



# Great Lakes Affiliate

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## Regional NRHH Policy Book

Last Updated January 2024



# POLICY BOOK

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## STATEMENTS OF PURPOSE

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## ARTICLE I

### NAME

#### Section One

The name of this organization shall be Great Lakes Affiliate of College and University Residence Halls, herein referred to as GLACURH.

#### Section Two

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.

#### Section Three

The National Residence Hall Honorary (NRHH) is an organization that operates in accordance with NACURH, and shall operate in accordance with NACURH NRHH Policy and Procedures.

## ARTICLE II

### VALUES OF THE NRHH

#### Section One

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

#### Section Two

Recognition shall be defined as any and all efforts made to recognize others for their work within a residential life or university system.

#### Section Three

Service shall be defined as an act of dedication to one's community, campus, chapter, and self for achieving the greater good.

## ARTICLE III

### VISION STATEMENT

NRHH seeks to inspire and engage a lifelong commitment to the values of recognition and service in ever-changing university environments while fostering inclusion in their communities and practices.

## ARTICLE IV

## MISSION STATEMENT

As an honorary, NRHH unites campus leaders who dedicate themselves to recognizing and serving inclusive communities.

## ARTICLE V

## Regional Identity

### Section 1

NRHH is a far reaching organization that encompasses many diverse universities and colleges across the region. Each campus will have their own community and needs for their NRHH chapters to address.

### Section 2

Each chapter should provide opportunities for members and non-members alike to grow in leadership, while contributing to the community in recognition and service, whether it be through: programs, events, committees, etc.

### Section 3

Chapters should consider GLACURH's values (Peace: Diplomacy and Inclusivity, Love: Purpose and Positive Intent, Polar Bears: Authenticity, Genuinity, and Reliability) when planning recognition and service events.

### Section 4

NRHH is a rapidly changing organization, which means the regional identity should evolve with it. Every three years the regional NRHH values should be reevaluated to ensure they still encompass what the GLACURH region feels NRHH should represent.

# TITLE II

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## NRHH CHAPTERS

ARTICLE I  
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ARTICLE II  
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ARTICLE III  
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# ARTICLE I

## AFFILIATED CHAPTERS

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

### Section One

#### Affiliated Chapters

1. An NRHH Chapter shall be considered fully affiliated if they do the following prior to the NACURH NRHH Business Meeting:
  - a. Be from a fully affiliated NACURH member school.
  - b. Submit a completed chapter affiliation form to the NCO.
  - c. Submit a list of their chapter's current members to the NCO.
  - d. Submit an acknowledgment of the key policies regarding membership and that NACURH Policy supersedes all policies outlined in constitutions.
  - e. Maintain good standing with GLACURH, NACURH, and NACURH Corporate Office.
2. An NRHH Chapter shall receive the following benefits from affiliation:
  - a. Voting rights at the annual NACURH Corporate Business Meeting and Regional Business Meetings.
  - b. Free Resource File Index pages from the NCO.
  - c. Access to free manuals and guides that assist chapters.
  - d. The right to purchase NRHH Pins.
  - e. The right to purchase NRHH individual membership certificates.
  - f. The right to purchase NRHH honor cords.
3. Schools shall pay the NACURH affiliation fee outlined in the NACURH governing documents.
4. A chapter is not considered as an affiliated chapter if their school is not also in good standing with NACURH.

# ARTICLE II.

## CHAPTER MEMBERSHIP

## Section One

### Chapter Membership

1. Once an individual has shown dedication and commitment to NRHH according to the standards of their chapter, as stated in their chapter constitution, they will become an NRHH member for life.

## Section Two

### Candidate Membership

1. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH member
2. The Candidate member must submit a formal intent of pre-membership to the chapter
3. The chapter must confirm status of pre-membership to candidate member
4. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
  - a. NRHH History
  - b. OTM's
  - c. Membership Qualifications
  - d. Membership Selection Process
5. Before a Candidate Member can be induction, they must meet the following requirements
  - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
  - b. "Student" Shall be defined by the chapter's host institution
  - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction
  - d. At the time of induction the inductee must be a student in good standing, as defined by the chapter's host institution.
  - e. Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracting housing for at least one academic term as defined by the affiliated institution, upon induction
  - f. A Candidate Member shall follow the Recognition and Service requirements set forth by their chapter.



