



South Atlantic Affiliate of College and University Residence Halls

Governing Documents

Updated NACURH Annual Conference 2019

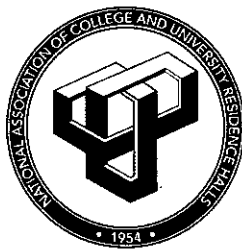
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South Atlantic Affiliate of College and University of Residence Halls

Governing Documents Revised RLC 2018

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REGIONAL CHARTER

THE SOUTH ATLANTIC AFFILIATE OF COLLEGE & UNIVERSITY RESIDENCE HALLS, INC.

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

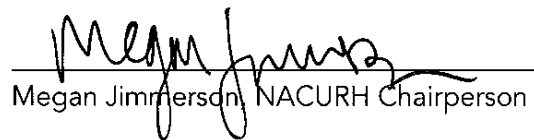
As a recognized regional affiliate, SAACURH shall be comprised of NACURH member institutions located in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and the country of the Bahamas. The SAACURH region will also welcome schools from other states or countries that wish to affiliate. SAACURH shall abide by the Articles of Incorporation, bylaws, and policy book of NACURH, Inc, as well as SAACURH's regional bylaws. As such, SAACURH shall hold at least one annual Regional Leadership Conference and one annual Regional Business Conference.

At the Regional Business Conference, the SAACURH National Communications Coordinators (NCCs), or other representatives as designated, shall democratically elect by a majority vote a Regional Director, Associate Director(s), and Coordinating Officers (COs) to compose the SAACURH Regional Board of Directors (RBD), herein known as the SAACURH Executive Committee (SEC). The Regional Advisor(s) shall be selected through procedures outlined in the regional bylaws. The respective Conference Chairs of the Regional Leadership Conference, as well as the Regional Business Conference, shall serve as members of the Regional Board as outlined in the regional bylaws. In the event that a position remains unfilled by the close of the annual Regional Business Conference, voting procedures as outlined in the regional bylaws shall commence. The Regional Director and Associate Director for Administration and Finance shall serve as the SAACURH members of the NACURH Board of Directors and the Associate Director for National Residence Hall Honorary (NRHH) shall serve as the SAACURH member of the NACURH NRHH Board.

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

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

In witness whereof, the Chairperson of the NBD, the NACURH Advisor, the Regional Director, and the Regional Advisor have signed this charter into effect on the 2nd of June, 2019.


Megan Jimmerson, NACURH Chairperson


Stephanie Hill, Regional Director


Mary Gullivan, NACURH Advisor


Alicia Luc, Regional Advisor

SAACURH Constitution

Article I: Name

Section A: The name of this organization shall be the South Atlantic Affiliate of College and University Residence Halls, hereinafter referred to as SAACURH.

Section B: SAACURH is an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

Article II: Purpose

Section A: Vision Statement

The National Association of College and University Residence Halls, NACURH Incorporated, seeks to create a network of engaged citizens sharing common experiences through residential leadership opportunities.

Section B: Mission Statement

As an organization, NACURH empowers, motivates, and equips residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.

Section C: Unification Statement

NACURH is comprised of individuals from a variety of backgrounds and experiences, in recognition therein, NACURH strives to be inclusive of all of its members. As such, NACURH represents a truly diverse population in which individual differences are accepted and celebrated. Ultimately, we strive for an appreciation, understanding, and acceptance of the diversity in all of our members.

Section D: Equity Statement

NACURH is an international organization comprised of member schools that vary in demographic makeup, structure, size, abilities, characteristics, identities, beliefs, and affiliations. NACURH is committed to equitable representation and decision-making in all practices and procedures including, but not limited to, conference hosting, awards and recognition, leadership development and officer roles, resources, communication, and provision of services. To this aim, NACURH and its representatives will protect individuals and institutions from undue bias and influence stemming from circumstances that are removed from the direct control of our student members. This includes, but is not limited to, policies established by the students' institution and housing department, and laws established by governmental entities with relevant jurisdiction. While acknowledging and appreciating the diversity of affiliated institutions, NACURH recognizes that there are relevant impacts on individual and institutional experiences in the organization that are of substantial and material significance. To this end, NACURH shall intentionally consider these impacts with integrity and with the best interests of affiliated member institutions in mind.

Article III: Membership

Section A: Membership Qualifications

The membership of SAACURH shall consist of all members of NACURH, which are within those states covered by the regional charter. These include: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

Section B: Voting Rights

To have voting rights at meetings of this association, members must be considered in good standing by
South Atlantic Affiliate of College & University Residence Halls

the NACURH Corporate Office (NCO). This includes submitting NACURH dues, registration forms, and an acceptable NCO report, as well as remaining financially solvent with NACURH on or before the date determined by NACURH.

Section C: Number of Votes per Affiliate

Each member school of the association shall be entitled to one (1) vote at any special or regular meeting, election, or any question that may arise.

Article IV: Qualifications, Powers, and Duties of the Officers

Section A: Elected Officers

The elected officers of this region shall be:

1. Regional Director
2. Regional Associate Director for Administration and Finance
3. Regional Associate Director for NRHH
4. Coordinating Officers
 - a. RHA Development
 - b. NRHH and Bid Development
 - c. Public Relations and Spirit
 - d. Special Projects and Affiliations
5. Regional Advisor
6. Regional Advisor-Elect
7. Regional NRHH Advisor
8. Regional NRHH Advisor-Elect

Section B: Appointed Officers

The appointed officers of this region shall be:

1. Regional Leadership Conference Chairperson – appointed by the host site for the next Regional Leadership Conference
2. Regional Leadership Conference Advisor – appointed by the host site for the next Regional Leadership Conference
3. Regional Business Conference Chairperson – appointed by the host site for the next Regional Business Conference
4. Regional Business Conference Advisor – appointed by the host site for the next Regional Business Conference.
5. Regional ART Coordinator - appointed by the Regional Director and Regional Advisor in consultation with the SEC
6. Regional Parliamentarian – appointed by the Regional Director in consultation with the SEC
7. NRHH Parliamentarian – appointed by the Associate Director for NRHH in consultation with the SEC
8. RHA President Parliamentarian – appointed by the CO for RHA Development in consultation with the SEC

Section C: Appointment of Officers

These officers shall comprise the SAACURH Executive Committee (SEC) and shall have the authority to appoint ex-officio assistants as needed to facilitate the operation of their offices. The officers listed in Section 1 are officio; those in Section 2 are ex-officio. All officers-elect are ex-officio unless they currently hold an officio position. No elected officer or officio (excluding officer-elects) or ex-officio members of the SEC shall serve in another position in conflict with their position on the SEC without the approval of the Regional Director and the NCCs.

