days from the event that they would be submitting this late.
  - b. Should the RBD member not submit this information 28 days or more in advance nor have consent from the AD-AF less than 28 days in advance, the RBD member will still be expected to attend the event, but at their own travel cost.
6. Any receipts for travel related expenses such as the purchase of a rental vehicle or toll road fees incurred must be turned into the AD-AF no later than fourteen days after the last day of the related retreat or conference.
  - a. Should an RBD member not turn in their receipts incurred from the aforementioned expenses then they will be responsible for paying for these expenses of their own accord.
7. Members of the Regional Board of Directors are allowed to use university vehicles for regionally sponsored travel if no other feasible method of travel is available to a specific board member. All terms for use of a university vehicle shall be coordinated by the member requesting a university vehicle and their host institution and shall be approved by the Associate Director for Administration and Finance in conjunction with the Regional Advisor and the Regional Director.

## **Section 19**

### **Compensation of Conference Guests**

1. The official NBD representative to a Regional Conference shall have their conference fees waived, provided three (3) weeks prior notice is given to the conference staff by the representative. The Regional Director and Regional Conference Chair will be the individuals responsible for granting fee waivers.
2. The NACURH Corporate Office may also have conference fees waived for one individual if the Regional Director invites representatives from the NACURH Offices to the Regional Conference.
3. Only one conference chair for the Spring Regional Conference shall have their fees waived at the annual GLACURH conference. In the event that there are multiple chairs, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional leadership conference. Should the host school decide to cover these additional costs, it shall not be reflected in the conference budget and shall be solely the responsibility of the host school.
4. Only one conference chair for the annual GLACURH Regional Leadership Conference shall have their fees waived at the annual Spring Regional Conference. In the event that there are multiple chairs, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional leadership conference. Should the host school decide to cover these additional costs, it

shall not be reflected in the conference budget and shall be solely the responsibility of the host school.

5. Only one conference chair for the annual GLACURH Regional Leadership Conference and one conference chair for the annual Spring Regional Conference shall have their travel and registration fees compensated by the region for all regional retreats and the annual NACURH conference. In the event that there are multiple chairs, the host school or individual(s) shall be responsible for all travel and registration fees of these additional individuals should they want to attend the regional retreats and/or the annual NACURH conference. Should the host school decide to cover these additional costs, it shall not be reflected in the conference budget and shall be solely the responsibility of the host school.

**Section 20** The GLACURH Regional Board of Directors shall adopt a no pay, no pin policy which is to include NRHH pins. This means that the pins ordered will not be shipped out until payment is received.

**Section 21      ADA Compliance Fund**

1. A separate account (line item), titled “ADA Compliance Fund,” must be included in the Regional Budget for use in ADA Compliance needs during the GLACURH Regional Leadership Conference and the Spring Regional Conference.
2. The fund will be maintained by delegate add-on fees of \$6/delegate at the Regional Leadership Conference and \$7/delegate at the Spring Regional Conference until the fund is \$12,000 or over. If the fund falls below \$10,000, the delegate add-on fees will be reinstated under the discretion of the Regional Director, AD-AF and Regional Advisor, until the fund again reaches \$12,000 or over.
3. Conference staff may obtain money for use in ADA Compliance during the Regional Leadership Conference or the Spring Regional Conference by submitting a proposal to the Regional Board of Directors. The Regional Board of Directors will then consider the request. A majority vote approval of the Regional Board of Directors is required for the conference staff to receive funding from the ADA Compliance Fund.

**Section 22      Technology Purchases**

1. A separate account (sub-line item), titled “Technology Add-On Fee” must be included in the Regional Budget for use of technology purchases. This will be accounted for under the Conference Fees line-item.
  - a. The fund will be maintained by delegate add-on fees of \$3/delegate at each regional conference until the fund is \$2,000 or over. If the fund falls below \$1,500, the delegate add-on fees will be reinstated under the discretion of the Regional Director, AD-AF and Regional Advisor, until the fund again reaches \$2,000 or over.
  - b. These funds will be utilized in the purchase of the technology,

represented and presented in the regional budget by the AD-AF.

- i. This includes the purchase of the regional conference website domain names as well as the regional website hosting costs.

## **Section 23**

### **Guidebook**

1. A flat delegate add-on fee will be assessed by the AD-AF to the Regional Leadership Conference budget for subscription to Guidebook. This amount is to be determined by the NACURH Associate for Operations and is presented by the AD-AF within the budget proposals of the upcoming fiscal year prior to being assessed in the regional leadership conference budget.

## **Section 24**

### **Regional Scholarship Fund**

1. In the event that the Regional Scholarship Fund reaches a balance of \$5,000.00 any monetary amount above this balance will be transferred to the Regional Vanguard Investment Account.
  - a. In the event that the balance of the fund falls below \$5,000.00 any conference excess received by the region will be applied to this fund until it has reached its full balance.
  - b. Should the balance in the scholarship fund ever fall below \$2,000 USD, an add-on fee of \$3 will be assessed per conference attendee at each regional conference until the scholarship fund has reached a minimum balance of \$2,000 USD.
  - c. In the case that an individual or group donates to the scholarship fund, the maximum balance of the fund will not be upheld. If the donation exceeds the maximum fund balance, no additional funds shall be added to the scholarship fund until the balance reaches below \$5,000 USD.

# TITLE 6

## Regional Engagement

### ARTICLE I

#### REGIONAL PHILANTHROPY

### ARTICLE II

#### VIRTUAL CHATS

### ARTICLE III

#### POLAR POINTS



## **ARTICLE I**

### **REGIONAL PHILANTHROPY**

#### **Section 1**

##### **Selection**

1. Through CC suggestions, the Regional Board will bring information about philanthropies to the Spring Regional Conference.
2. The CCs will vote upon accepting the philanthropy at the Spring Regional Conference.
3. Regional Philanthropy will be selected every three years.
4. Regional Philanthropy shall be implemented by the region at the start of the affiliation year or the NACURH Annual Conference.

#### **Section 2**

##### **Implementation**

1. The selected Regional Philanthropy will be a theme that member institutions can engage with (food insecurity, homelessness, climate change, etc.).
2. The CO for Recognition and Service will be responsible for providing member institutions with a Philanthropy Guide that outlines how member institutions can engage with Regional Philanthropy.
3. The CO for Recognition and Service will be responsible for promoting philanthropy through the regional newsletter.
4. If a member school contributes to the regional philanthropic theme, that contribution will be reported to the CO for Recognition and Service, so they can keep a record of contributions.
5. The CO for Recognition and Service will report the contributions from the region at each NACURH Annual Conference.

## **ARTICLE II**

### **VIRTUAL CHATS**

#### **Section 1**

GLACURH shall host virtual chats for its affiliated institutions as a way to further engage member schools

1. The Coordinating Officer for Leadership and Education shall develop and host the virtual chat as deemed necessary by the COLE and the Regional Director.
  - a. At the discretion of the COLE and the Regional Director, the virtual chat can be canceled.
2. All virtual chats will be hosted virtually.
3. All virtual chats will be free for all affiliated institutions.
4. The COLE will coordinate and support the rest of the RBD in creating educational sessions to be presented at the virtual chat.
5. At the discretion of the COLE, the virtual chat can be centered around a particular topic.

#### **Section 2**

##### **Feedback**

1. The COLE will conduct feedback following each virtual chat to maintain the integrity of the virtual chats.
2. The virtual chat feedback must include but shall not be limited to

- a. Assessment of;
    - i. Overall virtual chat Experience
    - ii. Variety of Sessions Provided
    - iii. Quality of Sessions
3. The COLE shall use the feedback collected to further improve the next virtual chat.

## **ARTICLE III**

## **POLAR POINTS**

### **Section 1**

The RBD shall use Polar Points as a tool for affiliated institutions to engage with the region.

1. The Polar Points guide shall be reviewed annually by the RBD after the NACURH Annual Conference and be presented by the start of the new affiliation year.
2. The Polar Points accumulation period shall be defined as 1 week post-NACURH Annual Conference until 2 weeks prior to the following NACURH Annual Conference

### **Section 2**

#### **Structure**

1. The Polar Points guide may encompass the following categories but not limited to;
  - a. Affiliation
  - b. Attending Conferences
  - c. Bidding
  - d. Social Media
  - e. Virtual Chats
  - f. Hosting RBD Members or Conferences
  - g. GLACURH and NACURH Task Forces
  - h. OTMs/OTYs
2. The RBD shall keep track of affiliated schools points throughout the affiliation year and release the winner at NACURH Annual Conference.
3. The prize for Polar Points shall be affiliation cost for the following affiliation year.

### **Section 3**

#### **Polar Points Prize**

1. The accumulation window for Polar Points shall begin with the opening of an affiliation year and end at the close of the same affiliation year.
2. Any institution who is currently affiliated with NACURH and whose geographical location resides within the Great Lakes region is eligible to accumulate Polar Points.
3. The institution that has accumulated the highest number of Polar Points shall be announced at the NACURH Annual Conference at the end of the affiliation year.
4. The institution that has accumulated the highest number of polar points shall have their full-membership affiliation dues paid for by GLACURH. This payment shall be for the affiliation year immediately following the year

where the institution accumulated the highest number of Polar Points.

5. If an institution simultaneously hosts a conference and accrues the highest number of Polar Points within a given affiliation year, they shall not have their full-membership affiliation dues paid as part of the Polar Points prize. If an institution finds itself in this place, the institution that has accumulated the second highest number of Polar Points in the given affiliation year shall have their full membership dues paid for by GLACURH.
6. If an institution receives their full-membership affiliation dues paid for by GLACURH, they shall be ineligible from winning Polar Points for one affiliation year following the affiliation year in which their full-membership dues were paid for. If an institution finds themselves in this place, then the institution with the second highest Polar Points will have their full-membership dues paid for by GLACURH. If this process is unsuccessful, the institution with the next highest number of accumulated Polar Points shall have their full-membership dues paid for by GLACURH. This process shall be repeated until an institution who is eligible to have their full-membership affiliation dues paid for by GLACURH is selected.

# TITLE 7

## CONFERENCES & BUSINESS MEETINGS

### ARTICLE I

REGIONAL LEADERSHIP CONFERENCE

### ARTICLE II

Spring Regional Conference

### ARTICLE III

VIRTUAL BUSINESS MEETINGS

### ARTICLE IV

REGIONAL CONFERENCE COMMITTEES

### ARTICLE V

REGIONAL CONFERENCE WRAP-UP REPORTS

### Article VI

REGIONAL LEADERSHIP RETREATS

### Article VII

REGIONAL BOARDROOM WAIVER

## **ARTICLE I**

## **REGIONAL LEADERSHIP CONFERENCE**

### **Section 1**

GLACURH shall hold a Regional Leadership Conference, to be held annually, between the second weekend in October and before the last weekend in November.

### **Section 2**

#### **Site Selection**

1. Any member school or combination of member schools within a close proximity and in good standing is eligible to submit an application for the Regional Leadership Conference.
2. Schools interested in applying for a GLACURH conference should contact the Regional Director and the NACURH Conference Resource Consultant.
3. Any school(s) applying for the Regional Leadership Conference shall submit an intent to the Regional Director by the announced, specified date.
4. The Regional Director will offer any services that the Regional Director has available to assist in applying for the conference.
5. Schools will be encouraged to send a preliminary copy of their host presentation to the Regional Director as soon as possible prior to presentation in order for the Regional Director to offer suggestions and critique.
6. Any school(s) interested in hosting the following year's Regional Leadership Conference shall submit an application, developed by the RBD, to the Regional Board Members by the deadline established by the RBD.
7. The Regional Board of Directors shall be in charge of releasing applications to the CCs no later than one week prior to the start of the Regional Leadership Conference.
8. Conference bids applications and host presentations for the following year's Regional Conference will be presented to the CCs at the regional leadership conference.
9. The selection procedure for conference hosts shall be the following: ten minute oral presentation, five minute question and answer period, five minute pro/con, and ten minute discussion over all candidates.
10. Any school(s) applying for the Regional Leadership Conference shall include in their application the following: possible conference dates, a preliminary budget, projected conference costs for delegates, with a separate breakdown of conference staff costs and an estimated delegation capacity, at least two letters of institutional support.
11. Schools applying for the Regional Leadership Conference may add a line item to their proposed budget, which will incorporate the equivalent of 20 Conference staff members' conference fees. Conference fees shall consist of housing, meals and/or delegate fees if they apply.
12. Any school(s) applying for the Regional Leadership Conference must be able to host at least 400 conference delegates/advisors and 20 Regional Board members and guests. Upon applying, a school must project how it will accommodate the numbers required, and how many additional delegates it will be able to accommodate.

