

**South Atlantic Affiliate of College and University Residence Halls  
National Residence Hall Honorary  
Policy Book  
Revised SAACURH RBC 2019**

**Policy 1  
Purpose**

**Section A:** The South Atlantic Affiliate of College and University Residence Halls National Residence Hall Honorary Policy Book, hereinafter referred to as the SAACURH NRHH Policy Book, shall define additional NRHH operating procedures, awards, and duties not specifically defined within the SAACURH Constitution, SAACURH By Laws, SAACURH Policy Book, NACURH, Inc. Governing Documents, or the National NRHH Governing Documents.

**Policy 2  
Relevancy**

**Section A:** Only matters specifically pertaining to NRHH may be legislated in this policy book.

**Policy 3  
NRHH Leadership**

**Section A:** The SAACURH Associate Director for NRHH, as defined in the SAACURH Constitution, shall serve as the primary regional NRHH officer. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

**Section B:** Additional ADNRRH Duties: The ADNRRH may call meetings of the NRHH boardroom at the ADNRRH's discretion.

**Section C:** The SAACURH Coordinating Officer of NRHH and Bid Development, as defined in the SAACURH Constitution, shall serve as the secondary regional NRHH officer. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

**Section D:** The Regional NRHH Advisor, as defined in the SAACURH Constitution, shall serve as the primary regional NRHH advisor. Additional duties may be specified by the affiliated NRHH chapters of SAACURH either through legislation or this policy book.

**Policy 4  
NRHH Chapters**

**Section A:** Each affiliated NRHH Chapter within the SAACURH region shall have representation within SAACURH NRHH matters through their appointed NRHH representative. Affiliated status shall be determined by the NACURH Corporate Office as defined in the National NRHH Policy Book.

**Policy 5  
NRHH Representatives**

**Section A:** An NRHH representative shall be defined as a student from the institution who is capable of representing the best interest of their institution's NRHH chapter. NRHH representatives are charged with being the official representative of their school's NRHH chapter at all NRHH meetings.

## **Policy 6**

### **NRHH Boardroom**

**Section A:** All regional NRHH business shall occur in the NRHH boardroom as defined by the SAACURH Constitution. The following operating procedures shall be followed:

1. The ADNRRH shall chair the NRHH boardroom.
2. If the ADNRRH is unable to chair the NRHH boardroom, the CO of NRHH & Bid Development shall be the Chair until the ADNRRH returns. (SA 10)
3. An NRHH representative shall have voting rights at meetings of the SAACURH NRHH boardroom only if their institution is considered to be in good standing with the NACURH Corporate Office as defined in the National NRHH Policy Book.
4. Each member school in good standing shall be entitled to one (1) vote at any special or regular meeting, election, or any question that may arise within the SAACURH NRHH boardroom through their NRHH Representative.
5. Any member school within the region that does not have an NRHH chapter or is not currently affiliated shall have speaking rights in the NRHH boardroom or during NRHH business occurring during a combined boardroom.
6. Each of the nine state associations that do not have outstanding debts to the region shall have a state director with only voice representation during NRHH business occurring during combined boardroom. In the absence of the state director, an appropriate designee may be appointed with the approval of the CO-SAA. The designee must be from the same state as the absent state director.

## **Policy 7**

### **NRHH Boardroom Officers (SA 11)**

**Section A:** The chair of the NRHH boardroom may appoint additional officers to aid in the function of the NRHH boardroom. These appointments shall not be the ADNRRH, CO-NBD, the Regional NRHH Advisor, or the Regional NRHH Advisor-elect. The positions are as follows:

1. Parliamentarian
  - a. Shall work with the ADNRRH to provide parliamentary procedure training to the NRHH Representatives at all SAACURH conferences.
  - b. Shall serve as parliamentarian at all NRHH business meetings.