Section D: Qualifications of the Officers

South Atlantic Affiliate of College & University Residence Halls

1. Officers of the SAACURH Executive Committee shall be as follows:
 - a. Regional Director
 - b. Associate Director for Administration and Finance
 - c. Associate Director for NRHH
 - d. Coordinating Officer for RHA Development
 - e. Coordinating Officer for NRHH and Bid Development
 - f. Coordinating Officer for Public Relations and Spirit
 - g. Coordinating Officer for Leadership and Advocacy
 - h. Regional Advisor
 - i. Regional NRHH Advisor
 - j. Regional Leadership Conference Chair(s) (up to 2)
 - k. Regional Business Conference Chair(s) (up to 2)
 - l. Regional ART Coordinator
2. All officers shall be from a member school in good standing.
3. All officers shall live in an on-campus housing unit throughout their term of office, excluding the Regional Advisor and Regional NRHH Advisor.
4. The Regional Director, Associate Director for Administration and Finance, Associate Director for NRHH,
 - a. Regional Advisor, Regional Advisor-Elect, Regional NRHH Advisor, Regional NRHH Advisor-elect, Regional ART Coordinator, Regional Leadership Conference Chair, and Regional Business Conference Chair shall have attended a SAACURH or NACURH conference prior to the one at which they are elected or appointed.
5. An SEC officer or ex-officio member may not serve in any other SAACURH capacity that would conflict with the duties of the office while serving as a member of the SEC. (i.e. NCC voting representative or NRHH voting representative).
6. All student members of the SEC must be in good academic and disciplinary standing at their institution.
7. All student members of the SEC must maintain a minimum of 2.5 semester/quarter on a cumulative grade point average 4.0 scale, unless their institution requires higher. Review and enforcement will be the duty of the Regional Advisor. Should an officer drop below the 2.5 GPA as determined by the Regional Advisor they will be immediately removed from office.
8. All student members of the SAACURH Executive Committee and student members of the SAACURH Executive Committee-Elect must maintain 'full-time' student status for the entirety of their terms of office, including the interim period between their election and installation in office. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements. The Regional Advisor may grant exceptions.
9. The Regional Advisor and Regional NRHH Advisor must have served three years as an advisor of a housing organization as a full-time professional staff member, as well as completed the ART Program. The NRHH Advisor must have served at least one year as an advisor to an NRHH Chapter.
10. All members of the SEC and SEC-Elect members must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and installation in office.
11. Candidates for AD-NRHH, CO-NRHH and Bid Development, and NRHH Parliamentarian must be an inducted member of a SAACURH affiliated NRHH chapter by the start of their term. NRHH members from additional regions may be appointed at the discretion of the chair.
12. All student members, both elected and ex-officio, and advisors must file a signed host school acknowledgement form either in the bid or while filing their application for an ex-officio position.

Section E: Regional Director

The duties of the Regional Director shall be to:

1. Preside over all meetings of SAACURH
2. Carry out the directives of the NCCs
3. Appoint such personnel necessary to fill any office vacated
4. Represent SAACURH at meetings of the NBD
5. Submit a regional report at every NBD meeting updating the NBD and other regions on the progress of projects and business within the region
6. Perform such duties as described in Robert's Rules of Order, Newly Revised that includes the preparation of agendas in consultation with the SEC
7. Carry out all other executive functions properly as the Chief Executive Officer of SAACURH
8. Coordinate the creation and distribution of the South Atlantic monthly newsletter *On the Prowl, Daily Roar*
9. Attend all SAACURH regional conferences and the NACURH conference during their term of office
10. Attend, or coordinate the attendance of a designee, at the SEAHO Mid-Year Meeting and annual SEAHO Conference
11. Coordinate monthly online regional chats and monthly online SEC chats
12. Provide a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference
13. Submit a monthly report consistent with that of other officers, including a list of accomplishments from the month and goals for the next month
14. Notify all NCCs of any vote made by the NBD
15. Provide all information on bidding and awards to all member schools at least two week prior to the deadline for submission
16. Serve as a resource for questions about bidding, including POY
17. Oversee the selection and workings of the Strategic Planning Committee
18. Fulfill other responsibilities as defined by the NACURH Policy Book

Section F: Associate Director for Administration and Finance (ADAF)

The duties of the Regional Associate Director for Administration and Finance (ADAF) shall be to:

1. Assume the duties of the Regional Director if the Regional Director is unable to complete the full term of office
2. Oversee the preparation and the expenditures of the annual SAACURH budget in conjunction with the Regional Director
3. Have signature authorization on the SAACURH account, along with the Regional Director, Regional Advisor, and Regional NRHH Advisor
4. Keep official and accurate records jointly with the Regional Director
5. Keep in regular contact with the NACURH Associate of Finance
6. Attend all SAACURH regional conferences and the NACURH conference during their term of office
7. Represent SAACURH jointly with the Regional Director at meetings on the NBD
8. Make available a revised constitution, policy book, and other information pertinent to the previous conference within four (4) weeks of any conference attended by the SEC
9. Interpret the Constitution, Bylaws, and Policy Book, when necessary and to notify the NCCs over proper media and at the next SAACURH business meeting of all interpretive rulings
10. Submit regional financial reports to the NACURH Associate of Finance, the Regional Director, and the Regional Advisor within one week of the receipt of the bank statement
11. Create a reimbursement policy for the year, in conjunction with the rest of the SEC that holds both

the ADAF and those spending money accountable. This policy should include timelines and account for times of the year when members are not at their host institutions

12. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference
13. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for the next month
14. Fulfill any other responsibilities as assigned by the Regional Director and/or by legislative action of the NCCs
15. Attend all monthly regional SEC chats
16. Oversee the selection and workings of the Constitution and Policy Book Review Committee
17. Keep copies of all winning bids from the prior year, including a copy of all bids that are sent to the NACURH level
18. Record the minutes for NCC and combined boardrooms at all SAACURH regional meetings
19. Distribute copies of the meeting's minutes to all member schools within four (4) weeks of each regional conference
20. Fulfill other responsibilities as defined by the NACURH Policy Book

Section G: Associate Director for NRHH (AD-NRHH)

The duties of the AD-NRHH shall be to:

1. Maintain regular and consistent contact with the individual member chapters
2. Maintain regular and consistent contact with the NRHH National Board (NNB) in NACURH
3. Maintain regular and consistent contact with other members of the SEC
4. Make available a revised constitution, policy book, and other information pertinent to the previous conference within four (4) weeks of any conference attended by the SEC
5. Interpret the NRHH Policy Book, when necessary and to notify the NRHH Representatives over proper media and at the next SAACURH NRHH business meeting of all interpretive rulings
6. Assist any school in the region throughout the affiliation process as well as approving all NRHH constitutions submitted
7. Represent regional NRHH interests
8. Manage the NRHH Listserve
9. Oversee the implementation of the SAACURH Regional OTM voting committee, which evaluates and determines all "Of the Month" (OTMs) on the regional level
10. Attend all SAACURH regional conferences and the NACURH conference during their term of office.
11. Notify all regional OTM winners within fifteen (15) days of selection
12. Fulfill any other responsibilities as assigned by the Regional Director and/or by legislative action of the NRHH representatives
13. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference
14. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for the next month
15. Attend all regional SEC chats
16. Be responsible for coordinating motivation and recognition at regional meetings and conferences.
17. Fulfill other responsibilities as defined by the NACURH Policy Book