13. Any school(s) applying for the Regional Leadership Conference shall prepare an oral presentation to be given at the business meeting at the Regional Leadership Conference. All votes are to be by secret ballot.
14. The Regional Leadership Conference site shall be determined by the majority of voting member schools in attendance at the Business Meeting where applications are presented.
15. The CCs will hear all applications and make a decision regarding the following year's conference site. The recipient will be announced at the Awards Banquet during the conference.
16. If a conference site is not determined, applications will be accepted through an application process determined by the Regional Board of Directors
  - a. If a conference site is not determined by the next meeting, then, and only then, can a virtual business meeting be held to select a conference site.

### **Section 3**

#### **Host School Responsibilities**

1. The host school(s) shall be responsible for selecting and presenting the following conference awards: Most Spirited Delegation, Top 10 Educational Sessions, and Best School Banner.
2. Each individual attending the Regional Leadership Conference will be required to read and sign a disclaimer prior to officially being recognized as a delegate to the conference.
3. The host school(s) shall present at the regional leadership conference, a final conference presentation, including conference dates and conference costs.
4. The host school(s) shall prepare a written conference wrap up report following guidelines set by the NACURH Conference Resource Consultant (CRC), as specified in the NACURH Policy Book. This wrap up shall be presented to the CRC and the next host school within sixty (60) days after the close of the conference. By this point, all bills should be paid, accounts closed out, and the conference excess turned over to the AD-AF.
  - a. GLACURH conference host schools who do not comply with the 60-day policy shall be declared "not in good standing" with NACURH, Inc. for the ensuing fiscal year or until the wrap up is complete.
5. The host school(s) shall provide display space, as available, to vendors at the conference provided that this section does not violate policies of the host school.
  - a. Display spaces must not be less than 6 ft. sq. and not more than 8 ft. sq. All spaces must be the same size.
  - b. Vendors shall be permitted to purchase more than one display space.
  - c. The cost per display space shall be set by the conference staff. The money collected for display spaces shall be put into the conference budget.
  - d. The display space cost may be waived or reduced if the vendor provides other items or services to the conference, as negotiated by

the conference chair(s).

6. Alcohol and illicit drugs are nationally recognized as substances that may have a substantially negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events shall be designated “alcohol and drug free.” All delegates will be subject to alcohol/drug policies set forth by the host school. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Director, Regional Advisor, and the student’s school advisor. The host school(s) shall enforce a substance free conference policy as per the recommendations of the NACURH Board of Directors. Any delegate found using or in possession of alcohol or illegal drugs will be immediately expelled from the conference without refund. The delegates in question will be responsible for providing their own transportation and housing after expulsion. The incident will be reported to the proper authorities.
7. Conference attendees with physical, cognitive, hearing, and/or visual disabilities shall be housed on accessible floors at all Regional Leadership Conferences. If however, the host school does not have the facilities, the host school will work together with the student to fully accommodate the individual’s needs.
8. The Host School should make every reasonable effort to ensure the conference staff, the host school and GLACURH have taken effective precautions to provide for the safety and security of conference delegates.
9. The Regional Leadership Conference Chair(s) shall follow the listed responsibilities previously stated in this document.
10. The host school(s) shall follow the guidelines as stated in the Host School Responsibilities’ set by NACURH.
11. A host school, for the purpose of setting a delegate price, shall not exceed more than 500 delegates. In the event that there are more than 500 delegates at a conference and the conference has an excess, it shall turn the conference excess over to the GLACURH Regional Board of Directors within 60 days after the close of the GLACURH conference.
12. The host school must provide the region with a final hotel drop date, one week prior to final confirmation requirements.

## **Section 4**

### **Finances**

1. Fees will be established by the host school after consultation with the Regional Board of Directors.
2. The host school, upon receiving the conference, may take a \$500.00 loan. The loan must be repaid by the start of the conference.
3. The host school must work into its annual conference budget a minimum \$12.00 per delegate add-on fee as a line item in the Regional Leadership Conference budget, not to be confused with a conference excess. (Refer to Host School Responsibilities’ Acknowledgment form.) The host school will pay

the add-on fee to GLACURH the first day of the annual Regional Leadership Conference. The conference excess will be paid to the regional organization no later than sixty (60) days after the end of the conference.

4. The Regional Leadership Conference break-even point for the conference budget shall be determined by averaging the last three (3) conference attendance levels and multiplying this average by no more than 80%. The break-even point shall be used to set the registration cost for the conference.
5. The conference host school shall waive registration fees for the following members of the GLACURH Regional Board: Director, Associate Director for Administration and Finance, Associate Director for National Residence Hall Honorary, COLE, COBD, COMT, and CORS, Regional Advisor, Regional NRHH Advisor, and one conference staff member of the next Spring Regional Conference. This is not to exceed thirteen people.
6. The conference host school shall waive the Regional Leadership Conference registration fees for a maximum of two NACURH Board Members. The Regional Director and the Conference Chair(s) will be the individuals responsible for granting fee waivers to other individuals requisition waivers and should be notified as soon as possible regarding an individual's intent to attend the regional leadership conference. At least three weeks notification prior to the conference is required.
7. Variable costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
  - a. Variable costs are defined as any cost where the total cost may vary while the unit cost remains constant. Fixed costs are defined as any cost where total cost remains constant while the unit cost varies. Each expense will be denoted as variable or fixed. Fixed and variable costs may not be combined.
8. All conference excess money and financial receipts shall be turned over to the GLACURH Associate Director for Administration and Finance within 60 days after the end of the conference. Any bills that are discovered after this 60-day period must be paid by the host school. Any host school bidding for a GLACURH conference must be made aware of this policy during the bidding process.
9. 50% of the conference excess shall be put in the operating budget of the region. The remaining 50% is to be given to the host site of the next regional leadership conference in the form of a grant to be used as sponsorship to lower delegate cost.
10. In the event that the host school does not follow the Regional Leadership Conference monitoring policies, as defined in the NACURH Policy Book, the host school will be responsible for 100% of any debt incurred by the conference.
11. The conference host school will pick up the first \$500.00 of all conference debts; all remaining debts will be split by the region and the conference host



school 50/50. The host school shall be thorough and responsible in preparing a sound budget. They must work closely with Housing and Residential Services, Food Services and any other services to ensure they have accurate and realistic figures.

12. Any school in attendance at the conference must pay all fees before they are allowed to receive registration packets and room keys.
13. The conference host school shall waive the regional leadership conference registration fees and provide single accommodations for one representative from all corporations endorsed by NACURH, Inc.
14. The Associate Director for Administration and Finance of GLACURH will be responsible for monitoring the Conference Budget and working with the Conference Staff in budget management and planning. The Regional Director will also be in consultation with the Conference Staff.
15. The Conference finance chair will be required to submit a conference budget on the 15th of every month to the AD-AF, Regional Director, and the Regional Advisor for review.
16. The conference staff will use the Regional Leadership Conference budget format. They may receive this format from the Associate Director for Administration and Finance.
17. ADA Compliance or national law equivalent
  - a. The conference staff will submit a proposal for any needed funding from ADA Compliance fund for special delegate accommodations to the Regional Board of Directors before the start of the conference or business meeting. If approved by a majority of the Regional Board, the funding from the ADA Compliance fund can only be used for purposes that were submitted in that proposal.
  - b. The conference staff will consult with the Regional Director, AD-AF, and Regional Advisor to see if the Regional ADA add-on fee will need to be included in their budget.
18. Bids and conferences must denote which currency conference fees are to be paid with.
19. Host schools will work with the RBD to determine a day to base the exchange rate in the case of schools wishing to exchange their currency for the currency denoted in the budget.
20. The host school will accept all payments in any currency as determined by the exchange rate.
21. The Regional Leadership Conference may budget up to \$500 for Conference Staff development and recognition. This money may be budgeted by the Conference Staff to allow for staff retreats, workshops, and awards.

## **Section 5**

### **Alternate Delegate Policy**

1. Conference hosts may provide the option for institutions to register for alternate delegates during the conference registration period.
2. The registration for alternate delegates follows the same processes and guidelines as that for general delegates, but alternate delegates are not

guaranteed admission to conferences.

3. Institutions registering alternate delegates should be aware that potentially all alternate delegates will be accepted. Accepted alternate delegates of the respective conference must be prepared to attend and pay in full.

## **Section 6**

### **Host School Incentive**

1. Upon receipt of an acceptable, on time wrap-up report, GLACURH shall cover the host school's affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.
2. Should a host school not follow the conference host expectations of the GLACURH Governing Documents and/or the NACURH Policy Book, the Regional Director, AD-AF, and Regional Advisor may determine to limit the amount or not grant the host school scholarship (upcoming year's affiliation dues paid by region).

## **Section 7**

### **Conference Website**

1. The region should be the primary provider for the host site and the ADAF will maintain and update all information for the conference website.
2. If the region hosts the website, information submitted to the ADAF by the conference staff should be updated to the website within a week.
3. Upon receiving information for the website, the ADAF will inform the conference staff that the information has been received and updated.
4. If a school wishes to opt out of regional involvement with the website the following guidelines need to be implemented and/or available:
  - a. The website should be up and running 6 months prior to the conference.
  - b. Weekly communication between the conference representative and ADAF should be maintained
  - c. Registration forms and program registration forms should be available online.
  - d. Contact information for conference committee and advisors
  - e. Conference timeline
  - f. Conference schedule
  - g. Alcohol and Tobacco Waiver
  - h. Liability Waiver
  - i. Housing arrangements
  - j. Dining arrangements
  - k. Transportation arrangements
  - l. Conference Lingo
  - m. Spirit Guidelines
  - n. Philanthropy information
  - o. Host Site History
5. If the Regional Board of Directors feels the host institution is not doing an adequate job of maintaining and following the above guidelines, the ADAF will

take over and make sure the region stays informed by maintaining the website.

## **Section 8**

### **Delegate Guide**

1. In addition to a comprehensive conference website, the conference staff will develop a Delegate Guide
2. The creation of the guide will be supported directly by the CORE and indirectly by the Regional Board of Directors. The guide is meant to be updated annually by the current conference staff.
3. The Delegate Guide is intended for all delegates who attend a Regional Leadership conference with a focus on first-time delegates and CC's.
4. The Delegate Guide will include the following, but not limited to:
  - a. Guide to commonly used acronyms.
  - b. Information and guides for any technology to be used during the conference
  - c. Description of each role at the conference, including Delegate, NCC, NRHH-CC, Advisor, NACURH Executive Committee, NACURH Corporate Office, and RBD
  - d. Regional chants, traditions, and pride. This includes cheers, information on our mascots, and any other regional specific items. This also includes conference specific cheers, conference related traditions such as roll call videos and pins.
  - e. Overview of the conference theme.
  - f. Information about the host school.
  - g. Detailed schedule, including a conference map and descriptions for each event
  - h. Guide to conference specific philanthropy.
  - i. Provide a pre-conference checklist for delegates.
5. The Delegate Guide will be shared with conference attendees between the close of registration and the beginning of pre-conference.