## **Policy 8**

### **Elections**

**Section A:** The election of the ADNRRH, CO of NRHH & Bid Development, and Regional NRHH Advisor-Elect shall occur in a manner defined by the SAACURH Director as described by the SAACURH governing documents. The additional following procedures shall be followed:

1. The Associate Director for NRHH, the Coordinating Officer of NRHH & Bid Development, and the NRHH Advisor shall be elected by the NRHH representatives in the NRHH boardroom or a combined boardroom as decided upon by the ADNRRH in conjunction with the Director.
2. The elections the ADNRRH and CO of NRHH & Bid Development shall take place through secret ballot at the Regional Business Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken.
3. The election of the Regional NRHH Advisor-Elect shall take place through secret ballot at the SAACURH Regional Conference every two (2) years becoming the NRHH Advisor at a special designated time at the NACURH Conference.
4. Elections may be held at any time provided no less than one (1) hour notice has been given to all member schools in attendance.
5. A majority vote of member schools present shall be required to elect the officers.

6. A quorum must be present to vote in any election and a quorum shall be defined as two-thirds (2/3) of the voting schools present at the conference.

## **Policy 9**

### **Impeachment Procedures (NF 14)**

**Section A:** Any regional NRHH officer may be removed from office for one or more of the following:

1. Failure to act according to the NACURH Articles of Incorporation or the NACURH Bylaws.
2. Failure to act according to the SAACURH Charter or the SAACURH Constitution, Bylaws, and Policy Book.
3. Action in direct conflict with the majority opinion of the SAACURH member schools.
4. Action extremely detrimental to the interests of NACURH, SAACURH, or any member school.

**Section B:** The removal proceedings shall be outlined in a Removal Procedure Manual.

**Section C:** Any NRHH Representative or regional board member may initiate removal proceedings against any regional NRHH officer by presenting a formal letter of complaint that outlines the infractions that have occurred. The charges against the officer will be stated in the letter of complaint. The letter of complaint will be sent to the Regional NRHH Advisor with the exception of the ADNRRH which will be sent to both the NACURH Advisor and the Regional NRHH Advisor. The Regional NRHH Advisor will notify the accused regional officer, all SAACURH member schools, and the NBD (in the case of the ADNRRH) within one (1) week of the receipt of the letter of complaint.

**Section D:** In the case of the Regional NRHH Advisor, if a letter of complaint is submitted, the Regional Advisor will be responsible for the coordination of the removal proceedings. If the office of the NRHH Regional Advisor is vacant, the ADNRRH shall act in the Regional NRHH Advisor's stead.

**Section E:** The removal hearing will be held no less than three (3) weeks and no more than four (4) weeks after a five (5) day amendment period, which begins upon distribution of the letter of complaint, for additional complaints to be added. The procedure and final letter of complaint will be sent out to the NRHH Representatives and the accused officer at least one (1) week before the hearing.

**Section F:** A three-fourths (3/4) majority of all member schools present for the entire discussion and casting of ballots will be required to remove the officer. The removal will be effective when the official notice is sent by the removal procedure coordinator.

**Section G:** Minutes of the proceedings will be distributed to the NBD, NCO, NACURH Advisor, Regional NRHH Advisor, the defendant, and all SAACURH member schools in the case of the ADNRRH. For all other Regional Board Members minutes of the proceedings will be distributed to the Regional NRHH Advisor, SAACURH member schools, the defendant, and the new officer, if applicable, within two (2) weeks of the hearing.

**Section H:** The decision will be final after the voting has been confirmed by an official letter from each voting NRHH Representative to the hearing chairperson.

## **Policy 10**

### **SAACURH Awards (NF 09)**

**Section A:** All current Regional and NACURH elected and appointed student officers, NACURH Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison(s) are ineligible for SAACURH Awards with the exception of Regional Conference Chairs.