Section H: Coordinating Officer for RHA Development (CO-RHAD)

The duties of the CO-RHAD shall be to:

1. Provide support and oversight to the RHA chapters and representatives
2. Coordinate participation and activities of RHA Presidents on the regional level and to serve as a resource to them

3. Coordinate and chair the Presidents Stakeholders Meeting at the Regional Leadership Conference and the Regional Business Conference
4. Distribute all RHA-specific resources to representatives in a timely manner or within the specified timeline.
5. Develop helpful guides for conference delegations to prepare for conference attendance, such as Virtual Orientation prior to RLC and RBC
6. Hold President chats once a month (in months where there is also Virtual Business)
7. Act as a liaison between the NACURH Corporate Office (NCO) and SAACURH institutions; such as during the process of institutional affiliation
8. Collect member school's RHA Constitutions as part of the affiliation process
9. Maintain a current record of regional member affiliation statuses
10. Provide updated member school contact list prior to the Regional Leadership, Regional Business, as well as the Annual NACURH conference to the SAACURH Executive Committee
11. Assist in the recruitment of member schools in coordination with the AD-NRHH
12. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference
13. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for next month
14. Attend all SAACURH regional conferences and the NACURH conference during their term of office
15. Attend all regional SEC chats
16. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
17. Fulfill other responsibilities as defined by the NACURH Policy Book

Section I: Coordinating Officer for Leadership and Advocacy (CO-LA)

The duties of CO-LA shall be to:

1. Coordinate the maintenance and distribution of the SAACURH Member Resource Drive
2. Assist the CO-RHAD in creating the Pre-Conference Orientation
3. Chair Special Projects committee to lead SAACURH to tackle projects that align with the Regional Platform
4. Coordinate activities related to advocacy and service including service projects to support the SAACURH Regional philanthropy partnership at the Regional Leadership Conference and the Regional Business Conference
 - a. Coordinate with the conference teams' Philanthropy Chair
5. Be the liaison between the regional philanthropy partners and the SAACURH Region
 - a. Regularly meet with the regional philanthropy partners
 - b. Organize philanthropy events and support institutions hosting SAACURH Advocacy and Awareness Programs
 - c. Create a Memorandum of Understanding if one has not been created previously to establish an official partnership between SAACURH and the selected philanthropy
6. Coordinate and award the programming grant, the delegate grant, and the affiliation membership grant at the SAACURH Regional Business Conference as described in the SAACURH Policy Book
7. Design and distribute the case studies monthly to member institutions and coordinate the case study competition at the regional business conference and regional leadership conference
8. Create and distribute resources focused on leadership development, and enhancing student success
9. Will provide quarterly updates regarding the Regional Philanthropy Partnership, Advocacy initiatives, and Leadership resources available to the region
10. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference

11. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for next month
12. Coordinate and award the programming grant, the delegate grant, and the affiliation membership grant at the SAACURH Regional Business Conference as described in the SAACURH Policy Book
13. Attend all SAACURH regional conferences and the NACURH conference during their term of office
14. Attend all regional SEC chats
15. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
16. Fulfill other responsibilities as defined by the NACURH Policy Book

Section J: Coordinating Officer for Public Relations and Spirit (CO-PRS) The duties of the CO-PRS shall be to:

1. Oversee the selection and workings of the SAACURH Public Relations and Spirit Committee.
2. Coordinate the creation of the SAACURH roll call for the annual NACURH conference.
3. Organize the SEC Roll Call for all Regional Conferences
4. Manage the SAACURH Listserv.
5. Act as the regional historian by maintaining the regional archives through the database and ensuring the safe passage of the archives to the new CO for Public Relations and Spirit or the Regional Director.
6. Coordinate updates of the SAACURH webpage through the NACURH server.
7. Oversee and lead spirit initiatives before, during, and after regional and NACURH conferences.
8. Oversee the creation of regional graphics for regional social media platforms.
9. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference.
10. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for next month.
11. Attend all SAACURH regional conferences and the NACURH conference during their term of office.
12. Attend all regional SEC chats.
13. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs.
14. Fulfill other responsibilities as defined by the NACURH Policy Book.

Section K: Coordinating Officer for NRHH and Bid Development (CO-NBD)

The duties of the CO-NBD shall be to:

1. Organize bidding timelines for the Regional Leadership Conferences and Regional Business Conferences
2. Record the minutes at regional NRHH meetings
3. Distribute copies of the meeting's minutes to all chapters within four (4) weeks of the regional conference
4. Assist the AD-NRHH with NRHH affiliation and recruitment
5. Act as the regional historian by maintaining the regional archives through the database and ensuring the safe passage of the archives to the new CO for NRHH and Bid Development or the Regional Director
6. Oversee the selection and workings of the SAACURH Bid Instruction and Development (BID) Committee
7. Provide the Regional Director with a detailed officer report of all actions completed in their term prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference
8. Submit a monthly report by a deadline set by the Regional Director including a list of accomplishments from the month and goals for next month
9. Attend all SAACURH regional conferences and the NACURH conference during their term of office

10. Attend all regional SEC chats
11. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
12. Fulfill other responsibilities as defined by the NACURH Policy Book

Section L: Regional Advisor

The duties of the Regional Advisor shall be to:

1. See that SAACURH policies are carried out
2. Be available for consultation on NACURH matters at SAACURH meetings
3. Present semi-annual and annual reports to the SEC at regional meetings and to provide the Regional Director with a detailed advisor report prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH annual conference
4. Attend all regional SEC chats
5. Attend all SAACURH regional conferences and the NACURH conference during their term of office.
6. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
7. Ensure that all members of the SAACURH Executive Committee are meeting the 2.5 GPA requirement
8. Fulfill other responsibilities as defined by the NACURH Policy Book

Section M: Regional Advisor-Elect

The duties of the Regional Advisor-Elect shall be to:

1. Correspond with the Regional Advisor and the SEC at least monthly
2. Attend any SEC meeting, Regional Business Conference, or NBD meeting with the expenses the responsibility of the Advisor-Elect
3. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
4. Submit an article to each issue of the newsletter
5. Correspond with the NBD as necessary

Section N: Regional NRHH Advisor

The duties of the Regional NRHH Advisor shall be to:

1. See that SAACURH policies are carried out
2. Be available for consultation on NACURH matters and SAACURH matters
3. Present semi-annual and annual reports to the SEC at regional meetings and to provide the Regional Director with a detailed advisor report prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH annual conference
4. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
5. Attend all regional SEC chats
6. Maintain contact with the NRHH advisors in SAACURH
7. Assist in the development of bids for submissions to regional and NACURH levels
8. Assist in the recruitment of new chapters by working with the Associate Director for NRHH and the new/potential chapter advisors
9. Attend all SAACURH regional conferences and the NACURH conference during their term of office
10. Manage the SAACURH Alumni & Affiliates Society
11. Oversee the Advisor Resource Training (ART) by coordinating programming at regional conferences and promoting ART to advisors within the region

12. Fulfill other responsibilities as defined by the NACURH Policy Book

Section O: Regional NRHH Advisor-Elect

The duties of the Regional NRHH Advisor-Elect shall be to:

1. Correspond with the NRHH Advisor, Regional Advisor and the SEC at least monthly
2. Attend any SEC meeting, Regional Business Conference, or NBD meeting with the expenses the responsibility of the NRHH Advisor-Elect
3. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
4. Correspond with the NBD as necessary

Section P: Regional Leadership Conference Chair(s) and Regional Business Conference Chair(s)

The duties of the Regional Leadership Conference Chair(s) and Regional Business Conference Chair(s) shall be to:

1. Plan their respective Regional Conference (Business/Leadership)
2. Prepare and present monthly reports on the status of the conference including detailed financial reports to the SEC.
3. The Conference Chairs shall plan to attend a SEC chat once per month, following the conference at which their institution is selected to host, up until the hosting the Regional Conference. Attend all regional SEC chats from the time of selection until the acceptance of the Wrap Up Report for their respective conference by the Regional Director and Conference Resource Consultant.
4. Attend all NACURH-affiliated conferences prior to the conference that they are hosting.
 - a. RLC Chair shall plan on attending RBC/NACURH and RBC Chair shall plan on attending. RLC Chair(s) shall attend both the Regional Business Conference and NACURH Annual Conference leading up to their own conference as part of the SEC. RBC Chair(s) shall attend both the NACURH Annual Conference and the Regional Leadership Conference leading up to their own conference as part of the SEC.
 - b. If the conference is being co-chaired, at least one chair should plan on representing the SEC.
 - c. If the conference chair cannot attend, they must notify the SEC two weeks prior to registration closing and send a representative in their place.
5. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
6. Correspond with the NBD as necessary, through the Regional Director
7. Shall coordinate the submission of a conference wrap-up report, as outlined in SAACURH Policy Book (Policy 6, Section B, Subsection 2)
8. Attend monthly SAACURH Virtual Business Meetings to provide an update or answer questions of SAACURH voting representatives
9. Attend regional SEC chats, at the request of the SEC
10. Shall attend bi-weekly 1:1s with the Regional Director and/or Advisor

Section Q: Regional Leadership Conference Advisor(s) and Regional Business Conference Advisor(s) The duties of the Regional Leadership Conference Advisor(s) and the Regional Business Conference Advisor(s) shall be to:

1. Advise the respective Regional Conference Chairperson and others who are planning the regional conference
2. Prepare and present periodic reports on the status of the conference including detailed financial reports to the SEC
3. Fulfill any other responsibilities assigned by the Regional Director and/or by legislative action of the NCCs
4. Correspond with the NBD as necessary
5. Serve as joint signatory in all financial transactions of the conference along with the Conference

Chairperson

6. Meet with the Regional Director and/or Regional Advisors in the months leading up to the Regional Conference
7. At least one member of the Conference Advising Team shall be a professional, full time staff member of the host institution

Section R. Regional ART Coordinator Requirements

1. The ART Coordinator must have completed the ART program and have been grandfathered into the current ART curriculum or must have completed level one and level two of the current ART curriculum.
 - b. The ART Coordinator must be presenter eligible for both level one and level two of the ART curriculum.
 - c. The ART Coordinator shall be a full-time professional at a SAACURH-affiliated school in good standing.
 - d. The ART Coordinator shall not hold a position on the SAACURH Regional Board of Directors.
 - e. The ART Coordinator may currently serve as an RHA or NRHH Advisor at their host institution.
2. Responsibilities
 - a. Shall be in attendance at the SAACURH Regional Leadership Conference and the Regional Business Conference, but will not be in attendance at either pre-conference.
 - b. The ART Coordinator will not count in the delegate cap of their host institution, but will instead be counted as a conference guest.
 - c. The ART Coordinator's conference registration for the Regional Leadership Conference and the Regional Business Conference shall be included in the respective conference budget.
 - d. The ART Coordinator's travel to the Regional Leadership Conference and the Regional Business Conference will not be covered by SAACURH.
 - e. Shall be responsible for determining which sessions should be hosted at the respective RLC or RBC and shall coordinate presenters for the sessions.
 - f. Shall maintain contact with on campus advisors in the region regarding individual progress in the ART program.
 - g. Shall be responsible for collecting attendance sheets from ART sessions and submitting them to the NACURH ART Standards Committee.
 - h. Shall be responsible for providing a monthly update to the Regional Advisor.
 - i. The ART Coordinator shall serve a one-year term from NACURH to NACURH.
3. Selection
 1. The term of the ART Coordinator shall be from NACURH to NACURH.
 2. The ART Coordinator shall be selected by the Regional Director and Regional Advisor in collaboration with the Regional Board of Directors at the conclusion of a selection process determined by the Regional Director and Regional Advisor.
 3. Any individual applying for the SAACURH ART Coordinator position shall include the following in their application:
 - ART completion information
 - ART presenting experience
 - Past conference experience
 - Position and organizational goals
 - Letter of support from Institutional housing office

Section S: Past Regional Director

The duties of the Past Regional Director shall be to:

1. Act as a resource to the current Regional Director
2. Remain on the regional listserv in order to remain accessible throughout the course of the year
3. Have a minimum of one meeting per month with the future Regional Director from their selection until the NACURH Annual Conference and a minimum of two after they are sworn in at NACURH before Summer Summit
4. Respond to any sort of directed communication within 48 hours

Section T: Regional Parliamentarian

The duties of the Regional Parliamentarian shall be to:

1. Work with the Director in training the NCCs at all SAACURH conferences in parliamentary procedures
2. Serve as parliamentarian at all NCC business meetings and all instances of combined boardroom
3. Their term shall begin at the start of each conference and end at the close of each conference

Section U: NRHH Parliamentarian

The duties of the NRHH Parliamentarian shall be to:

1. Work with the AD for NRHH in training the NRHH Representatives at all SAACURH conferences in parliamentary procedures.
2. Serve as parliamentarian at all NRHH business meetings.
3. Their term shall begin at the start of each conference and end at the close of each conference.