## **ARTICLE II**

### **Spring Regional Conference**

#### **Section 1**

#### **Site Selection**

1. GLACURH shall hold an Annual Business Meeting named the Spring Regional Conference, between the second weekend in February and the third weekend in March, following the guidelines set in the Governing Documents.
2. Any member school, or combination of member schools within a close proximity, and in good standing are eligible to apply for the Spring Regional Conference.
3. Any school(s) applying for the Spring Regional Conference shall submit an intent form to the Director by the specified date.
4. Conference applications for the next Spring Regional Conference will be presented to the CCs at the Spring Regional Conference.

- a. The selection procedure for conference hosts shall be the following: ten-minute oral presentation, five-minute question and answer period, five-minute pro/con, and ten-minute discussion over all candidates.
5. Any school(s) interested in hosting the following year's Spring Regional Conference shall submit an application, developed by the RBD, to the Regional Board of Directors by the deadline established by the RBD.
  - a. The Regional Board of Directors shall be in charge of releasing applications to the CCs no later than one week prior to the start of the Regional Leadership Conference.
6. Any school(s) applying for the business meeting shall include in their application the following: possible Spring Regional Conference dates, a preliminary budget, projected Spring Regional Conference costs for the delegates, with a separate breakdown of conference staff costs, at least two letters of institutional support.
7. Any school(s) hosting the Spring Regional Conference will ensure the conference host site includes spaces for GLACURH-U programming and provide for a recognition banquet.
  - a. The conference shall not have spirit aspects which include but are not limited to roll calls, banners, or any spirit competitions except for Philanthropy drives.
8. Any school(s) applying for the Spring Regional Conference must be able to accommodate for the GLACURH Regional Board, at least one NCC, one NRHH-CC, and one advisor from each GLACURH member school, plus bid and/or application teams.
9. The Spring Regional Conference site shall be determined by the majority of voting member schools in attendance at the business meeting when applications are presented. All votes are to be by secret ballot.
10. If a Spring Regional Conference site is not determined, applications will be accepted through an application process determined by the Regional Board of Directors.
  - a. If a Spring Regional Conference site is not determined by the next meeting, then, and only then, can a virtual business meeting be held to select a Spring Regional Conference site.
11. The school selected to host the Spring Regional Conference shall sign and follow the guidelines as stated in the Host School Responsibilities' set by GLACURH.

## **Section 2**

### **Host School Responsibilities**

1. Each individual attending the Spring Regional Conference will be required to read and sign a disclaimer prior to officially being recognized as a delegate to

- the Spring Regional Conference.
2. The host school should make every reasonable effort to ensure the conference staff, the host school and GLACURH have taken adequate precautions to provide for the safety and security of conference delegates.
  3. The host school(s) shall present at the Spring Regional Conference, a final conference presentation including conference dates and conference costs.
  4. Alcohol and illicit drugs are nationally recognized as substances, which may have a substantially negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events shall be designated "alcohol and drug free." All delegates will be subject to alcohol/drug policies set forth by the host school. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Director, Regional Advisor, and the student's school advisor. The host school(s) shall enforce a substance free conference policy as per the recommendations of the NACURH Board of Directors. Any delegate found using or in possession of alcohol or illegal drugs will be immediately expelled from the conference without refund. The delegates in question will be responsible for providing their own transportation and housing after expulsion. The incident will be reported to the proper authorities.
  5. Conference attendees with physical, cognitive, hearing, and/or visual disabilities shall be housed on accessible floors at all Spring Regional Conferences. If however, the host school does not have the facilities, the host school will work together with the student to fully accommodate the individual's needs.
  6. The Conference Chair(s) will primarily communicate on a regular basis with the Director to discuss problems, concerns, questions, and progress of the conference planning.
  7. The host school(s) shall prepare a written conference wrap up report following guidelines set by the NACURH Conference Resource Consultant (CRC), as specified in the NACURH Policy Book. This wrap up shall be presented to the CRC and the next host school within sixty (60) days after the close of the conference. By this point, all bills should be paid, accounts closed out, and the conference excess turned over to the AD-AF.
    - a. GLACURH conference host schools who do not comply with the 60-day policy shall be declared "not in good standing" with NACURH, Inc. for the ensuing fiscal year or until the wrap up is complete.
  8. The host school(s) shall provide display space, as available, to vendors at the conference provided that this section does not violate policies of the host school.
    - a. Display spaces must not be less than 6 ft. sq. and not more than 8 ft. sq. All spaces must be the same size.
    - b. Vendors shall be permitted to purchase more than one display space.

- c. The cost per display space shall be set by the conference staff. The money collected for display spaces shall be put into the conference budget.
  - d. The display space cost may be waived or reduced if the vendor provides other items or services to the conference, as negotiated by the conference chair(s).
- 9. Each individual attending a Spring Regional Conference will be required to read and sign a disclaimer prior to officially being recognized as a delegate to the Spring Regional Conference.
- 10. The Host School should make every reasonable effort to ensure the conference staff, the host school and GLACURH have taken effective precautions to provide for the safety and security of conference delegates.
- 11. The Spring Regional Conference Chair(s) shall follow the listed responsibilities previously stated in this document.
- 12. The host school(s) shall follow the guidelines as stated in the Host School Responsibilities' set by NACURH.
- 13. A host school, for the purpose of setting a delegate price, shall not exceed more than 500 delegates. In the event that there are more than 500 delegates at a conference and the conference has an excess, it shall turn the conference excess over to the GLACURH Regional Board of Directors within 60 days after the close of the GLACURH conference.
- 14. The host school must provide the region with a final hotel drop date, one week prior to final confirmation requirements.

### **Section 3**

#### **Finances**

- 1. The host school will establish fees after consultation with the Regional Board of Directors.
- 2. The Spring Regional Conference host school shall waive registration fees for the following members of the regional board: Regional Director, AD-AF, AD-NRHH, COLE COBD, COMT, CORS, Regional Advisor, Regional NRHH Advisor and one conference staff member for the GLACURH Regional Leadership Conference. This is not to exceed 13 people.
- 3. The host school must work into its Spring Regional Conference budget a minimum \$6.00 per delegate add-on fee as a line item in the Spring Regional Conference budget, not to be confused with a conference excess. (Refer to Host School Responsibilities' Acknowledgment form.) The host school will pay the add-on fee to GLACURH the first day of the Spring Regional Conference. The conference excess will be paid to the regional organization no later than sixty (60) days after the end of the conference.
- 4. The Spring Regional Conference host school shall waive the conference registration fees and provide accommodations for one representative from all corporations endorsed by NACURH, Inc.

5. The Spring Regional Conference host school shall waive the conference registration fees for a maximum of two NACURH Board members.
6. Variable costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
7. Variable costs are defined as any cost where the total cost may vary while the unit cost remains constant. Fixed costs are defined as any cost where total cost remains constant while the unit costs vary. Each expense will be denoted as variable or fixed. Fixed and variable costs may not be combined.
8. The finances of the Spring Regional Conferences must be concluded within sixty (60) days after the end of the conference. Any bills that are discovered after this sixty-day period must be paid by the host school. Any host school bidding for a Spring Regional Conference must be made aware of this policy during the bidding process.
9. All conference excess money and financial receipts shall be turned over to the GLACURH AD-AF within sixty (60) days of the end of the business meeting.
10. 50% of the conference excess shall be put in the operating budget of the region. The remaining 50% is to be given to the host site of the next business meeting in the form of a grant to be used as sponsorship to lower delegate cost.
11. The Spring Regional Conference host school will be responsible for the first \$250.00 of all conference debts; all remaining debts will be split by the region and the Spring Regional Conference host school 50/50.
12. Any school in attendance at the Spring Regional Conference must pay all fees before they are allowed to receive registration packets and room keys.
13. The Associate Director for Administration and Finance of GLACURH will be responsible for monitoring the conference budget and working with the conference staff in budget management and planning. The Regional Director will also be in consultation with the conference staff.
14. The Spring Regional Conference finance chair will be required to submit a conference budget on the 15th of every month to the AD-AF, Regional Director, and the Regional Advisor for review.
15. The Conference staff will use the Spring Regional Conference budget format. They may receive this format from the Associate Director for Administration and Finance.
16. ADA Compliance or national law equivalent
  - a. The conference staff will submit a proposal for any needed funding from ADA Compliance fund for special delegate accommodations to the Regional Board of Directors before the start of the conference or business meeting. If approved by a majority of the Regional Board, the funding from the ADA Compliance fund can only be used for purposes that were submitted in that proposal.
  - b. The conference staff will consult with the Regional Director, AD-AF, and Regional Advisor to see if the Regional ADA add-on fee will need to be



included in their budget.

17. Bids and conferences must denote which currency conference fees are to be paid with.
18. Host schools will work with the RBD to determine a day to base the exchange rate in the case of schools wishing to exchange their currency for the currency denoted in the budget.
19. The host school will accept all payments in any currency as determined by the exchange rate.
20. An institution that has been selected to host a Spring Regional Conference may take a \$250.00 USD loan from the region to be paid back to the region in full on the day that their conference opens.

#### **Section 4**

##### **Alternate Delegate Policy**

1. Conference hosts may provide the option for institutions to register for alternate delegates during the conference registration period.
2. The registration for alternate delegates follows the same processes and guidelines as that for general delegates, but alternate delegates are not guaranteed admission to conferences.
3. Institutions registering alternate delegates should be aware that potentially all alternate delegates will be accepted. Accepted alternate delegates of the respective conference must be prepared to attend and pay in full.

#### **Section 5**

##### **Host School Incentive**

1. Upon receipt of an acceptable, on time wrap-up report, GLACURH shall cover the host school's affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.
2. Should a host school not follow the GLACURH Governing Documents and/or of the NACURH Policy Book, the Regional Director, AD-AF, and Regional Advisor may determine to limit the amount of nor grant the host school scholarship (upcoming year's affiliation dues paid by the region).

#### **Section 6**

##### **Conference Website**

1. If the region hosts the website, information submitted to the Regional Director by the conference staff should be updated to the website within a week.
2. Upon receiving information for the website, the Regional Director will inform the conference staff that the information has been received and updated.
3. If a school wishes to opt out of regional involvement with the website the following guidelines need to be implemented:
  - a. The website should be up and running 6 months prior to the conference.
  - b. Weekly communication between the conference representative and Regional Director should be maintained
  - c. Registration forms should be online and follow templates, which can be obtained from the GLACURH AD-AF upon request.



- d. Program registration forms should be online and follow templates, which can be obtained from the GLACURH AD-AF upon request.
  - e. Contact information for the conference committee and advisors should be available.
  - f. Conference timeline should be available.
  - g. Conference schedule should be available.
  - h. Alcohol and Tobacco Waiver should be available.
  - i. Liability Waiver should be available.
  - j. Housing arrangements should be available.
  - k. Dining arrangements should be available.
  - l. Transportation arrangements should be available.
  - m. Conference Lingo should be available.
  - n. Spirit Guidelines should be available.
  - o. Philanthropy information should be available.
  - p. Host Site History should be available.
4. If the Regional Board of Directors feels the host institution is not doing an adequate job of maintaining and following the above guidelines, the Regional Director and AD-AF will take over and make sure the region stays informed by maintaining the website.

## **ARTICLE III**

### **VIRTUAL BUSINESS MEETINGS**

#### **Section 1**

#### **Conduct of Virtual Business Meetings**

- 1. Virtual business meetings shall be conducted using Zoom virtual conferencing.
- 2. While in session, minutes shall be taken by the AD-AF.
- 3. Virtual business meetings shall follow parliamentary authority of the organization.
- 4. At the start of the virtual business meeting, roll shall be called.
- 5. Quorum for virtual business meetings shall be defined as the following:
  - a. To present pieces, 30% of the regional schools affiliated at the time business was sent to the region must be in attendance.
  - b. Shall quorum be met and an amendment proposed, two-thirds ( $\frac{2}{3}$ ) of the votes at the chat must be returned in the affirmative for the amendment to the legislation to pass.
    - i. A member school may present an amendment to the Director before the chat if they are not able to attend. The Director will introduce these amendments after any questions about the legislation and they must be seconded in order to be entertained during the chat.
    - ii. At least two-thirds ( $\frac{2}{3}$ ) of the regional schools affiliated at the time then legislation was sent to the listserv must vote in order for any email legislation to receive a formal decision.
- 6. Members who leave the chat after roll has been called shall be counted as abstentions but shall not count towards the requirements for quorum.
- 7. Legislation and bids shall be posted to the regional website in advance for CCs

to view.