**Section B: Policies Affecting all Bid Awards**

1. All awards shall be based solely on written content and must conform to the corresponding page limits.
2. Only content that reflects accomplishments from NACURH Annual Conference to NACURH Annual Conference, with the exception of content included for comparison purposes, will be considered.
3. Body Text: The body text for any award bid shall be 10-12 point type.
4. Page Numbers: All pages in bids shall be numbered for easy reference.
5. Page Count
  - a. A page shall be defined as a side with print (10-12 point font) for all awards, which includes appendices, letters of recommendation, and dividers.
  - b. Title pages and citation pages are not included in the page count.
  - c. Any awards exceeding page limit will have all pages after the limit removed. Should the letters of support not be within the page limit, they will replace the last pages within the page limits.
6. Multimedia Material: No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video, e.c.
7. Title Page Requirements
  - a. Award Name
  - b. Nominee Name
  - c. Institution (if different from the nominee name)
  - d. Region
  - e. Chapter Name (for NRHH Awards)
  - f. Conference Title at Conference Institution
8. Letters of Support
  - a. Letters of support must occupy the same page size as if they were placed in the bid as text.
  - b. Letters of support are included in the page count unless otherwise noted.
  - c. Any awards without proper letters of support if required will not be considered for the award.
9. Copyright Material
  - a. All content not created by the bidding school must be accompanied by proper citation on a citation page at the end of the award bid which shall not be counted in the page limit.
  - b. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image still be cited.
10. Policy Checks
  - a. Any bids that do not satisfy policy requirements other than those above will be marked against policy prior to the conference along with the reason it is marked against policy. This includes but is not limited to lack of page numbers.
  - b. Any submitted bid with policy violations shall be returned to the bidding school to be corrected by the deadline. Bidding schools may only adjust material in violation of policy.
  - c. If a bidding school fails to resubmit by the deadline, the bid may be disqualified at the discretion of the SAACURH SEC.
11. The CO of NRHH and Bid Development shall ensure all bid files are named consistently when uploading bids.

**Section C:** Nominations for all regional awards are limited to one per school unless otherwise specified. The current SEC and SEC-elects shall not have speaking rights during the discussion or pro/con portion of candidate or award selection. Exceptions can be made at the discretion of the ADNRRH or in presenting a point for clarification.

**Section D:** The regional winner of each award presented at SAACURH Leadership and SAACURH Business Conferences will be the SAACURH nominee for the corresponding NACURH award. All bids submitted for NACURH awards must be submitted by the means decided by the NACURH Chairperson by April 15th. These means will be communicated by March 15th. The Regional Director may also include a letter of support on behalf of the region for its submission to the NACURH level.

**Section E:** POY Bids that are selected during the SAACURH Conference will be sent to the NACURH level and must follow NACURH policy and deadlines for submission. Schools that did not win or submit a POY bid at SAACURH are also eligible for the NACURH awards provided the nominating institution follows NACURH policy and deadlines for submission. For any other NACURH awards specifics, please consult the NACURH, Incorporated Policy Book. (SA 11)

**Section F:** The Director and Regional Communications Coordinator for Development and Education shall be the SEC members to distribute all bid information and inform member schools of policies and procedures surrounding bidding.

## **Policy 11 Individual Awards**

### **Section A: On Campus Marketing First Year Experience Award (FYE)**

1. **Purpose:** The FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved First Year Students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
2. **Eligibility:** Nominees must be students in their first year of living in a residence hall.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids should follow the same criteria as those for the NACURH First Year Experience Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** This award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH First Year Experience Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)
  - a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)

### **Section B: NRHH Member of the Year Award (NMOTY)**

1. **Purpose:** This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
2. **Eligibility:** The nominee must have been an active member of NRHH, as defined by the NRHH National Constitution, during the year of nomination. NRHH Presidents, National Board of Director members, Regional Associate Directors for NRHH, and NACURH Corporate Office staff are ineligible to receive this award. The nominees for this award shall not be a nominee for the Student of the Year award for the same year.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids should follow the same criteria as those for the NACURH Outstanding NRHH Member of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** The winner shall receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH Outstanding NRHH Member of the Year Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)

- a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)