### Section Three

- i. Requirements for Candidate Members should be less than or equal to On-Campus and Off-Campus Member requirements.
  6. Once a Candidate Member has met all NACURH and chapter requirements, they will be eligible for induction
- On-Campus Membership
1. An On-Campus member of an NRHH chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications
  2. On-Campus members must meet the following requirements to maintain their membership:
    - a. The On-Campus member must be a student of the college or university with which the chapter is affiliated
      - i. "Student" shall be defined by the chapter's host institution.
    - b. The On-Campus member must be a student in good standing, as defined by the chapter's host institution.
    - c. On-Campus Member must be living in institutionally owned or contracted housing.
    - d. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
    - e. An On-Campus Member shall follow the Recognition and Service requirements set forth by their chapter.

### Section Three

- Off-Campus Membership
1. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
  2. Off-Campus members must meet the following requirements to maintain their membership:
  3. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
    - a. "Student" shall be defined by the chapter's host institution.

4. The Off-Campus member must be a student in good standing, as defined by the chapter's host institution.
5. Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
6. An Off-Campus Member shall follow the Recognition and Service requirements set forth by their chapter.
7. At the discretion of the chapter, members may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
  - a. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.

## Section Four

### Lifelong Membership

1. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or discontinuation of education
2. Anyone who leaves the chapter or institution in institutional good standing and meetings the chapter's requirements for membership for life would become a lifelong member.
3. By becoming a Lifelong Member, a member would have to uphold the lifelong commitment to the NRHH Values of recognition and service
4. Lifelong members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively

## Section Five

### Early Lifelong Membership

1. An Early Lifelong member is an individual who, in their final term prior to graduation, is unable to maintain the requirements of active membership as set forth by the Chapter, GLACURH, or the Honorary as a whole in either an on or off campus member capacity. Early Lifelong Members are afforded all rights and privileges granted to Lifelong Members.
2. Eligibility
  - a. Only individuals in their final academic term immediately prior to graduation or discontinuation of education at their institution and are otherwise

eligible for Lifelong Membership are eligible to apply for Early Lifelong Membership Status.

3. Chapter Involvement
  - a. Early Lifelong Members are permitted to participate in chapter-specific and NACURH activities at the discretion of their chapter leadership and NACURH leadership respectively.
4. Chapter Involvement
  - a. The Early Lifelong Membership Application must be completed and approved prior to the individual advancing to the Early Lifelong Membership status.
  - b. The Application shall be hosted within the National Residence Hall Honorary Membership Requests form and can be obtained from the GLACURH Associate Director for National Residence Hall Honorary.
  - c. The Application must include the electronic signatures of the chapter president and chapter advisor.
5. The Application must be submitted electronically to the GLACURH Associate Director for National Residence Hall Honorary for approval.
  - a. It is the right of the GLACURH Associate Director for National Residence Hall Honorary to deny the Application for reasons including but not limited to:
    - i. Submission of an incomplete application
    - ii. Insufficient explanation into the obligations which prohibit an individual from maintaining their active membership status.
  - b. It is the right of the individual and/or the chapter to appeal the decision.
    - i. Appeals must be communicated electronically to the GLACURH Associate Director for National Residence Hall Honorary, NACURH Associate for National Residence Hall Honorary, and the NACURH National Residence Hall Honorary Advisor.
    - ii. In the event of an appeal, the appeal shall be heard by the entirety of the NACURH National Residence Hall Honorary Board of Directors and the resulting decision shall be final.

1. A simple majority of a quorum of the NNBD shall constitute the minimum requirement to issue a decision.

## Section Six

### Outstanding Leadership Award Process

1. An Outstanding Leadership Award is designed to recognize those who have demonstrated outstanding support and leadership to the residence hall students. This may include, but is not limited to housing personnel, instructors, and college or university staff.
2. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Leadership Award.
3. The maximum number of Outstanding Leadership Awards which may be given in a year is equal to the number of regional affiliates within NACURH

## Section Seven

### Bronze Diamond Pin

1. The Bronze Diamond Pin is the highest individual honor an NRHH Chapter can award to its members.
2. The Bronze Diamond Pin shall be awarded to NRHH members that have provided outstanding leadership to their NRHH Chapter by embodying the values of service and recognition.
3. Any NRHH member is eligible for this award.
4. The maximum number of Outstanding Recognition Pins which may be given in a year is equal to the number of regional affiliates within NACURH.

## Section Eight

### Membership

5. The general membership of a chapter includes on and off campus members. Chapters are encouraged to maintain membership count that is sustainable for the continuity of the chapter.