8. Voting shall be conducted in a manner as outlined by the Regional Director.
9. The Regional Director shall announce the results immediately following the vote.

## **Section 2**

### **Regional Virtual Business Conference**

1. GLACURH shall host a Regional Virtual Business Conference on an as needed basis to increase access to GLACURH's regional business and alleviate the boardroom slate of physical regional conferences.
2. The Regional Virtual Business Conference shall take place either between the respective year's Regional Leadership Conference and Spring Regional Conference or between the Spring Regional Conference and NACURH Annual Conference, at a time selected by the Regional Board of Directors.
3. The date and time of the Regional Virtual Business Conference must be communicated to CCs no later than 30 days prior to the business meeting.
4. If the Regional Board of Directors deems a virtual business meeting necessary, they may opt to host a Regional Virtual Business Conference.
5. The Regional Virtual Business Conference will be held at no cost to regional membership.
6. Conduct at the Regional Virtual Business Conference will follow protocol outlined for virtual meetings.

## **ARTICLE IV**

### **REGIONAL CONFERENCE COMMITTEES**

#### **Section 1**

#### **Regional Leadership Conference Committee**

1. The Regional Director and Regional Advisor will begin the search for a conference committee if a conference host site has not been secured at the virtual business meeting following the Spring Regional Conference.
2. The Regional Director and Regional Advisor will conduct an application process to select the Conference Chair.
  - a. The Regional Board of Directors will vote to confirm the appointment.
3. The Regional Director, Regional Advisor, and Conference Chair will conduct an application process to select the Conference Advisor.
4. The Associate Director for Administration and Finance (AD-AF) shall create a conference budget that will be maintained by the Conference Finance Chair and closely reviewed by the AD-AF, Regional Advisor, and Conference Advisor.
5. The Regional Director and Regional Advisor will conduct a search for a neutral host-site within the region.
6. The Regional Director and Regional Advisor will receive proposals and conduct site visits to select the host site.
7. The Conference Chair and Conference Advisor will assemble the conference committee. The Committee shall be made up of the following:
  - a. Conference Chair
  - b. Conference Advisor
  - c. Two Coordinating Officers from the Regional Board of Directors

- d. 6-8 Students from the Conference Chair's host institution
  - e. More students may be allowed at the discretion of the Conference Chair, and Conference Advisor.
- 8. The Conference Chair, Conference Advisor, and Conference Committee will be responsible for adhering to the responsibilities outlined in Article XV of the Governing Document where relevant and applicable.

## **Section 2**

### **Spring Regional Conference Committee**

- 1. The Regional Director and Regional Advisor will begin the search for a neutral host site and a Spring Regional Conference committee if a Spring Regional Conference host site has not been secured at a virtual business meeting following NACURH by the month of September.
- 2. The Regional Director and Regional Advisor will conduct an application process to select the Conference Chair.
  - a. The Regional Board of Directors will vote to confirm the appointment.
- 3. The Regional Director, Regional Advisor, and Conference Chair will conduct an application process to select the Conference Advisor.
- 4. The Associate Director for Administration and Finance shall create a conference budget that will be maintained by the Spring Regional Conference Finance Chair and closely reviewed by the AD-AF, Regional Advisor, and the Spring Regional Conference Advisor.
- 5. The Regional Director and Regional Advisor will conduct a search for a neutral host-site within the region.
  - a. The Regional Director and Regional Advisor will receive proposals and conduct site visits to select the host site.
- 6. The Spring Regional Conference Chair and the Spring Regional Conference Advisor will assemble the conference committee. The Committee shall be made up of the following:
  - a. Spring Regional Conference Chair
  - b. Spring Regional Conference Advisor
  - c. One Coordinating Officer from the Regional Board of Directors
  - d. 3-5 Students from the Spring Regional Conference Chair's host institution
  - e. More students may be allowed at the discretion of the Spring Regional Conference Chair, and the Spring Regional Conference Advisor.
- 7. The Spring Regional Conference Chair, the Spring Regional Conference Advisor, and the Spring Regional Conference Committee will be responsible for adhering to the responsibilities outlined in the Governing Document where relevant and applicable.

## **ARTICLE V**

### **REGIONAL CONFERENCE WRAP UP REPORTS**

## **Section 1**

- 1. Wrap-Up Report Contents
- 2. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty days (60) following the end of the

conference. The final wrap up report should contain the following information in order:

- a. Introductory letter of the report by the Chair(s)
- b. Table of Contents, with page numbers
- c. Conference Schedule
- d. Total number of delegates in attendance, further broken down by number of delegates per school
- e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
- f. Awards presented at the conference;
- g. Financial ledger, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances
- h. Finalized version of closed out conference budget
- i. Conference Chair's report, should include an overview of each committee, the channel of authority, staff policies, Conference Staff planning schedule, broken down by committee, with their tasks and responsibilities
- j. Committee Chair's Job Reports with the following format:
  - i. General statement of committee responsibilities
  - ii. Description of committee activities
    1. Number of people on the committee or in positions
    2. Timeline of activities, month by month, as accomplished
    3. Problems with conference timeline
    4. Communication problems that hindered the committee's purpose
    5. An outline of successful procedures in organizing the committee and activities
    6. Description of Conference Responsibilities
    7. What happened at the conference
    8. What activities the committee planned occurred
    9. A listing of critical reminders for future planners
  - iii. Recommendation for the future
    1. Suggested solutions to conference timeline problems
    2. Suggested solutions to conference responsibility problems
    3. Evaluate your own participation level, with suggestions for better time utilization
    4. An outline of ideas considered but not utilized
  - iv. Forms or form letters used
    1. A blank conference evaluation and final conference evaluation results tabulated.
    2. A blank educational session submission form (when applicable)

3. A blank registration form or a listing of questions present on the registration form
3. The final copy of the wrap-up report should be turned into the Regional Director, Associate Director for Administration and Finance, and Associate Director of National Residence Hall Honorary. Once the report is approved by the Regional Director a copy will be forwarded to following NACURH officers/entities:
  - a. Regional Advisor and Regional NRHH Advisor
  - b. NACURH Conference Resource Consultant
  - c. NACURH Associate for Administration
  - d. NACURH Corporate Office
  - e. Incoming Conference Chair and Conference Advisor

## **Section 2           Conference Wrap – Up Report Distribution**

1. All conference wrap-up reports shall be posted to the Wrap-Up Report Archive housed on the regional website three years after the close of the conference.
2. Any member institution or individual may request a copy of any wrap-up report from the Regional Director prior to the three-year withholding period's completion, with due cause (i.e. an interest in hosting a conference).

## **ARTICLE VI           REGIONAL LEADERSHIP RETREATS**

- ### **Section 1**
1. GLACURH shall have three leadership retreats for members of the Regional Board of Directors each affiliation year.
  2. The retreats shall be the Fall Retreat, Winter Retreat, and Summer Transition Retreat.
  3. Retreats shall take place before the Regional or NACURH Annual Conference falling in the same semester.

- ### **Section 2**
1. Site selection for all Regional Leadership Retreats will be done via an application open to all member schools in good standing.
  2. The Regional Director shall be responsible for the creation and publication of the application. The application should include space for institutions to detail the facilities to be used during the retreat.
  3. The retreat host site will be selected through a vote by the Regional Board of Directors, with the host site being the institution which receives the simple majority vote.

## **ARTICLE VII           REGIONAL BOARDROOM WAIVER**

- ### **Section 1**
1. In the event that an affiliated institution is unable to attend a regional conference due to institutional finances, they may submit a petition to the Regional Directorship to receive a boardroom waiver.
  2. To receive a waiver, the institution must be in good standing and provide proof of financial need.

- a. The institution should demonstrate all efforts which were made in an attempt to attend the conference, including correspondence with the institution and applications for regional scholarships.
- 3. If granted a boardroom waiver, the institution'S CC(s) will have the ability to submit a written statement detailing their stance on bids and each piece of legislation, which shall be read as the first discussion point on the item.
  - a. Statements should be submitted to the Regional Directorship no later than 48 hours prior to the opening of the regional conference.
  - b. Legislation and bids not posted in advance of boardroom will not be available for statements.
- 4. If it is found that an institution was granted a waiver through false information, the institution may face penalties, including being placed in bad standing.

# TITLE 8

## REGIONAL BIDDING & AWARDS

### ARTICLE I

BIDDING AND AWARDS GENERAL POLICIES

### ARTICLE II

REGIONAL LEADERSHIP CONFERENCE BIDS &  
AWARDS

### ARTICLE III

Spring Regional Conference BIDS & AWARDS

### ARTICLE IV

REGIONAL PINS

## ARTICLE I

## BIDDING AND AWARDS GENERAL POLICIES

### Section 1

#### General Policies

1. All awards are optional and shall be given at the Regional Director's/Regional Board of Directors' discretion.
2. Eligibility
  - a. All currently serving members of NACURH Leadership are not eligible for the Student of the Year Award, RHA President of the Year Award, Distinguished Service Award, and the First Year Experience Award and Advisor of the Year Award for the term they are serving.
    - i. In the case where a vacancy of a normally elected officer is appointed, that person shall also be ineligible.
  - b. Members of NACURH Leadership cannot write award bids for their host schools with the following exception:
    - i. Current members of NACURH Leadership may only participate in the writing of the following awards:
      1. Hallenbeck Service Award
      2. Distinguished Service Award
  - c. Individuals and institutions bidding for awards must be from a member school in good standing within NACURH.
  - d. Each member school is allowed to submit one bid per award.
  - e. Only year specific information will be considered with the exception of Distinguished Service Award and the Hallenbeck Service Award.
3. Bid Timeline
  4. Prior to the Regional Leadership Conference and the Regional Spring Conference, the Coordinating Officer for Recognition and Service shall work with the NRHH Advisor and the Regional Director to establish a bidding timeline.
  5. The bidding timeline shall include but is not limited to the following deadlines:
    - a. Bid intent
    - b. Initial bid submission
    - c. Constitutionality check to be done by the Regional Board of Directors
    - d. Final bid submission if the bid did not pass the constitutionality check
      - i. After review, individuals and institutions bidding for an award may only make changes necessary to meet constitutionality and otherwise may not make changes to the content of the bid.
  6. Bids shall be released to the region no less than one week prior to the start of the conference.
7. Regional Level Awards
  - a. Awards that shall be given at the Regional Leadership Conference include:



- i. Advisor of the Year
    - ii. Hallenbeck Service Award
    - iii. NRHH Outstanding Chapter of the Year
    - iv. NRHH Outstanding Member of the Year
    - v. Outstanding Advocacy Initiative
    - vi. Program of the Year
    - vii. RHA President of the Year
    - viii. School of the Year Award
    - ix. Student of the Year
  - b. Awards that shall be given at the Spring Regional Conference include:
    - i. First Year Experience
    - ii. NCC of the Year
    - iii. NRHH Building Block of the Year
    - iv. NRHH-CC of the Year
    - v. NRHH President of the Year
    - vi. RHA Building Block of the Year
    - vii. Student Staff Member of the Year
8. Any award bid that does not meet the following criteria will be disqualified.
- a. Pages must be portrait 8.5" x 11".
  - b. Bids must meet the page count for the designated award category
    - i. A page is defined as a side with print.
    - ii. Types of pages that are included in the page count:
      - 1. Dividers
      - 2. Institutional Letters of Support, Including Those From:
        - a. Full-time Professional or Graduate Advisors or Residence Hall Campus Staff Member
        - b. Student Representative of Residence Life Housing Organization
        - c. Student(s) Directly Impacted by the Nominee
        - d. Professional staff member at an Assistant Director level (or equivalent) or higher of the institution's Housing or Residence Life department.
    - iii. Types of pages that are not included in the page count:
      - 1. Title Pages
      - 2. Table of Contents
      - 3. Regional Letters of Support
      - 4. Citations
    - iv. All bids shall contain a table of contents page, so that all content can be viewed in an accessible manner.