**Section C: NRHH Representative of the Year Award (NROTY) (NF 08)**

1. **Purpose:** This award recognizes outstanding service to NACURH through NRHH by an individual who has been directly affiliated with the organization as an NRHH Representative.
2. **Eligibility:** Nominees must have been a NRHH Representative during the past year. Individuals bidding for this award cannot bid for Student of the Year or NRHH Member of the Year during the year of submission.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids will be no longer than 8 pages (10-12 point type). Pages must be numbered. Title pages must include the following: Award Name, Nominee Name, Institution, Region, and Chapter Name.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives.
6. **Award:** The award is funded by SAACURH. The winner shall receive a plaque presented at the NACURH Annual Conference. The winner will also be inducted into SAAS and receive an induction certificate and letter of appreciation.
7. **Suggested Criteria:**
  - a. Term of office for award purposes shall be from NACURH to NACURH.
  - b. State, regional, and national correspondence.
  - c. Recognition through awards: campus, state, regional, and national.
  - d. Participation in campus, state, regional and national services.
  - e. Participation in conferences: delegation building, spirit, and attendance and participation in meetings and programs.

**Section D: SEAHO Student of the Year Award (StOY)**

1. **Purpose:** This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (non-NBD member).
2. **Eligibility:** The nominee may not have served as an NCC, NRHH Representative, or President during the time from the previous NACURH to NACURH conference. (NF 13)
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member.
4. **Pages:** Bids should follow the same criteria as those for the NACURH Student of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center. (SAA 00)
6. **Award:** This award is endorsed by the Southeastern Association of Housing Officers (SEAHO) while funds permit. In the event that SEAHO does not fund the award, SAACURH shall cover all costs associated with the award. The regional winner will receive \$100 towards NACURH conference registration and shall receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria** It is recommended that bids follow the same criteria as those for the NACURH Student of the Year Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)
  - a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)

**Section E: NRHH President of the Year Award (SA 15)**

1. **Purpose:** This award recognizes the outstanding service of an NRHH Chapter President at an affiliated school who has had a direct positive impact on their school, region, and NACURH.

2. **Eligibility:** The nominee must have served as the NRHH Chapter President and active member of NRHH, as defined by the NRHH National Constitution, during the year of nomination. National Board of Director members, Regional Associate Directors for NRHH, and NACURH Corporate Office staff are ineligible to receive this award. The nominees for this award shall not be a nominee for the Student of the Year award for the same year.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member.
4. **Pages:** Bids should follow the same criteria as those for the NACURH NRHH President of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** The winner shall receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria:**
  - a. Service to affiliated NRHH chapter by exhibiting: delegation, communication, goal setting, execution of goals, connection with his/her executive board, leadership, success or growth of the chapter, and creativity.
  - b. Demonstration of commitment to NRHH values.
  - c. Recognition through awards: campus, regional, and NACURH services.
  - d. Participation in campus, regional, and NACURH services for the benefit of NRHH.
  - e. Representation of NRHH on the campus and at the regional and NACURH conferences.

## Policy 12 School Awards

### Section A: On Campus Marketing NRHH Building Block Chapter of the Year (NBBOTY)

1. **Purpose:** The NRHH Building Block Chapter of the Year Award is given to a chapter, which shows outstanding growth and development during the year of nomination.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH to NACURH Conference. In order to be eligible for this award the Chapter must be in good standing with the NACURH Information Center.
3. **Pages:** Bids should follow the same criteria as those for the NACURH NRHH Building Block Chapter of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
4. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** This award is endorsed by On Campus Marketing. The winner shall receive an award consistent with that defined by the current On Campus Marketing endorsement agreement.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH NRHH Building Block Chapter of the Year Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)
  - a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)

### Section B: NRHH Outstanding Chapter of the Year (NOCOTY)

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

2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH to NACURH Conference. In order to be eligible for this award the chapter must be in good standing with the NACURH Information Center.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. **Pages:** Bids should follow the same criteria as those for the NACURH Outstanding Chapter of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** The winner shall receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH NRHH Outstanding Chapter of the Year Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)
  - a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)