Section V: The SAACURH Executive Committee (SEC)

1. Shall receive no salary or compensation inconsistent with the nonprofit corporation status of NACURH

Section W: Elections

1. Elections of the Regional Director and ADAF shall be by secret ballot of the NCCs from member schools in attendance at the Regional Business Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken in Combined Boardroom.
 - a. Election of the ADNRRH shall be by secret ballot of the NRHH Representatives from member schools in attendance at the Regional Business Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken in Combined Boardroom.
 - b. Elections of the CO-PRS, CO-RHAD, and CO-LA shall be by secret ballot of the NCCs from member schools in attendance at the Regional Business Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken in NCC Boardroom.
 - c. Elections of the CO-NBD shall be by secret ballot of the NRHH Representatives from member schools in attendance at the Regional Business Conference with the SEC compiling and announcing the outcome immediately after the vote has been taken in NRHH Boardroom.
2. Elections may be held at any time provided no less than one (1) hour notice has been given to all member schools in attendance.
3. A majority vote of member schools present shall be required to elect the officers.
4. The current SEC and SEC-elect shall not have speaking rights during the discussion or pro/con portion of candidate selection. Exception can be made at the discretion of the presiding officer or in presenting a point of clarification.
5. 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.
6. The SAACURH Executive Committee will be elected at the Regional Business Conference to serve from NACURH to NACURH.
7. The newly elected officers shall be installed into office at a special designated time at the NACURH Annual Conference.
8. If the current Regional Advisor or NRHH Advisor wishes to seek another term, they must run for the Regional Advisor-Elect position or NRHH Advisor-Elect position (respectively) at the appropriate SAACURH Regional Leadership Conference.
9. The Regional Advisor-Elect and Regional NRHH Advisor-Elect candidates will be selected by an Advisor Selection Committee prior to the Regional Leadership Conference every (2) years

per the advisor term cycle, and will become Regional Advisor or Regional NRHH Advisor during the swearing in of the SEC at the NACURH Annual Conference.

10. The Advisor Selection Committee will be comprised of the Regional Directorship, all Coordinating Officers, the RLC Chair, the RBC Chair, the Regional Advisor, and the Regional NRHH Advisor.
 - a. An application regarding regional advisory positions will be released to the region no later than one month prior to the Regional Leadership Conference.
 - b. The Regional Advisor or Regional NRHH Advisor application will remain open for a minimum of two weeks prior to the Regional Leadership Conference.
 - c. The Advisor Selection Committee will conduct interviews following the close of applications. If the incumbent Regional Advisor and Regional NRHH Advisor are not currently running for election, they will sit in on interviews and contribute to discussion during the selection process, but will not have a vote. If an incumbent advisor is currently a candidate, that individual will not have access or involvement with the selection process.
 - d. Upon completion of the interview process, the Advisor Selection Committee will release a Memo to the region outlining their recommended candidate and the reasoning behind their selection prior to the beginning of the Regional Leadership Conference.
 - e. The final Regional Advisor and Regional NRHH Advisor candidates will be presented to the Regional NCCs or voting representatives for confirmation during combined boardroom at the Regional Leadership Conference.
 - f. The selection will be considered official pending a majority vote from the NCCs or voting representatives present at the time of the vote.
 - g. If the vote is unsuccessful, the selection shall be nullified, and the Regional Board of Directors shall reopen applications no later than two weeks following the close of the Regional Leadership Conference. The Regional Board of Directors will then follow outlined appointment procedures utilizing the already established timeline and process in Article IV Section Y of the Constitution, treating the role as if it were a current vacancy. The original appointee shall not be eligible for selection again to the same position.

Section X: Vacancies

1. All vacancies of officio SEC positions shall be filled by the acting Regional Director through appointment within thirty (30) business days of the vacancy.
 - a. If the Regional Director position shall become vacant, the Associate Director for Administration and Finance shall assume the Regional Director position temporarily.
 - b. In the case of multiple vacancies, the Regional Director position shall be assumed by the highest ranking officer according to gavel order.
 - c. Upon the selection of a new Regional Director, the temporary Regional Director shall assume their previous position and all temporary appointments shall be nullified.
2. Any advisor position not elected at the appropriate conference shall be appointed at a time designated by the Regional Director.
3. Notification
 - a. The SEC shall notify the voting membership of SAACURH within ten (10) business days of the date a vacancy occurs.
 - b. The SEC shall notify the voting membership of SAACURH who was selected to fill the vacancy in writing with ten (10) business days of the appointment.
4. Appointments

- a. Appointments made by an elected Regional Director shall last the remainder of the vacant position's term.
 - b. Appointments for the Regional Advisor, Regional NRHH Advisor, Regional Director, ADAF or the AD-NRHH positions shall require a majority approval vote of the NCCs or NRHH representatives, respectively, in attendance, provided quorum is met, at the next regional business meeting. Prior to approval, Regional Director, ADAF or AD-NRHH appointees shall be considered temporary appointments. Once approved, the appointee shall be considered an elected officer.
 - c. If an appointment is not approved by a vote of the NCCs or NRHH Representatives, the appointment shall be nullified and the Regional Director shall make another appointment. The original appointee shall not be eligible to be appointed to the same position.
 - d. All appointees must continually meet the criteria for their position in order to hold office.
5. In the event that the Regional Advisor is unable to fulfill their duties (suspension, sickness, etc) the Regional Advisor-elect will assume the duties until the Regional Advisor resumes duties. If there is no advisor-elect, then the NRHH Regional Advisor shall assume the duties.

Section Y: Emergency Elections

1. Emergency elections shall only be held to fill the Regional Director position in the event an elected Associate Director for Administration and Finance or Associate Director for NRHH cannot fill the position.
2. Emergency elections shall be the first item of business at the next regional business meeting and shall be chaired by the temporary Regional Director. If the temporary Regional Director intends to run for the Regional Director position, the Regional Advisor shall appoint a chair for the election.
3. The elected Regional Director shall take office immediately upon the close of the election and shall be sworn in by the Regional Advisor.
4. Emergency elections shall not require bids and should be held in accordance with the most recent version of Robert's Rules.

Section Z: Suspension Due to Bad Standing

1. Bad Standing shall be defined as an affiliation status held by the NCO in which a member school has lapsed in obligations to general or financial policy as outlined in these documents.
2. Member schools placed in bad standing will not be eligible to host Board members. Any Board member whose host institution is in bad standing will be suspended and unable to participate in any business of the SEC. The Regional Director and/or Regional Advisor shall set a deadline for a member school to regain their good standing status. If this deadline is met, the Board member will be automatically reinstated. If this deadline is not met, the Board member must vacate their position and the vacancy process must be followed to appoint a new Board member.

Article V: The Regional Leadership Conference (RLC)

Section A: Establishment of Conference

The Regional Leadership Conference shall be held annually each fall semester or quarter and shall be hosted by a member school or a group of member schools.

Section B: Conference Host Site

The selection of the host site will be made by a majority vote of the member schools present at the regional conference with the result being announced at the final banquet.