## Section Nine

### NRHH Membership Transfer Policy

1. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution

2. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
  - a. The student applying to transfer their membership must be fully matriculated at the new institution.
  - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing, detailing why they want to transfer their membership, how they benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
  - c. Each chapter is able to come up with their own process detailing how letters will be evaluated.
  - d. If approved, the student and/or new chapter must complete the membership transfer application.
  - e. The membership transfer application may be obtained from the region's ADNRRH.
  - f. The membership transfer application shall include signatures from the following individuals:
    - i. The incoming chapter's president.
    - ii. The incoming chapter's advisor.
    - iii. The NRHH member who is seeking to transfer their membership.
  - g. The completed application shall be submitted to the region's ADNRRH for approval.
3. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
  - a. The application form is incomplete.
4. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - a. Each ADNRRH shall have one vote.
  - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

## Section Ten

### NRHH Leave of Absence Policy

1. A member undertaking a leave of absence is an individual who, is not yet eligible to advance to Lifelong Membership, is unable to maintain the requirements of active

membership as set forth by the Chapter, respective Region, or the Honorary as a whole in either an on or off campus member capacity. Individuals undertaking a Leave of Absence are relieved of any and all active membership requirements during their leave.

2. Eligibility
  - a. Only on or off campus members in good standing are eligible to receive a leave of absence.
3. Chapter Involvement
  - a. During the course of their leave of absence, members are permitted to participate in chapter-specific and NACURH activities at the discretion of their chapter leadership and NACURH leadership respectively.
4. Length
  - a. A leave of absence shall consist of one (1) academic term as defined by a member's institution.
5. Application Process
  - a. The Leave of Absence Application must be completed and approved prior to the individual undertaking a leave of absence.
    - i. The Application shall be hosted within the National Residence Hall Honorary Membership Requests form and can be obtained from the GLACURH Associate Director for National Residence Hall Honorary.
    - ii. The Application must include the electronic signatures of the chapter president and chapter advisor.
  - b. The Application must be submitted electronically to the GLACURH Associate Director for National Residence Hall Honorary for approval.
    - i. It is the right of the GLACURH Associate Director for National Residence Hall Honorary to deny the Application for reasons including but not limited to:
      1. Submission of an incomplete application
      2. Insufficient explanation of the

obligations which prohibit an individual from maintaining their active membership status.

3. Insufficient explanation of the activities the member taking a leave of absence will pursue to continue to maintain a positive contribution to the residence hall community at their institution following their leave of absence
- ii. It is the right of the individual and/or the chapter to appeal the decision.
    1. Appeals must be communicated electronically to the GLACURH Associate Director for National Residence Hall Honorary, NACURH Associate for National Residence Hall Honorary, and the NACURH National Residence Hall Honorary Advisor.
    2. In the event of an appeal, the appeal shall be heard by the entirety of the NACURH National Residence Hall Honorary Board of Directors and the resulting decision shall be final.
      - a. A simple majority of a quorum of the NNBD shall constitute the minimum requirement to issue a decision.

## ARTICLE III

### Section One

## NRHH BUSINESS

When business deals exclusively with matters relative to NRHH business alone, it shall be voted upon by the NRHH-CC from each NRHH Chapter in good standing at the NRHH Business Meeting.

### Section Two

When business deals with matters relative to both RHA and NRHH, it shall be voted upon in a joint session of

boardroom. Each school shall receive one vote, cast collaboratively by the RHA and NRHH representatives from the school. NRHH-CCs in attendance and in good standing at the business meeting shall have their own opportunity to speak on the matter being considered but will share turns on the speakers' list with the NCC from their institution, if applicable.

Section Three

The Regional Director and Associate Director of NRHH shall work together to prepare the agenda for both the NCC and NRHH-CC business to allow NRHH-CCs to be present for matters concerning them in NCC business.

Section Four

For the purpose of this section, NRHH Business shall be defined as all business pertaining to Of The Month (OTM Awards), the office and selection of the ADNRRH, the requirements and selection of all NRHH awards, and all other business assigned by the ADNRRH under consultation with the Regional Board of Directors.

Section Five

To conduct NRHH business, 50% plus 1 of the regionally affiliated NRHH Chapters must be present.



# TITLE III

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## NRHH POSITIONS

### ARTICLE I

NRHH Communications Coordinator

### ARTICLE II

NRHH Regional Board of Directors Positions

## ARTICLE I

### NRHH COMMUNICATIONS COORDINATOR

#### Section One

The National Residence Hall Honorary Communications Coordinator (NRHH-CC) shall serve as the official liaison between the individual's NRHH chapter, GLACURH, and NACURH.

#### Section Two

The NRHH-CC shall be responsible for submitting fees and necessary forms to the ADNRRH and NACURH Corporate Office (NCO).

#### Section Three

The NRHH-CC shall provide for transition in office for the incoming NRHH-CC from the individual's school. This transition shall include notification of such to the Regional Board and NACURH Corporate Office (NCO).