- v. All bids shall contain page numbers on all pages counting toward the page limit.
- vi. No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video.
- vii. Title page must include the following:
  - 1. Award name
  - 2. Nominee name
  - 3. Institution
  - 4. The conference it is presented at
  - 5. The institution the conference is hosted at
    - a. If the conference is hosted by a neutral host site or conference committee, the title page should indicate the conference is "Hosted by GLACURH."
- viii. Letter(s) of support must be included in all bids.
- ix. Bids must use at least a 12 point font.
- x. All content not created by the bidding institution or individual must be accompanied by proper citation on a citation page at the end of the award bid.
  - 1. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
- xi. The filename of the bid must contain the following in this order: institution name, award title, and conference name and respective year. (E.g. University\_AOTY\_RLC2013; E.g. University\_FYE\_SRC2014).
  - 1. If an individual is bidding for a position on the Regional Board, the following format will be used: last name, position title, conference name, and respective year. (E.g. Smith\_CO-RS\_SRC2014).
  - 2. Bids submitted without the formal title will not be disqualified. It is the responsibility of the Coordinating Officer of Recognition and Service to ensure the accuracy of file names.

#### 9. Award Distribution

- a. The Region is to purchase and pay for the following awards: School of the Year, RHA Building Block of the Year, Program of the Year, Advisor of the Year, Student of the Year, RHA President of the Year Award, First Year Student, Outstanding Advocacy Initiative, NRHH Outstanding Chapter, NRHH Building Block, and NRHH Outstanding Member awards.

- b. All award recipients will receive their plaques at the conference in which they won the award in the mass gathering space.
- c. These and other awards may be presented by the Director and the Director's designee.
- d. If no bids are submitted for an award, there will not be a recipient for that award for that year.
- e. Winners chosen at the Regional Leadership Conference and the Spring Regional Conference shall serve as the regional representative for the NACURH award in that particular category.
  - i. In the event a school or individual becomes ineligible to bid for a NACURH of the Year award after being selected as the regional winner, the GLACURH Director shall have the authority to conduct a process which allows for the fair selection of a regional nominee for NACURH. All member schools shall be informed of this process.
  - ii. For all Regional NRHH Awards, the Associate Director for National Residence Hall Honorary shall have the authority to conduct a process for choosing other nominees to be selected for regional support. All NRHH Chapters shall be informed of this process.

#### 10. Designated File Names and Letters of Support Requirements

- a. File Names for Bids submitted at the Regional Leadership Conference

Bid Category	File Name
Advisor of the Year	AOTY
Distinguished Service Award	DSA
Hallenbeck Service Award	HSA
NRHH Outstanding Chapter of the Year	NRHH-OC
NRHH Outstanding Member of the Year	NRHH-OM
Outstanding Advocacy Award	Advocacy
Program of the Year	POY
RHA President of the Year	President
School of the Year	School
Student of the Year	Student

- b. File Names for Bids submitted at the Spring Regional Conference

Bid Category	File Name
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First Year Experience Award	FYE
NCC of the Year	NCC-OTY
NRHH Building Block of the Year	NRHH-BB
NRHH-CC of the Year	NRHH-CC
NRHH President of the Year	NRHH-Pres
RHA Building Block of the Year	RHA-BB
Student Staff Member of the Year	Staff

c. Letters of Support Required by Bid Category

<b>Bid Category</b>	<b>Letters Needed</b>
Conference Bids	2+
Advisor of the Year	2+
Distinguished Service Award	2+
First Year Experience Award	1+
Hallenbeck Service Award	2+
NCC of the Year	1+
NRHH Building Block of the Year	2+
NRHH-CC of the Year	1+
NRHH President of the Year	1+
NRHH Outstanding Chapter of the Year	2+
NRHH Outstanding Member of the Year	2+
Outstanding Advocacy Award	2+
Program of the Year	2+
RHA Building Block of the Year	2+
RHA President of the Year	2+
School of the Year	2+
Student of the Year	2+
Student Staff Member of the Year	2+

## ARTICLE II REGIONAL LEADERSHIP CONFERENCE BIDS & AWARDS

## Section 1

### School of the Year Award

1. The School of the Year Award is the highest honor a GLACURH member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and NACURH levels. The School of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past regional year.
2. Bids may not be more than 30 pages.
3. Bids for School of the Year shall include the following:
  - a. Institutional Description
  - b. Governmental Description
  - c. Program Description
  - d. Policies Description
  - e. Facilities Description
  - f. Campus Involvement
  - g. Regional Involvement
  - h. NACURH Involvement
  - i. Addendum(s).
4. Requirements for Selection
  - a. Campus Level (45%)
    - i. Structure and organization of residence hall government
    - ii. Goals and programs accomplished (emphasis on new programs and organizational growth)
    - iii. Perceived student benefits from the residence hall government
    - iv. Community service
    - v. Addressing challenging issues
    - vi. Other residence hall groups
    - vii. Communication of regional and NACURH information to the RHA, residence life staff and administration budget.
    - viii. Budget
  - b. Regional Level (25%)
    - i. Representation at Regional Conferences
    - ii. Communication with regional member schools
    - iii. Involvement in regional projects
    - iv. Bids for regional awards
    - v. Number of regional OTMs submitted/winners
    - vi. Communication with regional officers
    - vii. Hosting a regional officer or conference
  - c. NACURH Level (25%)
    - i. NACURH Corporate Office requests
    - ii. NRHH Chapter
    - iii. Representation at NACURH conferences
    - iv. Representation at NACURH/NRHH Corporate business meeting
    - v. Number of NACURH OTM recipients

- vi. NACURH Corporate Office report
- vii. Bids for NACURH awards (POY, etc.)
- viii. Communication with member schools
- ix. Communication with NACURH officers
- x. Payment of dues
- xi. Spirit and involvement of students
- xii. Hosting the NACURH Corporate Office/NACURH officer/NACURH Annual Conference
- d. Miscellaneous (5%)
  - i. Letters of support
  - ii. Adherence to format
  - iii. Appearance/neatness
  - iv. Conciseness
- 5. Selection Process:
  - a. Bids will be presented in a written format with a ten-minute formal oral presentation.
  - b. The Regional Board of Directors shall be responsible for choosing two finalists for School of the Year.
  - c. The Regional Board of Directors shall notify finalists prior to the conference. Finalist's bids will also be posted for download prior to the conference.
  - d. The selection process shall consist of a ten-minute formal oral presentation per school, a ten minute pro/con session per school, and a ten minute discussion period.
  - e. Recipients of the School of the Year award shall be determined by a majority of voting member schools in attendance at the business meeting at which the bids are presented. All votes will be by secret ballot.
- 6. The award consists of a plaque to be retained by the winning schools.

## **Section 2**

### **Daniel Siler Program of the Year Award**

1. Program of the Year, named after Daniel Siler, a beneficial contributor to NACURH and an excellent programmer whose programs were consistently winners of Top Program Awards; NACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year (POY) Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists in student programming.
2. Any school may submit one program per year to be considered for this award. The program must have occurred from October 2-October 1 of the year that the bid is due (for example, bids for the 2022 POY award must have occurred from October 2, 2020 to October 1, 2021). The program may be of a community service, leadership development, educational, or social nature; regardless, the bid must include some indication of how the program was

educational for students or student leaders.

3. Bids may not be more than 20 pages.
4. Bids for Program of the Year shall include the following:
  - a. Schedule of events
  - b. Basic organization
  - c. Line item budget
  - d. Funding sources
  - e. Goals
  - f. Positive effects
  - g. Evaluation
  - h. Letter(s) of Support
    - i. Must be from an organizational advisor, a student member of the RHA or NRHH executive board, or a residence life professional staff member, including graduate advisors.
  - i. Addendum(s).
5. Requirements for Selection:
  - a. Relatedness to Residence Hall Students:
    - i. For whom is the program designed?
    - ii. How does it relate to residence hall settings?
    - iii. Is it practical and applicable to other residence hall settings?
    - iv. What were the goals of the program?
  - b. Proven Effectiveness:
    - i. How successful was the implemented program?
    - ii. How was the evaluation of the program or concept carried out?
    - iii. How was the program marketed?
  - c. Creativity and Uniqueness:
    - i. How new is the concept of the program in dealing with general residence hall programming?
    - ii. How unique is the program in presentation style--new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
    - iii. How were program costs met?
    - iv. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
  - d. Level of Student Input and Involvement:
    - i. Was the program conceived by students?
    - ii. How many students were involved in the actual planning and implementation of the program?
    - iii. Who benefited from the program?
  - e. Presentation of the Information:
    - i. Correct grammar and spelling, neat, concise, clear and readable?
    - ii. What are the strategies for presenting this program at ACUHO-I? To NACURH?
6. Selection Process:

- a. The Regional Board shall be responsible for choosing two finalists for Program of the Year.
  - b. Bids will be presented in a written format with a ten-minute formal oral presentation. A ten-minute question/answer period will follow the presentation.
  - c. Program Presentation at GLACURH Regional Leadership Conference suggestions:
    - i. What were the goals of the program? And how were these met?
    - ii. Did students plan the program? Are students presenting the program?
    - iii. Why was this program important to the campus? Did it solve any problems on the campus level?
    - iv. How did this program relate to the campus population? Other campus populations?
    - v. How many students did this program impact?
    - vi. What was the cost of the program?
    - vii. How can this program be adapted to other campuses?
    - viii. How chronological is the information being presented?
    - ix. Is there audience participation/interaction in the presentation?
    - x. Was the program presented in a professional manner?
    - xi. Creativity of presentation: costumes, design of presentation, handouts.
  - d. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all representatives are able to view it. Finalist's bids will also be posted for download prior to the conference.
  - e. The selection process shall consist of a ten-minute formal oral presentation per school, a ten-minute pro/con session per school, and a ten-minute discussion period on both finalists.
  - f. Recipients of the Program of the Year award shall be determined by a majority of voting member schools in attendance at the business meeting at which the bids are presented. All votes will be by secret ballot.
7. The award consists of a plaque to be retained by the winning school.

### **Section 3**

#### **Student of the Year Award**

1. This award recognizes outstanding service to GLACURH by an individual who has been directly affiliated with the organization.
2. The nominee may not have been a CC within the past year.
3. Bids may be no longer than 8 pages.
4. Bids for Student of the Year shall include the following:
  - a. Award shall be judged based on the time period from 12 p.m. of the Saturday of the previous year's GLACURH Regional Leadership Conference to 12 p.m. of the Saturday of the current year's GLACURH



- Regional Leadership Conference.
- b. Service to RHA, campus, region, and NACURH. There is no weight to any of these criteria.
- c. Recognition through awards: campus, regional, and NACURH activities.
- d. Participation in campus, regional, and NACURH services.
- e. Participation in conferences: spirit, attendance, and participation in meetings and educational sessions.
- f. Proof of good standing at the student's host institution
  - i. Good standing can be included in the forms of inclusion in a letter of support from university faculty/staff, or an image of proof.
- 5. Selection Process:
  - a. Voting members in the President's Boardroom shall vote upon the recipient of this award.
  - b. The recipient will represent GLACURH in the NACURH selection at NACURH.
- 6. The award consists of a plaque to be retained by the winning school.