Section C: Essential Conference Bid Content

1. All bids must contain a formal commitment of invitation from an appropriate university or college official in the form of the Host Acknowledgement Form available from the SEC or the NACURH Conference Resource Consultant. A statement of liability must also be included in the bid declaring the institution's liability coverage. All schools submitting a bid to host a regional conference for SAACURH must send a digital copy of their bid to the NACURH CRC upon the due date for submission to the region. Once a conference bid has been awarded, the incoming conference host is required to forward an electronic copy or a notarized letter to the CRC, verifying the school is insured.
 - a. The electronic copy or notarized letter must state the amount the host school is insured for.
 - b. The electronic copy or notarized letter must be submitted to the CRC no later than 30 days after the conference bid has been awarded.

Section D: Bid Presentation

Each bid received will be given fifteen (15) minutes for the bid team to formally present their bid materials before the voting members in boardroom. A question and answer session will then follow.

Section E: Conference Planning Authority

The Regional Leadership Conference Chairperson shall plan all conference activities with respect to those directives from the conference assembled and the SEC.

Section F: Notification of Conference

The Regional Leadership Conference Chairperson shall send first official notification of the conference at least six (6) months prior to the conference date.

Section G: Alternate Host Selection Process

In the event that no member school or group of member schools bids for the Regional Leadership Conference or the school or group had received a vote of no confidence, the following procedure will be followed:

1. All member schools, both those attending the conference and those not in attendance, will be notified of the occurrence and encouraged to bid for the conference by the Regional Director.
2. The bidding process will be opened back up to all member schools with a timeline determined by the SAACURH Executive Committee. The bids received will be seen at the following conference.
3. In the event that the Regional Leadership Conference is not selected at the following RBC, the Regional Director shall contact the Chairperson and CRC in regards to entering into an online selection process for the conference.
4. In the even that the Regional Business Conference is not selected at RBC, the Regional Director will request an online selection process from the Chairperson and CRC in an effort to avoid hearing bids at the NACURH Annual Conference.

Section H: Post-Conference Report

At the end of each year's conference, the Regional Leadership Conference Chairperson shall prepare a report on the outcome of the conference including a detailed and complete financial statement to send to all members of the SEC.

Section I: Conference Deficits

Should a conference deficit be incurred following a Regional Leadership Conference, the host school

shall pay the first \$500.00 USD of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the Regional Affiliate. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in the NACURH Policy Book Title 11, Article IX, Section 1, the host school will be responsible for one hundred (100) percent of any debt incurred by the conference.

Section J: Conference Add-On Fee

The conference add-on fee shall be at least \$15.00 and at most \$35.00 per registered delegate including delegates and advisors, excluding the SAACURH Executive Committee, VIPs, and conference host staff. The exact amount of the add-on fee will be determined on an annual basis by the Associate Director for Administration and Finance, in consultation with the SEC and NAF, and will be approved concurrently with the conference budget. The add-on fee check is to be given to the Associate Director for Administration and Finance at the close of the conference, to be deposited in the SAACURH checking account.

Article VI: The Regional Business Conference (RBC)

Section A: Establishment of Conference

The Regional Business Conference shall open no later than at least ten days prior to the close of the SAACURH Fiscal Year. It shall be hosted by a member school or a group of member schools.

Section B: Conference Host Site

The selection of the host site will be made by a majority vote of the member schools present at the Regional Business Conference with the result being announced at the final banquet.

Section C: Essential Conference Bid Content

All bids must contain a formal commitment of invitation from an appropriate university or college official in the form of the Host Acknowledgement Form available from the SEC or the NACURH Conference Resource Consultant. A statement of liability must also be included in the bid declaring the institution's liability coverage. All schools submitting a bid to host a regional conference for SAACURH must send a digital copy of their bid to the NACURH CRC upon the due date for submission to the region. Once a conference bid has been awarded, the incoming conference host is required to forward an electronic copy or a notarized letter to the CRC, verifying the school is insured.

1. The electronic copy or notarized letter must state the amount the host school is insured for.
2. The electronic copy or notarized letter must be submitted to the CRC no later than 30 days after the conference bid has been awarded.

Section D: Bid Presentation

Each bid received will be given fifteen (15) minutes for the bid team to formally present their bid materials before the voting members in boardroom. A question and answer session will then follow.

Section E: Conference Planning Authority

The Regional Business Conference Chairperson shall plan all conference activities with respect to those directives from the conference assembled and the SEC.

Section F: Notification of Conference

The Regional Business Conference Chairperson shall send first official notification of the conference at least three (3) months prior to the conference date.

Section G: Alternate Host Selection Process

If no member school or group of member schools bid for the Regional Business Conference, the same procedure as for receiving no regional conference bid (Article V, Section 6) will be followed.

Section H: Post-Conference Support

At the end of each year's conference, the Regional Business Conference Chairperson shall prepare a report on the outcome of the conference including a detailed and complete financial statement to send to all members of the SEC.

Section I: Conference Deficits

Should a conference deficit be incurred following a Regional Leadership Conference, the host school shall pay the first \$500.00 USD of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the Regional Affiliate. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in the NACURH Policy Book Title 11, Article IX, Section 1, the host school will be responsible for one hundred (100) percent of any debt incurred by the conference.

Section J: Conference Add-On Fee

The conference add-on fee shall be at least \$10.00 and at most \$25 of per registered delegate including delegates and advisors, excluding the SAACURH Executive Committee, VIPs, and conference host staff. The exact amount of the add-on fee will be determined on an annual basis by the Associate Director for Administration and Finance, in consultation with the SEC and NAF, and will be approved concurrently with the conference budget. The add-on fee check is to be given to the Associate Director for Administration and Finance at the close of the conference, to be deposited in the SAACURH checking account.

Article VII: Regional and Conference Finances

Section A: Signatory Authority

All accounts with SAACURH monies in deposit will require signatures from the Regional Director or Associate Director for Administration and Finance to make payments and withdrawals from the accounts as necessary.

Section B: Expenditure Approval

Any expenditure of funds for conference travel or operating expenses must be approved by the Regional Advisor with the knowledge of all members of the SEC.

Section C: Account Location

The NACURH Advisor will keep the bank account in their hometown. New signature cards will be processed as part of the SEC transition.

Section D: Expenditures

1. Any expenditure of \$100.00 or more not covered in Article VII, Section B must be approved by a majority of all NCCs.
2. In an emergency situation, any expenditure not covered as defined above shall be approved by the Regional Advisor with the knowledge of all members of the SEC.

Article VIII: Impeachment Procedures

Section A: Grounds for Impeachment

Any regional 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, & 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: Removal Procedure

The removal proceedings shall be outlined in a Removal Procedure Manual.