### Section C: Program of the Year Award (POY)

1. **Purpose:** This award was designed to recognize the most outstanding student implemented program pertaining to residence life. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
2. **Eligibility:** A NACURH member school in good standing may submit only one program per year to be considered for this award. The program must have occurred from December 2-December 1 of the year that the bid is due (for example, bids due for the 2020 POY award must have occurred from December 2, 2018-December 1, 2019). The nominated POY may be of a community service, diversity, education, or social nature, Regardless of the nature, the bid must include some indication of how the program was also educational regarding student leaders or students in general. The educational impact has historically been an important consideration by members of the NRHH Boardroom.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH non-advisor student member of the executive board and one (1) letter of support from a professional staff member that oversees an aspect of residential life. (NF 11)
4. **Pages:** Bids should follow the same criteria as those for the NACURH Program of the Year Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the SAACURH Regional Conference by the NRHH representatives of chapters considered to be in good standing with the NACURH Corporate Office. The SEC will initially vote on all bids submitted to narrow down to the top two finalists based on the bid solely at least three weeks before the regional conference. The top two finalists will present for a maximum of ten minutes each to the NRHH representatives. The NRHH chapters in good standing will vote on an overall POY winner based off the presentations and bids of the top two schools. (NF 13)
6. **Award:** The winner shall be announced at the SAACURH Regional Conference and will receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH Program of the Year Award; found in the Awards Policy section of the NACURH Policy Book. (NF 11)
  - a. Respective state information should also be included in all possible areas that are criteria for this award. (NF 11)
8. **Suggested Presentation Criteria:** It is suggested that the information stated in the bid criteria be used in the POY finalists' presentations. Additional non required media that should be considered to compare the finalists:
  - a. How chronological was the information that was presented?
  - b. Was the program presented in a professional manner?
  - c. How creative was the presentation? Were costumes and/or props used?



- d. What additional items were used to provide delegates of the overall success in implementation of the program? If so, how did these items relate to the program and help in providing the audience an understanding of the use of the items?
- e. Was there audience participation/interaction in the presentation? If so, how did the audience participation/interaction relate to the successful presentation of the program?
- f. Were the media and handouts that were used? If so, how did these items relate to the program and help in providing the audience an understanding of the use of the items? (NA 11)

#### **Section D. Outstanding Advocacy Initiative Award (NF 11)**

1. **Purpose:** This Award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for its students. Advocacy is defined as, but not limited to, any changes occurring as a result of student influence that lead to an increased safety, awareness, acceptance, or contribution on a campus or community-wide level.
2. **Eligibility:** Only year-specific information will be considered; bid content should reflect accomplishments from NACURH to NACURH Conference. In order to be eligible for this award, the school must be in good standing with the NACURH Information Center.
3. **Letters of Support:** Every bid must be accompanied by one (1) letter of support from a representative of the organization or group that initiated the advocacy initiative and one (1) letter of support from a professional staff member that oversees an aspect of residence life.
4. **Pages:** Bids should follow the same criteria as those for the NACURH Outstanding Advocacy Initiative Award; found in the Awards Policy section of the NACURH Policy Book.
5. **Selection:** Selection will be made during the Regional Business Conference by the NRHH Representatives of chapters considered to be in good standing with the NACURH Information Center.
6. **Award:** The winner shall receive a plaque presented at the NACURH Annual Conference.
7. **Suggested Criteria:** It is recommended that bids follow the same criteria as those for the NACURH Outstanding Advocacy Initiative Award; found in the Awards Policy section of the NACURH Policy Book.

### **Policy 13 Miscellaneous Awards**

#### **Section A: SAACURH NRHH Service Award**

1. **Purpose:** The NRHH Service Award is an honor bestowed upon individuals who have made outstanding contributions to the region. The award recognizes outstanding achievements of individuals within member schools that have helped SAACURH, NRHH, and/or the SEC in its mission to develop leaders, share resources, and aid member schools in their on-campus programming needs.
2. **Eligibility:** The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have worked on a SAACURH committee, aided the SEC, or benefited SAACURH and/or in some form or fashion.
3. **Pages:** None
4. **Selection:** Selection will be made by the ADNRRH in consultation with the SEC.
5. **Award:** The recipient will receive a certificate presented by the ADNRRH at the Regional Leadership Banquet, Regional Business Banquet, or NACURH Regional Reception. The ADNRRH has a maximum of four (4) certificates to give out at the ADNRRH's discretion during the term in office