## **Section 4**

### **RHA President of the Year Award**

1. The RHA President of the Year Award recognizes the outstanding service of a residential housing organization RHA President or campus equivalent at an affiliated school who has had a direct positive impact on their school, region and NACURH.
2. Bids may be no longer than eight (8) pages.
3. Requirements for selection:
  - a. Service to affiliated residential housing organizations by exhibiting: delegation, communication, goal-setting, execution of goals, connection with their board and the residential housing community, leadership, motivation and enthusiasm, success or growth of the organization, and creativity.
  - b. Recognition through awards: campus, regional, and NACURH services.
  - c. Participation in campus, regional and NACURH services.
  - d. Participation in conferences: spirit and attendance, and participation in meetings and educational sessions.
  - e. Recipients of the RHA President of the Year Award must have completed or are currently completing a term of office as President of a residential housing organization as prescribed by their organization's governing body.
4. Selection Process
  - a. Voting members in the President's Boardroom shall vote upon the recipient of this award.
  - b. The recipient shall be GLACURH's nominee for the NACURH RHA President of the Year Award.
5. The award consists of a plaque to be retained by the winning school.

## **Section 5**

### **Advisor of the Year Award**

1. The Advisor of the Year Award recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising role to their university community and their residence life community.
2. Nominees for the Advisor of the Year award must be a RHA Advisor, or other residence life advising position on their campus including:
  - a. Professional Staff
  - b. Graduate Students
3. Bids will be no longer than 8 pages.
4. Requirements for Selection:
  - a. Current job description
  - b. Current and past involvement on all levels - school, region, NACURH (One Page of past involvement is allowed. All other information must be year specific)
  - c. All listed involvements must contain dates that will distinguish past involvements from current involvements throughout the bid.
  - d. Minimum of two (2) letters of support from the following:
    - i. A student they supervise and/or advise;
    - ii. A colleague.
5. Other suggestions for the bid include, but are not limited to:
  - a. Campus, regional and NACURH involvement (i.e. Regional Board, conference staff, etc.)
  - b. Recognition received through awards
  - c. Participation in conferences: attendance, presenting educational sessions, etc.
6. Selection Process:
  - a. This award will be voted on by the Regional Board voting members at the Regional Board of Directors' Fall Retreat each year.
  - b. The Regional Board shall be responsible for choosing 2 finalists for the Advisor of the Year award
  - c. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner in which all CCs are able to view it. Finalist's bids will also be posted for download prior to the conference.
  - d. The Regional Award Recipient will represent GLACURH in the NACURH selection for the Advisor of the Year Award at the NACURH Annual Conference.

## **Section 6**

### **Hallenbeck Service Award**

1. The Hallenbeck Service Award was named after Dr. Dan Hallenbeck, former NACURH Advisor, and is intended to recognize outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
2. The award recognizes those full-time housing or student affairs professionals who have continuously provided outstanding service to their college's/university's community and within the Residence Life community.

3. Bids may be no longer than 16 pages.
4. Requirements for Selection:
  - a. Current job description
  - b. Current and past involvement on all levels, school, regional and NACURH levels
  - c. Letters of support.
5. Other suggestions for the Bid include, but are not limited to:
  - a. Campus, state, regional and NACURH involvement (i.e. Regional Board, conference staff, etc.)
  - b. Recognition received through awards: campus, state, regional, and NACURH
  - c. Participation in conferences: attendance, presenting educational sessions, etc.
  - d. Success in advising their student group.
6. Selection Process
  - a. The award will be voted on by the Regional Board of Directors voting members at the Regional Board of Directors' Fall Retreat.
  - b. The Regional Board shall be responsible for choosing 2 finalists for the Hallenbeck Service Award.
  - c. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner in which all CCs are able to view it. Finalists' bids will also be posted for download prior to the conference.
  - d. The Regional Award Recipient will represent GLACURH in the NACURH selection for the Hallenbeck Service Award at the NACURH Annual Conference.

## **Section 7**

### **Outstanding Advocacy Initiative Award**

1. This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community wide level.
2. The bid shall be no more than twenty (20) pages in length
3. Bids for Outstanding Advocacy Initiative Award must include the following criteria
  - a. Introduction
    - i. Campus and organization need(s) and characteristics relevant to the area of advocacy
    - ii. Origin of advocacy initiative
    - iii. Method of identifying the area of advocacy for this initiative
    - iv. Organization's approach to and support of the advocacy effort
    - v. Level of student involvement in the advocacy initiative
  - b. Goals
    - i. Organization goals for the initiative

- ii. Level of student involvement in goal creation
  - iii. Measurable results of goal achievement.
  - iv. Goals not achieved by the advocacy initiative
- c. Implementation
  - i. Step-by-step process for the execution of this initiative.
  - ii. Detailed timeline of the initiative
  - iii. Initiative budget requirements and uses
  - iv. Level of student, group and professional involvement in initiative implementation
  - v. Degree to which advocacy efforts met the needs of the student population
- d. Evaluation
  - i. Evaluation methods tool
  - ii. Successes and failures of the initiative
  - iii. Level of student participation in the initiative
  - iv. Short- and long-term impact of the advocacy initiative and campus
  - v. Publicity and notoriety received from the initiative
  - vi. Organizational achievement and growth as a result of the initiative
  - vii. Suggestions for improvement in future initiatives
  - viii. Suggestions for implementing similar initiatives at different institutions.
- 4. Selection for this award will take place during GLACURH's Boardroom by the regions CC at the GLACURH Regional Leadership Conference.
- 5. Recipients of this award will be GLACURH's representation for NACURH selection
- 6. The winning school shall be announced at the GLACURH Regional Leadership Conference and shall receive a plaque

## **Section 8**

### **Distinguished Service Award**

1. The Distinguished Service Award recognizes distinguished student leadership while serving their host institution and NACURH over a several year period.
2. Any individual who has been an enrolled student during the year of nomination and who has lived in a residence hall is eligible for this award. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered.
3. Bids may be no longer than 16 pages
4. Requirements for selection:
  - a. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
  - b. The bid must include a letter of support from a resident directly impacted by the nominee.
  - c. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.

- d. Campus level involvement, goals, and accomplishments.
  - e. Regional and NACURH level involvement, goals, accomplishments, and participation in services.
  - f. Attendance in leadership conferences.
  - g. Recognition received through awards.
  - h. Impact and legacy on the campus, regional, or NACURH levels.
5. Selection Process:
- a. This award will be voted on by the Regional Board voting members at the Regional Board of Directors' Fall Retreat each year.
  - b. The Regional Board shall be responsible for choosing two (2) finalists for the Distinguished Service Award.
  - c. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner which all CCs are able to view it. Finalist's bids will also be posted for download prior to the conference.
  - d. The Regional Award Recipient will represent GLACURH in the NACURH selection for the Distinguished Service Award at the NACURH Annual Conference.

## **Section 9**

### **NRHH Awards**

1. Policies governing the NRHH Outstanding Member of the Year and NRHH Outstanding Chapter of the Year can be found within Title IV, Article 1, Sections Three and Four (respectively) of the GLACURH NRHH Policy Book.

## **ARTICLE III**

### **Spring Regional Conference BIDS & AWARDS**

## **Section 1**

### **RHA Building Block of the Year Award**

1. The RHA Building Block of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment.
2. Bids may be no longer than 20 pages.
3. Requirements for Selection:
  - a. Campus Level
    - i. How has involvement on a campus level grown from a previous year? (Please show a comparison between previous year and current year for each item below.)
    - ii. Goals and Objectives
      1. What were your goals and objectives?
      2. How were these goals achieved, and what else was accomplished?
      3. How did these differ from the previous year?
    - iii. Structure of RHA
      1. How has your structure grown from previous years?
      2. What are the benefits of your current RHA structure?

- iv. Miscellaneous
  - 1. How have you addressed challenging issues?
  - 2. How has your level of regional/NACURH involvement benefited you RHA?
  - 3. Growth from previous year (programs, membership, organization development, and positive trends.)
- b. Regional Involvement
  - i. How has your involvement on a regional level grown from the previous year?
    - 1. Conferences attended
    - 2. How many delegates did you send
    - 3. What educational sessions were presented
    - 4. Were you able to bring back valuable information to benefit your RHA? (i.e. Any educational sessions brought back and used on campus)
  - ii. Use of services
    - 1. Communication with regional member schools
    - 2. Communication with regional officers
    - 3. Did your RHA host a regional officer/conference
    - 4. Did your RHA bid for any awards
- c. NACURH Involvement
  - i. Does your school have an affiliated NRHH Chapter?
  - ii. How have you utilized the services/resources of NRHH? (OTMs, manuals, etc.)
  - iii. How have you utilized the resources of the NACURH Corporate Office? (Affiliation reports, manuals, etc.)
  - iv. Describe your participation and involvement in the NACURH Annual Conference.
- d. Letters of Support
- 4. Selection Process:
  - a. The CCs shall vote on one recipient at the Spring Regional Conference.

## Section 2

### NCC of the Year Award

- 1. The purpose of the NCC of the Year Award is to recognize outstanding service to GLACURH by an individual who has been directly affiliated with the organization in the role of NCC.
- 2. The nominee must be a current NCC in good standing at the current institution. Good standing can be included in the forms of inclusion in a letter of support from university faculty/staff, or an image of proof.
- 3. Bids may not be more than 8 pages
- 4. The NCC of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past regional year.
- 5. Bids for NCC of the Year must include the following:
  - a. Terms of office for award purposes shall be from close of business at the NACURH Annual Conference to the start of business at the

- GLACURH Spring Regional Conference.
- b. Regional and NACURH correspondence.
- c. Recognition through awards: campus, regional, and NACURH activities.
- d. Participation in campus, regional, and NACURH services.
- e. Participation in conferences: delegation building, spirit, attendance and participation in meetings and educational sessions.
- 6. Selection Process:
  - a. The NRHH-CC's shall choose the NCC of the Year from those nominated.

### **Section 3**

#### **First Year Experience (FYE) Award**

1. The FYE Award recognizes the outstanding contributions of a first year student. Created nationally in 1994, the award encourages involved First Year students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
2. Bids shall be no longer than 6 pages.
3. Requirements for Selection:
  - a. Recipient must be of freshman status or transfer and in good academic standing at the individual's institution. (May have just completed their first year within 60 days of the NACURH Annual Conference.)
  - b. Recipient must be returning to the residence halls or university housing for the following semester.
  - c. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
  - d. The bid shall include a list of collegiate accomplishments and involvement.
  - e. Involvement in local residence hall/university housing programs is required (i.e. RHA or campus equivalent, hall programming, conduct boards, campus and community projects, committee work, etc.).
4. Other suggestions include, but are not limited to:
  - a. Involvement at the regional or NACURH level (i.e. community service, NRHH, program presentations at conferences, campus organizations, case study, etc.).
  - b. Academic honors (i.e. Dean's List, scholarship, etc.).
  - c. Community involvement.
5. Selection Process:
  - a. A member of the Regional Board of Directors will be chosen by the GLACURH Director to chair the committee. The recipient of this award bid shall be decided upon by a committee whose membership shall be made available to all representatives within the region via an application process that is decided by the committee's chair. '
  - b. The committee will be comprised of a minimum of 5 voting members, striving to represent each state/province when possible. In the event that 5 applications are not received, the minimum shall be modified to reflect the number of eligible applications received at the discretion of

- the RBD.
- c. The committee will rotate its membership on an annual basis.