#### Section Four

NRHH-CCs shall not concurrently serve as an NCC in regional or NACURH business.

#### Section Five

NRHH-CCs shall have speaking rights in all GLACURH business.

#### Section Six

The purpose of 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.

## ARTICLE II

### NRHH REGIONAL BOARD OF DIRECTORS POSITIONS

#### Section One

The NRHH-CCs shall elect the Associate Director of National Residence Hall Honorary and the Coordinating Officer for Recognition and Service for the GLACURH Regional Board at the Spring Regional Conference. The NRHH-CCs shall confirm the Regional NRHH Advisor selected by the RBD at the beginning of NRHH Boardroom at the Annual conference.

Section Two See Article X for Regional Board of Director Elections, Qualifications, and Terms of Office.

Section Three Associate Director of NRHH (ADNRHH)

1. Shall, when financially feasible, represent the region at all National NRHH Meetings.
2. Shall judge all regional OTM submissions with the Regional OTM Selection Committee.
3. Shall submit the winning OTMs to the NACURH Associate for NRHH by the 17<sup>th</sup> of each month.
4. Should maintain regular and consistent contact with the NACURH executives, officers, individual member chapters, and the Regional Board.
5. Shall regularly communicate with the Regional Advisor.
6. Shall act as the official liaison between GLACURH, the NRHH NACURH Board and the NACURH Associate for NRHH, and represent the region at all NRHH NACURH Board Meetings.
7. Shall be responsible for organizing and hosting an NRHH reception at the Regional Leadership Conference by coordinating with the conference chair(s).
8. Shall represent the region at the NRHH reception at the NACURH Annual Conference.
9. Shall prepare and present a report for the NACURH Board of Directors and NRHH NACURH board to be presented at the NACURH Semi-Annual Business Meeting and at the NACURH Annual conference.
10. Shall carry out such directives as assigned by the Director.
11. Shall provide for both oral and written forms of transition for the incoming ADNRHH, including transfer of all files and notification to the NACURH Associate for NRHH.

Section Four NRHH 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 recruiting applicants for a Regional NRHH Advisor during the second year of the individual's term.
  4. Shall be responsible for frequent contact to the Regional Board of Directors.
    - a. Responsible for weekly contact with the Associate Director for NRHH.
    - b. Responsible for weekly contact with the Regional Advisor.
    - c. Responsible for at least twice a month contact with the Regional Director, Associate Director for Administration and Finance, and COs.
    - d. Responsible for at least twice a month contact with the Conference Chair(s), and the spring regional conference chair(s).
  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 third year of the individual's term, including transfer of files.
  7. Shall communicate with the Regional NRHH Advisor-Elect at least twice a month.
  8. Shall maintain accurate records of advisor progress and completion status in Advisor Resource Training (ART) as received from and communicated to the NACURH ART Standards Committee.
  9. 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 GLACURH Regional Leadership Conference and GLACURH Spring Regional Conference.
    - b. Shall be responsible for collecting attendance sheets from ART sessions and submitting them to the NACURH ART Standards Committee.

# TITLE IV

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## AWARDS

### ARTICLE I Regional Awards

# ARTICLE I

## Section One

# NRHH REGIONAL AWARDS

## General Policies for NRHH Regional Awards

1. The GLACURH policy governs all NRHH awards, which can be found in Article XVI, Section One of the Governing Documents. Please refer to the GLACURH Governing Documents in the case that there are any discrepancies in the GLACURH NRHH Policy Book.

## Section Two

### Environmental Guidelines for Awards

1. The GLACURH policy governs all NRHH awards, which can be found in Article XIX, Section One of the Governing Documents. Please refer to the GLACURH Governing Documents in the case that there are any discrepancies in the GLACURH NRHH Policy Book.

## Section Three

### NRHH Outstanding Chapter of the Year Award

1. The NRHH Outstanding Chapter of the Year is the highest honor an NRHH Chapter can obtain from the region. This award recognizes outstanding achievements of an NRHH Chapter on the campus, regional, and NACURH levels.
2. One nomination per school is allowed. The chapter must be in good standing with the NACURH Corporate Office (NCO).
3. Only year specific information will be considered; in other words, bid content must reflect accomplishments 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.
4. The written bid shall not exceed thirty (30) pages in length (10-12 point type). A page is defined as a side with print, including, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the thirty (30) pages but must include the award name, chapter, institution, and region name.
5. Recipient will be selected during the Regional Leadership Conference by the NRHH-CC from each chapter in good standing. There will be a pro/con

session on each bid and then discussion on all bids together.

6. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Regional Leadership Conference.
7. The Coordinating Officer for Recognition & Service will announce the deadlines for letters of intent and/or bids. Questions about this award should be directed to the Coordinating Officer for Recognition & Service.
8. Required Criteria:
  - a. Communication on three levels: local, regional, and NACURH.
  - b. Support to the local, regional, and NACURH levels.
  - c. Participation in reinforcing the purpose of NRHH, GLACURH, and NACURH.
  - d. Goals and objectives of the chapter and how these were implemented.
  - e. Letters of support from the Chapter President and Chapter Advisor.
  - f. Any institution may submit this bid to the NACURH level.

#### Section Four

#### NRHH Building Block of the Year Award

1. This award is designed to honor the NRHH Chapter displaying tremendous effort, development and improvement.
2. Only year specific information will be considered; bid content must reflect accomplishments from 12 p.m. of the Saturday of the previous year's GLACURH Spring Regional Conference to 12 p.m. of the Saturday of the current year's GLACURH Spring Regional Conference, all information outside of this timeline will be disregarded.
3. One nomination per school is allowed. The chapter must be in good standing with the NACURH Corporate Office (NCO).
4. The written bid shall not exceed twenty (20) pages in length (10-12-point type). A page is defined as a side with print, including, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the

twenty (20) pages but must include the chapter, institution, and region name.

5. The NRHH-CC from each chapter in good standing will select the recipient during the GLACURH Spring Regional Conference. There will be a pro/con session on each bid and then discussion on all bids together.
6. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Spring Regional Conference.
7. The Coordinating Officer for Recognition & Service will announce the deadlines for letters of intent and/or bids. Questions about this award should be directed to the Coordinating Officer for Recognition and Service.
8. Required Criteria:
  - a. Communication:
    - i. How were lines of communication further developed and strengthened on the local, regional, and NACURH levels.
    - ii. What new ways of communicating were implemented?
  - b. Support:
    - i. What new ways have you supported NRHH on the local, regional, and NACURH levels?
    - ii. Were the ideas originally from your chapter?
    - iii. How has membership support grown?
  - c. Goals and Objectives
    - i. What were your goals and objectives?
    - ii. How were those goals achieved, and what else was accomplished?
    - iii. How did these goals differ from previous years?
  - d. RHA interaction
    - i. Fundraising
    - ii. Programming
    - iii. Process of communication
  - e. Conference attendance
    - i. List conferences NRHH members have attended.
    - ii. List any programs presented by NRHH members at conferences.
    - iii. Is this an improvement from last year?



- f. Recognition
    - i. What types of recognition does your chapter engage in?
    - ii. What new ways have you implemented to recognize people?
  - g. OTMs
    - i. List all NACURH and regional OTM winners.
    - ii. Please state months you have submitted OTMs.
    - iii. Is this an improvement from the previous year?
  - h. Programming and Leadership Experience
    - i. What annual opportunities are there for empowering leadership?
    - ii. What new opportunities have become available for advancing leadership?
  - i. Letters of Support
    - i. Chapter President
    - ii. Chapter Advisor
  - j. Misc. Information
    - i. Other new events the chapter undertook.
    - ii. Is the bid printed on recyclable paper utilizing both sides?
9. Any institution may submit this bid to the NACURH level.

## Section Five

### NRHH-CC of the Year Award

1. This award is designed to recognize outstanding service to NRHH and GLACURH by an individual who has been directly affiliated with the organization(s) in the role of NRHH-CC.
2. The Coordinating Officer for Recognition and Service shall oversee the timeline for the NRHH-CC of the Year selection process, and shall inform member school NRHH presidents, NRHH-CCs, and/or advisors of the NRHH-CC of the Year selection process.
3. The nominee must be a member of a chapter in good standing.
4. The nominee cannot be nominated for the NRHH President of the Year Award.
5. All nominations must be submitted to the Coordinating Officer for Recognition and Service.

6. Bids may not be more than eight pages (10-12-point type), with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, dividers are included. All pages must be numbered.
7. The NRHH-CC of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the regional year (12 p.m. of the Saturday of the previous years GLACURH Spring Regional Conference to 12 p.m. of the Saturday of the current year's GLACURH Spring Regional Conference.)
8. The Regional Board of Directors shall select the NRHH-CC of the Year award at the Regional Board of Directors' Winter Retreat.
9. The recipient will receive an engraved plaque at the Spring Regional Conference.
10. Required Criteria
  - a. Sub-regional, regional and NACURH correspondence.
  - b. Recognition through awards: campus, sub-regional, regional, and NACURH activities.
  - c. Participation in campus, sub-regional, regional and NACURH services.
  - d. Participation in conferences: delegation building, spirit, attendance and participation in meetings and programs.
  - e. Letters of support.
11. Any institution may submit this bid to the NACURH level.