Section C: Initiation of Impeachment Process

Any NCC or regional board member may initiate removal proceedings against any regional 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 Advisor with the exception of the Regional Director and the Regional Associate Directors which will be sent to both the NACURH Advisor and the Regional Advisor. The Regional Advisor will notify the accused regional officer, all SAACURH member schools, and the NBD (in the case of the Regional Director and the Regional Associate Directors) within one (1) week of the receipt of the letter of complaint.

Section D: Advisor Impeachment Initiation

In the case of the Regional Advisor, if a letter of complaint is submitted, the NRHH Regional Advisor will be responsible for the coordination of the removal proceedings. If the office of the NRHH Regional Advisor is vacant the Regional Director shall act in their stead.

Section E: Removal Hearing Timeline

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 NCCs and the accused officer at least one (1) week before the hearing.

Section F: Voting on Removal

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: NRHH Impeachment Procedure

Consult the NRHH Policy Book for the Removal Procedure regarding NRHH Officers.

Section H: Minutes Distribution from Hearing

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

Section I: Finalizing Impeachment Decision

The decision will be final after the voting has been confirmed by an official letter from each voting NCC to the hearing chairperson.

Article IX: Business

Section A: Categories of Boardroom

SAACURH shall have three distinct boardrooms in which to conduct business. The boardrooms shall be the:

1. NCC boardroom
2. NRHH boardroom
3. RHA President Stakeholder Meeting

Section B: Authority of NCC Boardroom

The Regional Director shall chair the NCC boardroom. If the Regional Director is absent, the chair of the NCC Boardroom shall be the ADAF.

Section C: Authority of NRHH Boardroom

The AD-NRHH shall chair the NRHH boardroom. If the AD-NRHH is absent, the chair of the NRHH boardroom shall be the CO-NBD.

Section D: Authority of RHA President Stakeholder Meeting

The CO-RHAD shall chair the RHA President Stakeholder Meeting.

Section E: Voting Rights in NCC Boardroom

Each member school in good standing shall receive one vote in the NCC boardroom.

Section F: Voting Rights in NRHH Boardroom

Each member school in good standing shall receive one vote in the NRHH boardroom. Only NRHH chapters in good standing may vote on official NRHH business as determined by NACURH or the SAACURH governing documents.

Section G: Business of NCC Boardroom

The NCC boardroom shall be the official boardroom of SAACURH and shall conduct all official SAACURH business unless otherwise noted in the SAACURH governing documents.

Section H: Business of NRHH Boardroom

The NRHH boardroom shall be responsible for all official NRHH business as determined by NACURH or the SAACURH governing documents.

Section I: Movement of Legislation

The NCC boardroom may elect, by a majority vote, to move any piece of legislation or award to the NRHH boardroom.

Section J: Official Voting Representative

The NCC shall be considered each member school's official voting representative at SAACURH functions.

Section K: Combined Boardroom

The NCC, NRHH, and RHA Presidents Stakeholder meeting/boardrooms may combine at the discretion of the SAACURH directorship. The combined boardroom shall be chaired by the Regional Director. In a combined boardroom, NCCs shall vote on business that would regularly be in the NCC boardroom and the NRHH representative shall vote on business that would regularly be in the NRHH boardroom.

Article X: Amendments and Bylaws

Section A: Amendment Proposal Authority

Amendments to this document may be proposed by any SAACURH NCC or SEC member.

Section B: Amendment Enactment

Amendments may only be officially acted on at the SAACURH Regional Leadership Conference, Regional Business Conference, or NACURH Annual Conference.

Section C: Amendment Proposal Deadline

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

Section D: Definition of Majority for Amendments

A two-thirds (2/3) vote of all member NCCs present at the conference is required for passage.

Section E: Incorporation of Amendments

Proposed amendments will go into effect at the end of the conference at which they were passed unless otherwise stated in the amendment.

Article XI: Parliamentary Authority

Section A: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be this organization's parliamentary authority or code unless superseded by the NACURH Articles of Incorporation, the NACURH Bylaws or this document.

Section B: Alternative Parliamentary Precedent

In the case of no established precedent or authority, all decisions should be bound by good sense.

Article XII: Policy Book

Section A: Establishment of SAACURH Policy Book

SAACURH shall establish a policy book, not in conflict with the SAACURH Constitution, to promulgate additional operating procedures, awards, duties, statutes, and limitations.

Section B: Amendment of SAACURH Policy Book

The SAACURH policy book, known as the SAACURH Regional Policy Book, may be amended by a majority vote of the affiliated SAACURH schools.

Section C: Establishment of NRHH Policy Book

SAACURH may establish an NRHH Policy Book, not in conflict with the SAACURH Constitution or Regional Policy Book, to promulgate additional NRHH operating procedures, awards, and duties. Any matter pertaining to NRHH, not specifically covered in the other SAACURH governing documents, may be legislated in the NRHH Policy Book.

Section D: Amendment of NRHH Policy Book

The SAACURH NRHH Policy Book may be amended by a majority vote of the affiliated SAACURH NRHH chapters.

Section E: Conflict of Policy Amendments

Any proposed amendment to the SAACURH Constitution or Regional Policy Book in direct conflict with the SAACURH NRHH Policy Book must be presented in a combined boardroom.

Section F: Automatic Alignment with NACURH

1. NACURH Policy book is the ultimate authority over the regional affiliate(s) and its policy book.
2. When the NACURH NBD passes a policy that directly impacts the operations or conflicts with policies of SAACURH, the ADAF shall have the authority to update the SAACURH policy book.
3. Once the policy book has been updated, the ADAF shall, within one week, send the newly updated policy book to the regional membership via the SAACURH list-serv.
 - a. The ADAF shall indicate which sections are updated/added to the policy book via the SAACURH list-serv.
4. The policy enacted by the NBD cannot be removed unless the NBD has rescinded the policy from the NACURH policy book.
 - a. If an NCC believes that an amendment should be made to the NACURH policy book, they can contact the Regional Director along with the ADAF for guidance on amending the NACURH policy book.

Article XIII: Ratification

A two-thirds (2/3) majority vote of all member schools shall be required for ratification of this constitution at a meeting of the association. Non-traditional legislation processes will be accepted.

Article XIV: SAACURH Alumni and Affiliates Society

The SAACURH Alumni and Affiliates Society (SAAS) will serve as the primary recognition tool for former leaders with SAACURH. Affiliated schools within SAACURH have the opportunities to induct individuals into SAAS for an induction fee of \$30.00, which will be placed in the SAAS fund. Each inductee will be recognized with an induction certificate and a letter of appreciation for dedicated service. Bills associated with the purchase of SAAS recognition materials will come from the SAAS fund, which will be managed by the SAACURH NRHH Advisor and ADAF. The winners of NCC Of The Year, President Of The Year, and Distinguished Service Award winner be inducted into SAAS and receive an induction certificate and letter of appreciation.