#### **Section 4            Student Staff Member of the Year Award**

1. This award recognizes the dedication to GLACURH by an individual while serving as a student staff member. Staff member positions include but are not limited to: Resident Advisor/Assistants, Community Assistants, Desk Managers, and Apartment RAs
2. This nominee may not have been an CC in the past year or be nominated for the Student of the Year Award.
3. Bids may be no longer than 8 pages
4. Award shall be judged based on the time period from 12 p.m. of the Saturday of the previous year's Spring Regional Conference to 12 p.m. of the current year's Spring Regional Conference.:
5. Bids for Student Staff Member of the Year shall include the following:
  - a. Service and dedication to RHA/NRHH, campus, region, and NACURH.
  - b. Recognition through awards: campus, regional, and NACURH services.
  - c. Brief summary of job description and responsibilities
  - d. Examples of going above and beyond their job requirements
  - e. How has this individual impacted their residents?
  - f. How has this individual impacted their community and residence life department as a whole?
  - g. At least two letters of support, one being from a supervisor.
6. Selection Process:
  - a. The recipient of this award shall be selected by the RBD voting members.
  - b. The Regional Board shall be responsible for choosing 2 finalists for the Student Staff Member of the Year award.
  - c. The Regional Board shall notify finalists prior to the conference. This information will then be posted in a manner in which all CCs are able to view it. Finalists' bids will be posted for download prior to the conference.
7. The award consists of a plaque to be retained by the winning school.

#### **Section 5            NRHH Awards**

1. Policies governing the NRHH Building Block of the Year, NRHH-CC of the Year, and NRHH President of the Year can be found within Title IV, Article I, Sections Five, Six, and Seven (respectively) of the GLACURH NRHH Policy Book.

#### **Section 6            NACURH Advancement Society**

1. The NACURH Advancement Society is a way to establish and recognize those who make individual contributions to GLACURH and NACURH, Inc.
2. GLACURH shall induct up to four (4) individuals to the NACURH Advancement Society every affiliation year. These individuals will be chosen at the Spring Regional Conference.



3. Eligibility:
  1. Any individual who is currently in good standing with the GLACURH, and/or graduated from an institution in good standing with GLACURH
  2. Nominees should be outstanding individuals within the region having given significant service and dedication during their time within GLACURH.
  3. Those who can be nominated include, but are not limited to: advisors, alumni, NCC, NRHH-CC, residential student organization presidents, Conference Staff, RBD members, etc.
  4. A maximum of two (2) members of the current GLACURH Regional Board of Directors can be inducted by the region to the Advancement Society annually.
7. Nominations:
  - a. At the Spring Regional Conference, there will be a call for nominations. Those nominated must accept the nomination.
    - i. Individuals may nominate themselves
  - b. Those who are nominated will be expected to leave the space for the duration of the selection process
  - c. Nominators will give a one (1) minute proponent speech regarding their nominee. The sequence of speeches will be given in the order which nominations were taken.
    - i. If an individual nominates themselves, they can write their own proponent speech and an RBD member will read it aloud.
  - d. There will be a discussion period. All nominees must be discussed at least once before the discussion period can end
  - e. The voting members will then use a voting system, up to the discretion of the Regional Director, to narrow down the candidates.
  - f. Discussion and voting periods continue at the discretion of the Regional Director until up to four (4) nominees are secured
8. Operations
  - a. All initial inductions into the Advancement Society shall be conducted at the NACURH level.
    - i. Regional entities may supplement NACURH-level recognition with entity-specific recognition items or acknowledgments.
  - b. Induction fees shall be paid exclusively to NACURH and are required for membership in the NACURH Advancement Society. Regional entities may not collect or process separate induction fees but may offer supplementary recognition items or experiences funded through approved regional sources.
  - c. The ADC shall maintain centralized records for all Advancement Society members, including those inducted via regional processes.

## **ARTICLE IV      REGIONAL PINS**

### **Section 1      Silver Pin Award**

1. The Silver Pin Award is considered the highest individual honor in GLACURH

and is given at the Regional Director's discretion.

2. The pin shall be awarded to individuals who have provided leadership and direction to the Regional Affiliate of NACURH.
3. The pins may be purchased from NACURH at a price determined by the NAO.
4. A maximum of 8 pins per region may be given in one year. The maximum number of pins which may be given out in a year is equal to the number of regional affiliates in NACURH.

## **Section 2**

### **Silver Diamond Pin**

1. The Silver Diamond Pin is the highest individual award an ADNRRH can award to its members.
2. The Silver Diamond Pin shall be awarded to NRHH members that have provided outstanding leadership to their Region's NRHH by embodying the values of recognition and service.
3. Individuals chosen for this award must be an NRHH member of an affiliated NRHH chapter.
  - a. At the discretion of the ADNRRH, up to two (2) pins each year may be awarded to individuals who are not members of the Honorary.
4. Silver Diamond Pins may be purchased from the NCO.
5. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

## **Section 3**

### **GLACURH 2-Year Service Award**

1. The GLACURH Two Year Service Award is an award given to those who have spent two years of their collegiate careers living in university-owned and operated housing and/or housing deemed as part of the institution's housing association, constantly striving to enhance their residential living environments and GLACURH.
2. Recipients will receive a pin at the GLACURH Regional Conferences or at the NACURH Annual Conference.
3. The coordination of the Two-Year Service Award, including the application and all relevant timelines, is the responsibility of the CO for Relations and Engagement in conjunction with the RBD.
4. Requirements for Selection:
  - a. Recipients must be a student at a GLACURH member school in good standing to be eligible.
  - b. Recipients become eligible at the start of their second academic year.
  - c. Recipients must have been active in the individual's campus residence life for at least two years. This need not be consecutive years but two years total. They may also be at different institutions in GLACURH if all other criteria are met.
  - d. Recipients must have had at least one year's involvement with the individual's campus residence hall government. The other may be in other residential life capacities (resident assistant, desk attendant, program assistant, etc.).
  - e. Recipients must have attended at least two GLACURH related

conferences. These need not be consecutive, just total conferences attended. At least one of these has to be a GLACURH Regional Leadership Conference. GLACURH related conferences include the GLACURH Regional Conferences and the NACURH Annual Conference.

- f. Completion of one of the following tasks may be a substitute for conference attendance:
  - i. Participation in GLACURH or NACURH Task Force or committee
  - ii. Completion of the NACURH LEAD program
  - iii. Write a publication for NACURH Link
  - iv. Participate in hosting a GLACURH or NACURH Conference (Conference Staff Member, Volunteer)
- g. An application to be sent out by the CO for Relations and Engagement must have the signature from the campus residence hall government advisor attesting that all qualifications have been met by the recipient. Also, signatures from the CC and the recipient must be on the application.
- h. A representative from the recipient's school may receive the award for the recipient if the recipient is unable to attend the conference at which the pin is awarded.
- i. The recipient may have graduated within sixty days of receiving the award.

## **Section 4**

### **GLACURH 4-Year Service Award**

1. The GLACURH Four Year Service Award is an award given to those students who have spent four years of their collegiate careers living in university owned and operated housing and/or housing deemed as part of the institution's housing association, constantly striving to enhance their residential living environments and GLACURH.
2. Recipients will receive a pin at the GLACURH Regional Conferences or at the NACURH Annual Conference.
3. The coordination of the Four Year Service Award, including the application and all relevant timelines is the responsibility of the CO for Relations and Engagement in conjunction with the RBD.
4. Requirements for Selection:
  - a. Recipients must be a student at a GLACURH member school in good standing to be eligible.
  - b. Recipients become eligible at the start of their fourth academic year.
  - c. Recipients must have been active in the individual's campus residence life for at least four years. This need not be consecutive years, but four years total. They may also be at different institutions if all other criteria are met.
  - d. Recipients must have had at least two years involvement with the individual's campus residence hall government. The other two may be in other residential life capacities (resident assistant, desk attendant, program assistant, etc.)

- e. Recipients must have attended at least four GLACURH related conferences. These need not be consecutive, just total conferences attended. At least one of these has to be a GLACURH Regional Leadership Conference. GLACURH related conferences include the GLACURH Regional Leadership Conference, the NACURH Annual Conference, and the Spring Regional Conference.
- f. Completion of one of the following tasks may be a substitute for one conference attendance; up to two conference attendances may be substituted.
  - 1. Participation in GLACURH or NACURH Task Force or committee
  - 2. Completion of the NACURH LEAD program
  - 3. Write a publication for NACURH Link
  - 4. Participate in hosting a GLACURH or NACURH Conference (Conference Staff Member, Volunteer)
- g. An application to be sent out by the GLACURH CO for Relations and Engagement must have the signature from the campus residence hall government advisor attesting that all qualifications have been met by the recipient. Also, signatures from the CC and the recipient must be on the application.
- h. A representative from the recipient's school may receive the award for the recipient if the recipient is unable to attend the conference at which the pin is awarded.
- i. The recipient may have graduated within sixty days of receiving the award.

## **Section 5**

### **Golden MOWII Pin**

- 1. The Golden MOWII Pin award is a GLACURH award given to individuals within GLACURH who have shown outstanding leadership and service to the region and have assisted in the organizational accomplishments or who have had a significant impact on the leadership journey of the Regional Board Member giving the award.
- 2. Each member of the Regional Board of Directors will each have up to three Golden MOWII Pins to award throughout the course of their term.

## **Section 6**

### **Golden Oar Pin**

- 1. The Golden Oar Boardroom Recognition Pin is a GLACURH pin award given to individuals within GLACURH who have demonstrated outstanding leadership and other efforts in Boardroom spaces.
- 2. Each Regional Board of Directors member will have one (1) Golden Oar pin to award at each Regional Conference.
  - a. The Regional Director shall award their pin to an NCC present in the split NCC Boardroom.
  - b. The Associate Director for National Residence Hall Honorary shall award their pin to an NRHH-CC present in the Regional National

Residence Hall Honorary Business Meeting.

- c. The remaining members of the Regional Board of Directors may give their Golden Oar in any boardroom space they are present in.
- 3. The Regional Advisor and Regional NRHH Advisor may each award two (2) Golden Oar pins per Regional Conference. One pin shall be awarded to a student, and the other shall be awarded to an advisor.
  - a. The regional Advisor shall award their pin(s) to individuals present in the split NCC Boardroom.
  - b. The Regional NRHH Advisor shall award their pin(s) to individuals present in the Regional National Residence Hall Honorary Business Meeting.

# TITLE 9

## REGIONAL LEADERSHIP CONFERENCE AWARDS

### ARTICLE I

#### REGIONAL LEADERSHIP CONFERENCE AWARDS

## ARTICLE I

## REGIONAL LEADERSHIP CONFERENCE AWARDS

### Section 1

#### Best School Banner

1. The host school appoints a committee who will select a recipient.
2. The following criteria shall be followed:
  - 20% Creativity/Originality
  - 20% Aesthetic value and general appearance
  - 20% How descriptive a banner is of a school
  - 40% Relation to conference theme
3. The host school has the option of splitting this award into a large and small school category.

### Section 2

#### Best School Roll Call

1. The School Roll Call Award is an optional award decided upon by the Regional Leadership Conference Staff.
2. The School Roll Call award will be awarded by the conference staff.
3. The following criteria shall be followed:
  - a. Unity (does the roll call demonstrate the unity of the school?)
  - b. Participation (is the entire delegation actively involved in the skit?)
  - c. Theme (does the skit reflect the subject assigned by the conference staff?)
  - d. Preparedness (does the roll call appear well rehearsed?)
  - e. Motivation (is the roll call skit uplifting, void of racial, sexist, or negative connotations, and does it excite the delegates?)
4. The member schools shall be the only ones eligible for the award.
5. The host school has the option of splitting this award into a large and small school category.

### Section 3

#### School Spirit Award

1. Schools will be rewarded (i.e. spirit points) for the following:
  - a. Unity (Is the delegation together and coordinated?)
  - b. Bids (Is the school bidding for regional office, conferences, OTMs, or other awards?)
  - c. Quality educational sessions (Are the delegates presenting educational sessions relating to the conference?)
  - d. Participation (Do the delegates attend educational sessions as well as social events? Does the CC attend and participate in meetings?)
  - e. Enthusiasm (Are the delegates excited about attending the conference? Are they proud of their school?)
2. Schools will be assessed demerits for violations of the following:
  - a. Failure to concede to rules about chalking, hanging banners, hanging flyers, etc. as instructed by the host school and GLACURH.
  - b. Failure to keep cheering and waving of banners to a minimum during events with a speaker and other delegates attempting to listen.
  - c. Making negative comments or references to other schools or regions.