#### **Section B: "Of the Month" (OTM) Awards (SA 11)**

1. The Associate Director for NRHH will choose the following awards with the recommendation of the OTM Selection Committee. The winners will receive a certificate and have their nomination submitted for national OTM consideration. Suggested criteria for each award and can be found in the ABC's of NRHH. The awards that will be considered on a monthly basis include:
  - a. Advisor
  - b. Residential Community

- c. Community Service Program
  - d. Diversity Program
  - e. Educational Program
  - f. Executive Board Member
  - g. First Year Student
  - h. Institution Faculty/Staff
  - i. Organization
  - j. Passive Program
  - k. Residence Life Faculty/Staff
  - l. Residential Assistant
  - m. Social Program
  - n. Spotlight
  - o. Student
  - p. Student Staff Member
2. OTM Descriptions (*SA 15*)
- a. General Requirements
    - i. Each Regional and National OTM should be written and judged according to the descriptions listed in the NACURH NRHH policy book.
    - ii. OTM nominees that are eligible for multiple categories must be submitted in the category most applicable to the language of the written OTM.
      - 1. Individual Category Requirements will follow requirements set form in NACURH Policy.
3. Eligibility (*SA 15*)
- a. Nominations must be submitted on the OTM Database. (<http://otms.nrhh.org>)
  - b. Each nomination submitted for regional consideration must have been campus winner and each nomination submitted for national consideration must have been a regional winner.
  - c. Nominations must be month specific.
  - d. Author Eligibility
    - i. Any NACURH affiliated school, either having an NRHH Chapter or not, may submit OTMs.
    - ii. 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.
    - iii. Nominations in violation of this policy will be removed from consideration on a regional and national level by the region's ADNRHH.
  - e. Winner Eligibility
    - i. 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.
    - ii. Nominations in violation of this policy will be removed from consideration on the regional and national level by the region's ADNRHH.
4. Timeline (*SA 15*)
- a. Regional Procedures
    - i. All OTM Submissions to the regional level must occur by the 10<sup>th</sup> of each month by 11:59PM in each zone specific nomination on the NRHH OTM Database.
  - b. NACURH Procedures
    - i. Nominations must be forwarded from the regional level as soon as judging is complete on the OTM database, no later than the 17<sup>th</sup> of the month by 11:59PM CST following nomination.
  - c. Extensions
    - i. An extension can be granted with approval from the NACURH Associate for NRHH (NAN) and NCO Director or their designee if there are problems with submissions. The NAN will notify the ADs of NRHH of any such decision with 24 hours.

d. Judging

- i. Regional OTMs will be judged by the Regional OTM Judging Committee coordinated by the ADNRRH.
- ii. National OTMs will be judged by the National OTM Judging Committee coordinated by the NCO and NAN.
- iii. All awards are to be given based on preset criteria established by the NRHH Board.
- iv. Members of regional and NACURH OTM committees may not vote in any category they submitted an OTM.
  1. Recognition- All winners will be recognized by a certificate at a NACURH-affiliated conference. The SAACURH ADNRRH or their designee is encouraged to submit all winning NACURH of the Month Winners to the National NRHH Board.

**Section C: OTM Descriptions**

1. For OTM Descriptions please refer to the NACURH NRHH Policy Book.

**Section D: “Of The Month” (OTM) Cup (SA 10)**

1. **Purpose:** This award is designed to encourage friendly competition between the regionally affiliated SAACURH NRHH Chapters through the encouragement of increased quality and quantity of campus, regionally and internationally submitted OTMs as well as promote active participation in OTM selection.
2. **Eligibility:** Any current SAACURH affiliated NRHH Chapter
3. **Selection:**
  - a. Selection shall be overseen by the ADNRRH based off of the set point requirements for each of the categories (set by the ADNRRH) including and limited to: submitted regional winners, regional honorable mention, NACURH winner, NACURH honorable mention, and active participation in the OTM selection committee.
  - b. The NRHH Chapter with the most points accumulated from NACURH Conference to NACURH Conference shall be declared the winner at the award ceremony at the close of the NACURH Conference of that year by the ADNRRH.
4. **Award:** A plaque and a traveling trophy to be awarded to the selected Chapter in recognition of its dedication to one of the four pillars of NRHH, Recognition, through the use of OTM’s. The chapter that is selected as the recipient of the OTM Cup will be required to bring the cup to the Annual NACURH conference to be handed over to the new OTM Cup winners. Failure to comply with this policy and produce the OTM Cup will result in the current chapter’s voting rights to be revoked with SAACURH until the OTM Cup is handed over to the next chapter winners. (NF11, NF14)