## Section Six

### NRHH Outstanding Member of the Year Award

1. This award is designed to recognize outstanding service to NRHH by an individual who has been directly affiliated with NRHH.
2. One nominee per school is allowed. Only year specific information will be considered; in other words, bid content must reflect accomplishments 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. The nominee must be a member of a NRHH

chapter in good standing and may not be a member of the Regional or NACURH Board of Directors, or have served as NRHH-CC in the past regional year.

3. Bids will be no longer than eight pages (10-12-point type), with a page defined as a side with print (this includes appendices, letters of support, text, and dividers); All bids shall contain page numbers.
4. Recipient will be selected during the Regional Leadership Conference by the NRHH-CC from each chapter in good standing. There will be a pro/con session on each bid and then discussion on all bids together.
5. The recipient will receive an engraved plaque at the Regional GLACURH Banquet during the Regional Leadership Conference.
6. The Coordinating Officer for Recognition & Service will announce the deadlines for letters of intent and/or bids along with numbers of copies to be made. Questions about this award should be directed to the Coordinating Officer for Recognition & Service
7. Required Criteria:
  - a. Outstanding NRHH Specific involvement only
  - b. Service on a campus, state/province, regional, and NACURH level
  - c. How the nominees embody the spirit of NRHH on his/her campus
  - d. Letters of support
8. The winner of this award or any other institution may submit to the NACURH level.

## Section Seven

### NRHH President of the Year

1. This award is designed to recognize outstanding service of an NRHH Chapter President at an affiliated school who has had a direct positive impact on their institution, GLACURH, and NACURH.
2. The Coordinating Officer for Recognition & Service shall oversee the timeline for the NRHH President of the Year selection process, and shall inform member school NRHH presidents, NRHH-CCs, and/or advisors of the NRHH President of the Year selection process.

3. The nominee must be a member of a chapter in good standing.
4. The nominee cannot be nominated for the NRHH-CC of the Year Award.
5. All nominations must be submitted to the Coordinating Officer for Recognition & Service electronically.
6. Bids may not be more than eight pages (10-12-point type), with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, dividers are included. All pages must be numbered.
7. The NRHH President of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the regional year (12 p.m. of the Saturday of the previous year's GLACURH Spring Regional Conference to 12 p.m. of the Saturday of the current year's GLACURH Spring Regional Conference.)
8. The NRHH-CCs shall select the NRHH President of the Year award at the GLACURH Spring Regional Conference, after a pro/con of each bid.
9. The recipient will receive an engraved plaque at the Spring Regional Conference.
10. Required Criteria:
  - a. Service to affiliated NRHH chapter by exhibiting: delegation, communication, goal setting, execution of goals, connection with own executive board, leadership, growth or success of chapter, and creativity.
  - b. Demonstrations of commitment to NRHH values.
  - c. Sub regional, regional, and NACURH correspondence.
  - d. Recognition through awards: campus, sub-regional, regional, and NACURH activities.
  - e. Participation in campus, sub regional, regional, and NACURH services for the benefit of NRHH.
  - f. Letter of support.
11. The recipient of the award will be encouraged to submit to the NACURH level
  - a. In the event that the recipient does not want to submit to the NACURH level, the ADNRRH will

offer the opportunity to the other nominees. At which point, any institution may bid for this award NACURH.

- b. The ADNRRH will consult with the RBD and present a nominee for regional support.

## Section Nine

### 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 Regions 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

# TITLE V

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## OF THE MONTHS

ARTICLE I  
OTM Categories

ARTICLE II  
OTM Descriptions

ARTICLE III  
Eligibility & Timeline

ARTICLE IV  
Regional Selection Committee

# ARTICLE I

## OTM Categories

Forfeiture of NACURH and regional recognition shall result upon failure to adhere to these procedures.

### Section One

#### NACURH & Regional OTM Categories

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

# ARTICLE II

## OTM Descriptions

### Section One

#### General Requirements

1. Each regional and NACURH OTM should be written and selected according to the following descriptions.
2. OTM nominees that are eligible for multiple categories must be submitted in the category most applicable to the language of the written OTM.

### Section Two

#### Category Descriptions

1. Advisor: Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor.
2. Community Service Program: A service or philanthropic program that benefits a group, charity, or other organization. This could include drives, fundraising,

charity runs and/or book fairs, or other specific events. The program should focus on the importance of the residents giving back to their broader communities in which they live.