- d. Failure to keep cheers tasteful and inoffensive.
  - e. No profanity or obscenities.
  - f. No cheers with prejudicial or sexist themes.
- 3. The host school has the option of splitting this award into a large and small school category.



# TITLE 10

## TECHNOLOGY

### ARTICLE I

#### REGIONAL TECHNOLOGY GUIDELINES

## **ARTICLE I**

## **REGIONAL TECHNOLOGY GUIDELINES**

### **Section 1**

#### **Purchases**

1. Any laptop purchase will require three written cost estimates to be presented to the CCs for a two-thirds (2/3) majority vote.
2. No laptop or technology will be purchased for the region, by the region, within four years of the original purchase date unless the existing laptop/technology has suffered severe unrepairable, unpreventable, and unforeseen damage not caused by gross negligence.

### **Section 2**

#### **Definition of Data Backup and Duplication**

Data backup shall be defined as maintaining two (2) digital copies of all files at all times. Regardless of whether an individual possesses a regional laptop or external storage device, two (2) digital copies must be maintained at the very minimum until an additional copy can be transferred to the regional external hard drive held by the Regional Advisor. This definition will apply to all instances of data backup mentioned henceforth.

### **Section 3**

#### **Recycling Regional Technology**

1. Any and all damaged and/or outdated laptops and regional technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.
2. If the outdated laptop is still in working condition, it shall be held in reserve for one year before being recycled.
3. Before any regional laptop is recycled, all GLACURH related data must be backed up and transferred to another regional storage device.
4. Before any regional laptop is recycled, the hard drive of the laptop to be recycled must be securely erased beyond recovery.
5. All laptops shall be recycled per the instructions of commercial retailers who accept electronics for recycling. These retailers may include but are not limited to Staples, Best Buy, Office Max, Office Depot, etc.
6. A minimum of one regional laptop must be retained and kept as a backup in the event of damage to a primary laptop being used by a director/associate director or in the event that an individual does not have access to a piece of technology needed to fulfill their duties. The Regional Advisor will be responsible for holding onto this asset.
7. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
8. Laptops to be recycled may not be utilized for personal gain or use.

### **Section 4**

#### **Regional Technology and Data Responsibility Policy**

1. For those in positions that are furnished with laptops or external storage device(s) by the Great Lakes Affiliate of College and University Residence Halls; the Technology Liability Form must be on file with the Regional Advisor. This form is to be completed, and delivered by mail to the Regional Advisor within

thirty (30) days of receiving the respective positional technology.

2. Should a Regional Board of Directors member or their host institution choose not to sign the Technology Liability Form, that individual will not at any time be in possession of GLACURH technology assets, but must still adhere to all aforementioned policies regarding data backup.
3. In the case of excessive damage due to gross negligence to the laptop or external storage device(s) that prevents its continued use, the person assigned to the respective technology must reimburse the region for the cost of a replacement or must provide a replacement deemed suitable by the Regional Advisor.
4. In the event of theft due to gross negligence, all parties involved will be held responsible until the Regional Board of Directors can definitively determine which individual(s) shall be held financially responsible for the purchase of a replacement laptop or external storage device(s).
5. In the event of data loss due to the failure of an RBD member to duplicate and/or back up data to their supplied method of storage, that individual shall be required to reproduce any and all data lost.
6. Any technology replacement must occur within sixty (60) days of the damage or theft.
7. Each Regional Board of Directors member who is not furnished with a laptop shall be responsible for backing up all data to a supplied positional external storage device provided by the region.
8. Each Regional Board of Directors member is also responsible for supplying the Regional Advisor with copies of all data produced since their last meeting, at each Regional function (retreat, conference, business meeting, etc.).
9. No regional technology shall be utilized for personal use or gain. Members of the Regional Board of Directors, who are found to be in violation of this policy, shall have their respective technology removed.

# TITLE 11

## AUTHORITY, AMENDMENTS, & INTERPRETATION

### ARTICLE I

PARLIAMENTARY AUTHORITY

### ARTICLE II

ORGANIZATIONAL AUTHORITY

### ARTICLE III

AMENDMENTS OF CONSTITUTION

### ARTICLE IV

INTERPRETATION OF THE GOVERNING DOCUMENTS

## **ARTICLE I            PARLIAMENTARY AUTHORITY**

- Section 1**            The most current edition of Robert's Rules of Order, Newly Revised, shall govern all proceedings except when inconsistent with this document, along with rules of common courtesy which shall be the norm at all meetings. The "current published edition" will be defined as the edition available at the close of business at the NACURH Annual Conference, and will remain the version used by the organization until the close of business at the following NACURH Annual Conference.
- Section 2**            In the event of a conflict, the GLACURH Parliamentarian shall be the interpreter of Robert's Rules of Order, Newly Revised.

## **ARTICLE II            ORGANIZATIONAL AUTHORITY**

- Section 1**            The GLACURH Governing Documents shall never come into conflict with NACURH Articles of Incorporation, NACURH Bylaws and the NACURH Policy Book. If a conflict in policy exists, the NACURH policy shall supersede GLACURH policy.

## **ARTICLE III           AMENDMENTS OF CONSTITUTION**

- Section 1**            Amendments to this document shall be made at a scheduled GLACURH business meeting.
- Section 2**            A 2/3 affirmative vote of the member schools in attendance at the business meetings wherein the amendment is presented, shall adopt the amendment.
- Section 3**            Proposed amendments should be prepared and distributed to all CCs and the Regional Board two weeks prior to the business meeting at which it is to be voted upon.
- Section 4**            The GLACURH Region shall be empowered to adopt such rules and regulations as deemed necessary for carrying out its functions through the procedures established in this document, provided such rules and regulations do not conflict with this document.
- Section 5**            The amendments shall go into effect upon adoption of this document.
- Section 6**            The AD-AF and Regional Advisor will be responsible for archiving old constitutions in AD-AF records and the regional hard drive after each conference. The new constitution will be published to the region three weeks after the close of each conference.

## **ARTICLE IV           INTERPRETATION OF THE GOVERNING DOCUMENTS**

- Section 1**            In the event of a conflict, the Associate Director for Administration and Finance, in

conjunction with the Regional Advisor, will act as the interpreter of the Governing Documents.

**Section 2** If the Director yields the gavel to the AD-AF, the Regional Advisor will be the interpreter of the Governing Documents until the gavel is yielded back to the Director and the AD-AF resumes duties. Likewise, if the AD-AF is presenting legislation alone or with another member, the power of interpretation is to be yielded to the Regional Advisor.

**Section 3** The decision of the interpreter may be overturned by a 2/3 vote of the voting members present.

# TITLE 12

## RESOLUTIONS

### **RESOLUTION I**

GLACURH HEALTHY LEADERSHIP RESOLUTION

### **RESOLUTION II**

GLACURH BID SUBMISSION RECOGNITION RESOLUTION

### **RESOLUTION III**

NACURH TRICKLE DOWN POLICY RESOLUTION

### **RESOLUTION IV**

REGIONAL CONFERENCE CHAIR INTEGRATION

### **RESOLUTION V**

GENDER INCLUSIVE LANGUAGE

## **RESOLUTION I      GLACURH HEALTHY LEADERSHIP RESOLUTION**

### **Section 1**

We, the affiliated schools of the Great Lakes Affiliate of College and University Residence Halls (GLACURH), hereby commit to providing opportunities for and supporting healthy leadership choices. We recognize that having healthy habits is an important part of leadership and that we, as students, need to commit to living a healthy lifestyle in respect to all areas of our life.

Healthy Leadership shall be defined as maintaining a balance between academics, mental health, physical health, and emotional health. We understand that to maintain this balance, we, as students, must be able to effectively prioritize our commitments and turn down those that are not of utmost importance. We must also learn to limit ourselves and our commitments to a healthy quantity and depth of involvement.

As an organization we resolve to make healthy leadership a priority. We commit to education and training about healthy leadership and how to maintain an appropriate balance. We also commit to holding ourselves and one another accountable for healthy leadership habits. As a strong and prominent student leadership organization, it is important for us to role model healthy leadership habits and to provide support to students as they strive to find and maintain a balance in their own lives.

We resolve to select officers, including advisors, who will appropriately role model and provide guidance and support in the area of healthy leadership. We understand the importance of selecting the leaders of our organization to be those who will help our members maintain a healthy balance.

Because no one balance can be defined for every individual, students need to use this time of higher education to find what balance best works for them in order to be successful. It is important to note that and the fact that GLACURH stands behind educating and assisting students in the process of finding a healthy balance that they will inevitably carry forward into their careers and adult lives

We, the students and constituents of GLACURH, recognize the challenges this resolution puts forth, and greet them with open arms and excitement for the possibilities and learning opportunities. Through this, GLACURH will only become a better organization and increase service to all students beyond just leadership development and on a more complete and effective level.

## **RESOLUTION II      GLACURH BID SUBMISSION RECOGNITION RESOLUTION**

### **Section 1**

All schools that submitted constitutionally just bids in all award categories shall be recognized at the GLACURH Regional Leadership Conference. This can either be announced at GLACURH's closing ceremonies, posted on the GLACURH website, or any other means of recognition that is up to the discretion of the Regional Board of Directors



## **RESOLUTION III    NACURH TRICKLE-DOWN RESOLUTION**

### **Section 1**

When the NACURH Board of Directors approves a policy change that affects regional policy in these governing documents, the formal amendment procedure shall be bypassed. The Associate Director of Finance and Administration, in coordination with the Regional Director and Regional Advisor, shall be empowered to update these governing documents immediately following such a change in NACURH policy. Following the update, the GLACURH Directorship shall update the region on the change in policy immediately. At the discretion of the Regional Director, a discussion of the policy change can be held at the next Spring Regional Conference. A discussion of the policy change may also be requested by a simple majority vote of the CCs at the next Spring Regional Conference.

### **Resolution IV**

#### **REGIONAL CONFERENCE CHAIR INTEGRATION**

The Regional Board of Directors shall continuously seek to integrate the Regional Conference Chairs, or the Regional Leadership Conference Chair and the Spring Regional Conference Chair, more seamlessly into the RBD. As NACURH considers conference chairs as part of NACURH Leadership, the Great Lakes should identify areas in which the Regional Conference Chairs should be treated more equitably. Regional Conference Chairs should be included on all Regional Board of Directors communication, including, but not limited to, emails and GroupMe. Moving forward, RBDs should account for Regional Conference Chairs in financial matters, particularly concerning travel, to ensure that Regional Conference Chairs are able to be present at in-person meetings of the RBD. Integrating Regional Conference Chairs into the fold of the Regional Board of Directors will create a better working relationship between the conference staff and the RBD while providing more leadership development opportunities for Regional Conference Chairs. Creating a beneficial and equitable working environment should be a top priority for the Regional Board of Directors, particularly the Regional Director, and should be considered when integrating Regional Conference Chairs more closely into the Regional Board of Directors and NACURH Leadership.

### **Resolution V**

#### **ENCOMPASSING LANGUAGE**

All pieces of legislation and other official documentation from GLACURH should use intentional language to promote a more encompassing foundation for the organization. Any usage of language that may exclude any individual that is found in any GLACURH-produced documents or resources shall also be replaced with the encompassing alternative. Utilizing intentionally encompassing language creates an environment that is welcoming for all members of the Great Lakes region, despite their differences. Documents and resources produced by the region should uphold the importance of intentional language use, and demonstrate those priorities as such.

# TITLE 13

## REVISIONS

### REVISIONS

#### REVISIONS TO GOVERNING DOCUMENTS

## REVISIONS

## REVISIONS TO GOVERNING DOCUMENTS

Adopted January 2000  
Amended May 2000  
Amended September 2000  
Amended May 2001  
Amended December 2001  
Amended February 2002  
Amended February 2003  
Amended February 2004  
Amended January 2005  
Amended November 2005  
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Amended March 2023

Amended October 2023  
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Amended December 2025