**Policy 14**

**SAACURH NRHH Committees (SA 06)**

**Section A:** The ADNRRH shall have power to create committees within NRHH geared toward the handling or bettering of NRHH affairs. Each committee shall have a life span of the term of the creating ADNRRH (with the exception of the OTM Selection Committee). A committee can be dismantled at any time by decision of the ADNRRH if thought to be nonfunctional or no longer needed with the exception of the OTM Selection Committee.

1. OTM Selection Committee

- a. The “Of the Month” (OTM) Selection Committee, hereinafter OTM Committee, shall be composed of only one NRHH member per SAACURH affiliated institution considered being in good standing with the NACURH Corporate Office (NCO). No more than one (1) member from any institution may be on the committee upon first round of consideration.

- b. The OTM Committee is responsible for reading all regional OTMs (assigned to them in certain categories) and making decisions based on the format, quality, and specifics of submissions between the 11<sup>th</sup> of each month to the 17<sup>th</sup> of each month.
- c. The ADNRRH has special privileges to appoint other voting members to the OTM Selection Committee, including, but not limited to: NRHH Alumni, SAAS Members, and Executive Council Members. The individuals appointed do not count towards the one member per institution.
- d. OTM Selection Committee members shall participate in an application process and must be approved by the ADNRRH. The term of an OTM committee member shall last no longer than one year after which they may reapply for consideration.
- e. The ADNRRH is responsible for keeping up with the voting history of each committee member. Any member who fails to vote in two consecutive months or two months collectively can be removed at the discretion of the ADNRRH. If for any reason a member has an excuse before the beginning date of the selection process it should be submitted in writing via email to the ADNRRH.

### **Policy 15 Interpretation**

**Section A:** This document shall be interpreted by the ADNRRH in conjunction with the SAACURH Executive Committee. It is expected that any interpretation will be governed by common sense.

### **Policy 16 Conflict**

**Section A:** This document shall never be in conflict with the SAACURH or NACURH, Inc. governing documents.

### **Policy 17 Amendments**

**Section A:** Amendments to this document may be proposed by any NRHH representative or member of the SAACURH Executive Committee.

**Section B:** Amendments must be submitted in written form.

**Section C:** Amendments may only be officially acted on at the annual SAACURH Leadership, SAACURH Business, or NACURH Conferences.

**Section D:** Amendments may be voted on at any time provided no less than twenty-four (24) hours has elapsed since their proposal.

**Section E:** A majority vote of all NRHH representatives present at the conference is required for passage.

**Section F:** Proposed amendments will go into affect at the end of the conference at which they were passed.

### **Policy 18 Ratification**

**Section A:** This policy book shall be ratified by a two-thirds (2/3) vote of the affiliated NRHH chapters within the region. This policy book may be dissolved by the same vote.

### **Policy 19**

## **NACURH Policy**

**Section A:** NRHH Policy book is the ultimate authority over the NRHH Chapters

1. When the NNB passes a policy that directly impacts the operations or conflicts with policies of SAACURH, the ADNRRH shall have the authority to update the SAACURH NRHH Policy Book.
2. Once the policy book has been updated, the ADNRRH shall immediately send the newly updated policy book to the regional membership via the SAACURH list-serv.
  - a. The ADNRRH shall indicate which sections are updated/added to the policy book via the SAACURH list-serv.
3. The policy enacted by the NNB cannot be removed unless the NNB has rescinded the policy from the NRHH policy book.
  1. If an NRHH Representative believes that an amendment should be made to the NRHH policy book, they can contact the ADNRRH for guidance on amending the NACURH policy book.