3. Diversity Program: A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in everyday lives of the residents.
4. Educational Program: A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can range from academic success programming, learning a new skill or promoting global citizenship, etc.
5. Executive Board Member: This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus.
6. First Year Student: Any student first year student leader (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall and taking an active role in their communities and positively impacting those around them. Submissions in this category may emphasize academics, leadership, involvement, contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First Year Student category.
7. Graduate Assistant: This category works to recognize the impact that housing graduate assistant staff have on the housing campus communities. This category is intended to highlight the achievements of GAs who have gone above and beyond the duties as outlined in their job description to support housing campus communities.
8. Institution Faculty/Staff: Individuals who aid students in their academics, which includes professors, instructors, teaching assistants, counselors, and other academic affairs staff. This category is intended to recognize institutional faculty who have made a contribution to the



residence life community both in and out of the classroom.

9. Organization: Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. This is for recognition of the organization as a whole and not just the accomplishments of a few members. Emphasis should be placed on the successes of the organization as well as how they have helped the campus in general and the residence life community.
10. Passive Program: Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.
11. Residential Community: Any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done as well as how it has supported others (both within and outside their community). This community being recognized must not be an official campus organization. Should illustrate what brings a group of individuals together and how they worked together as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.
12. Residence Life Professional Staff: Individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Professional Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community in the month of nomination. Examples include, but are not limited to: Hall Directors, Graduate Assistants in Residence Life, Residence Life Faculty, Directors of Residential Life, Area Coordinators, Residential Life Office Secretaries, Etc.
13. Resident Assistant: Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall, gone above and beyond the duties of their job, supporting residents in the communities in which they work, supported their

residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee's accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.

14. Student Staff Member: Any individual within a residence hall student staff position that has worked to create a positive experience for the residential community. This category is intended to recognize student staff members while these students are not working in the capacity of a Resident Assistant or Executive Board Member position and who have made outstanding contributions to the residence life community in the month of nomination. Nominees should have gone above and beyond the duties as outlined in their job description, and the OTM should focus on the nominee's accomplishments within the student staff role, but may also include other roles or responsibilities taken on during the month of nomination. Examples include any residence life student staff position, including but not limited to: housing student/office assistants, front desk/office assistants/attendants, student maintenance/custodian assistants, marketing assistants, housing ambassadors/tour guides, security assistants, residence hall safety/patrol workers, programming assistant, learning community liaison, diversity mentors and academic support/tutor; however, this should not include paid executive board members of RHA/NRHH, or other hall council positions.
15. Social Program: Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.
16. Spotlight: Anything that does not fall under any of the other categories that you feel is worthy of an Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

17. Student: Any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Things to consider may be students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement and more. Also of importance is how the nominee has balanced their roles as a leader and a student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

## ARTICLE III Eligibility & Timeline

### Section One

#### Eligibility

1. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
2. Each nomination submitted for regional consideration must have been a campus winner and each nomination submitted for NACURH level consideration must have been a regional winner.
3. Nominations must be month specific.
4. Author Eligibility
  - a. NACURH Leadership may not author an OTM in any Regional or NACURH-recognized categories in consideration for selection at the campus, Regional, or NACURH level.
    - i. Nominations in violation of this policy will be removed from consideration on the Regional and NACURH levels by the region's ADNRHH.
5. Nominee Eligibility
  - a. NACURH Leadership may not be nominated for any of the Regional or NACURH-recognized OTM categories in consideration for selection at the campus, Regional, or NACURH level.

- i. Nominations in violation of this policy will be removed from consideration on the Regional and NACURH levels by the region's ADNRRH.

Section Two      Timeline

1. Institution Procedures
  - a. All OTM submissions to the institutional level must occur by the 8th of each following month by 11:59pm in HST.
    - i. Institutions will set their own submission deadlines that range from the 1st to the 8th of each following month in HST.
2. Regional Procedures
  - a. All OTM submissions to the regional level must occur by the 8th of each month by 11:59 p.m. in HST following nomination on the NRHH OTM database.
3. NACURH Procedures
  - a. Nominations must be forwarded from the regional level as soon as selection is complete on the OTM database by the 17th of the month by 11:59 p.m. HST following nomination.
4. Extensions
  - a. An extension can be granted with approval from the NAN and NCO Director or their designee if there are problems with submissions. The NAN will notify the ADs-NRHH of any such decision within 24 hours.
5. Selection
  - a. Regional OTMs will be selected by the Regional OTM Selection Committee coordinated by the ADNRRH.
  - b. NACURH OTMs will be selected by the NACURH OTM Selection Committee coordinated by the NAN.
  - c. All awards are to be given based on preset criteria established by the NNBD.
  - d. Like months will be considered together.
  - e. Members of Regional or NACURH OTM selection committees may not vote in any category they submitted an OTM.
  - f. Members of the regional and NACURH OTM selection committees shall vote on all OTM categories with an unbiased opinion.

- g. General category OTM's must be a minimum of 300 words and a maximum of 600 words for regional consideration.
  - h. Program category OTM's must be a minimum of 100 words and a maximum of 600 words in each section for regional consideration.
  - i. If an OTM is under or over the word count requirements, the OTM can receive regional consideration at the discretion of the ADNRRH.
6. Recognition
- a. All winners will be recognized by a certificate at a NACURH-affiliated conference. The NAN or their designee is encouraged to submit all winning NACURH Program Of the Month winners to the NACURH Associate of Administration (NAA) for publication in a NACURH-affiliated publication.
  - b. OTM Traveling Trophy Award
    - i. The OTM Traveling Trophy Award will be presented at the GLACURH Regional Leadership Conference. The recipient will receive the OTM Traveling trophy. The ADNRRH is responsible for making sure the award is ordered and for calculating points each month after NACURH Winners have been announced. Points are a running total from GLACURH Regional Leadership Conference to GLACURH Regional Leadership Conference and will be calculated as follows:
      - 1. Campus Winner - 5 points
      - 2. Regional Honorable Mention - 5 points
      - 3. Regional Winner - 10 points
      - 4. NACURH Honorable Mention - 10 points
      - 5. NACURH Winner - 25 points
    - ii. The recipient of the award is responsible for getting the traveling award plaque to the next GLACURH Regional Leadership Conference even if they will not be in attendance.

## ARTICLE IV      Regional OTM Selection Committee

## Section One

### Structure & Selection

1. The Regional OTM Selection Committee shall be comprised of undergraduate and graduate students and advisors. These members must be from institutions in good standing within GLACURH.
2. The Regional OTM Selection Committee will be made up of members of NRHH and/or RHA.
3. Applications must be submitted in a manner as deemed appropriate by the ADNRHH.
4. Applications must be submitted by a deadline set by the ADNRHH.
5. There is no limit on the number of people that may serve on the Regional OTM Selection Committee.

## Section Two

### Duties of the Regional OTM Selection Committee

1. The Regional OTM Selection Committee shall vote on categories assigned to them by the ADNRHH by 11:59pm on the 15th of each month.
2. Regional OTM Selection Committee members shall not vote on a category in which
  - a. They have authored an OTM
  - b. They have been nominated for an OTM
  - c. They feel a bias toward an OTM
3. The Regional OTM Selection Committee shall vote on OTMs using the OTM descriptions outlined in NACURH and Regional Policies.
  - a. If an OTM does not meet the description outlined in the NACURH and Regional Policies and the Regional OTM Selection Committee selects it as the winner, the ADNRHH may overrule the selection.
  - b. In the case of a tie, the ADNRHH shall choose the winner. The ADNRHH must submit Regional OTM winners to NACURH by 11:59pm CST on the 17th of each month.

# TITLE VI

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## AMENDMENTS

### ARTICLE I

#### Amendments of the NRHH Policy Book

# ARTICLE I

## AMENDMENTS OF THE NRHH POLICY BOOK

### Section One

Amendments to this document shall be made at a scheduled GLACURH NRHH business meeting.

### Section Two

A 2/3 affirmative vote of the affiliated NRHH chapters at the business meetings wherein the amendment is presented, shall adopt the amendment.

### Section Three

Proposed amendments should be prepared and distributed to all NRHH-CCs and the Regional Board two weeks prior to the business meeting at which it is to be voted upon.

### Section Four

GLACURH NRHH 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 Five

The amendments shall go into effect upon adoption of this document.

### Section Six

The ADNRRH and Regional Advisor will be responsible for archiving old constitutions in ADNRRH 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.

### Section Seven

When the NRHH National Board of NACURH passes a policy change at the NACURH-level and mandates the same change at the regional level, the formal amendment procedure shall be bypassed. The Associate Director of NRHH, in coordination with the Regional Director and Regional Advisor, shall be empowered to update this policy book immediately following such a change in NACURH policy. Following the update, the Associate Director of NRHH shall inform all chapters in the region of the change. At the discretion of the Associate Director of NRHH, a discussion of the policy change can be held at the next regional NRHH business meeting. A discussion of the policy



change may also be requested by a majority vote of the NRHH-CCs present at the next regional NRHH business meeting.