Article XV: SAACURH Logo

The official logo of the South Atlantic Affiliate of College and University Residence Halls will be an image of "Louie the Lion". The official colors of the South Atlantic Affiliate of College and University Residence Halls will be "Blue #333399 and Gold #EAB200." Informally, these colors will be known as "blue and gold."

SAACURH Policy Book

Policy 1: Regional Awards

Section A: Establishment of SAACURH Conference Awards

Except for the best roll call, best school display, best banner, and most spirited delegation awards, all awards are optional and shall be given at the discretion of the NCCs, NRHH representatives, or RHA Presidents and awarded by secret ballot.

Section B: Presentation of SAACURH Conference Awards

The Regional Director or his/her designee shall present these and other awards.

Section C: Ineligible Parties for Conference Awards

With the exception of the Regional Leadership and Regional Business Conference Chairs, all current Regional and NACURH elected officers, NACURH Office Directors and Associate Directors, NACURH Conference Chairperson(s) and NACURH NBD Liaison. All elected and appointed members of NACURH Leadership are ineligible for SAACURH awards with the exception being the Hallenbeck Service Award, which is open to Regional Advisors. Any ineligible officers for awards cannot write or participate in the presentation of award bids. Regional Directors or a designee from the SEC may write letters of support on behalf of their region for the NACURH award nomination.

Section D: 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.
2. Multimedia Material: No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video, etc.
3. Title Page Requirements
 1. Award Name
 2. Nominee Name
 3. Institution (if different from the nominee name)
 4. Region
 5. Chapter Name (for NRHH Awards)
 6. Conference Title at Conference Institution
4. 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.
5. 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.

6. Bid Ineligibility & Policy Checks

- a. The following may result in the disqualification of an award bid at the discretion of the Coordinating Officer for NRHH & Bid Development:
 - i. Failure to submit a bid by the deadline outlined in policy.
 - ii. Failure to submit a bid in the proper file type.
 - iii. Failure to meet eligibility requirements as outlined in policy.
 - iv. Failure to include required elements as outlined in policy.
 - b. Policy Checks
 - i. All submitted bids will undergo a check for policy violations conducted by the Coordinating Officer for NRHH & Bid Development or their designee.
 1. Policy checks shall be conducted in accordance with the following timeline:
 - A. Policy checks must be completed and bids with violations returned to institutions within five (5) days of final bid submission. Corrected bids must be submitted to the CO-NBD within two (2) days of being returned.
 - ii. Any submitted bid with policy violations shall be returned to the bidding school to be corrected by the deadline outlined in policy. Bidding schools may only adjust material in violation of policy.
 - iii. The following items may be cited in a policy check:
 1. Content criteria outlined in Policy 1, Section D, 3-9 (body text, page numbers, page count, multimedia material, title page requirements, letter of support size, and citations).
 2. File type of submission.
 - ix. If a bidding school fails to make all necessary corrections or fails to resubmit by the deadline, the bid may be disqualified at the discretion of the Coordinating Officer for NRHH & Bid Development.
 - x. Policy checks are a service provided to bidding schools. Failure of the policy check process to identify a policy violation does not excuse the violation and may result in subsequent bid disqualification at the discretion of the Coordinating Officer for NRHH & Bid Development.
7. The CO for NRHH and Bid Development shall ensure all bid files are named consistently when uploading bids.

Section E: Limitations of Nominations

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

Section F: SAACURH Nominations of NACURH Awards

The regional winner of each award presented at Regional Business Conference will also be the SAACURH nominee for the NACURH award. All bids submitted for NACURH awards must be submitted by the means decided by the NACURH Chairperson by April 15th. The Regional Director may also include a letter of support on behalf of the region for its submission to the NACURH level.

Section G: Program of the Year (POY) Bids

POY bids that are selected during the SAACURH Leadership Conference will be sent to the NACURH level and must follow NACURH policy and deadlines for submission. Schools that did not win or submit POY bids at SAACURH are also eligible for the NACURH awards provided the nominating institution follows NACURH policy and deadlines for submission.

Section H: Bid Information Distribution

The Regional Director and CO-NBD shall distribute all bid information and inform member schools of policies and procedures surrounding bidding. All bids must be submitted in the proper electronic format as specified by the Regional Director.

Policy 2: Individual Awards

Section A: Distinguished Service Award

1. Purpose: This award was designed to recognize distinguished student leadership while serving NACURH, its affiliates, and member schools over a several year period.
2. Eligibility: Nominees must be a student and live in an on-campus-housing unit.
3. Letters of Support: Every bid must be accompanied by one (1) letter of support from a resident directly impacted by the nominee 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 16 pages.
5. Selection: Selection will be made during the Regional Business Conference.
6. Award: The winner shall receive a plaque presented at the Regional Business Conference.
7. Suggested Criteria:
 - a. Campus, regional and NACURH involvement (i.e. regional board, conference staff, etc.)
 - b. Recognition received through awards: campus, regional and NACURH.
 - c. Participation in campus, regional, and NACURH services.
 - d. Participation in conferences: attendance, presenting programs, etc. (including years of participation).

Section B: Hallenbeck Service Award

1. Purpose: This lifetime achievement award is named after Dr. Dan Hallenbeck, former NACURH Advisor. This award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
2. Eligibility: All advisors with the exception of the NACURH Advisor and CRC are eligible.
3. Letters of Support: Every bid must be accompanied by one (1) letter of support from a resident directly impacted by the nominee 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 16 pages.
5. Selection: Selection will be made during the Regional Business Conference.
6. Award: The winner shall receive a plaque presented at the Regional Business Conference.
7. Suggested Criteria:
 - a. Campus, regional and NACURH involvement (i.e. Regional Board, Conference Staff, etc.)
 - b. Recognition received through awards: campus, regional and NACURH.
 - c. Participation in campus, regional and NACURH services.
 - d. Participation in conferences: attendance, presenting programs, etc.

Section C: RHA President of the Year Award (NA 08)

8. Purpose: This award recognizes the outstanding service of an RHA president at an affiliated school who has had a direct positive impact on their school, region and NACURH.
9. Pages: Bids will be no longer than eight (8) pages (10-12 point type).
10. Letters of Support: Every bid must be accompanied by one (1) letter of support from an RHA 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.

11. Selection: Recipients will be selected by NCCs during the Regional Business Conference.
12. Award: The winner shall receive a plaque at the closing ceremonies of the conference.
13. Suggested Criteria:
 - a. Awards shall be judged based on the time period from NACURH to NACURH.
 - b. Service to affiliated residential housing organization by exhibiting: delegation, communication, goal- setting, execution of goals, connection with his/her board and the residential housing community, leadership, motivation and enthusiasm, success or growth of the organization and creativity.
 - c. Recognition through awards: campus, regional and NACURH.
 - d. Participation in campus, regional and NACURH services.
 - e. Participation in conferences: spirit, attendance and participation in meetings and programs.
 - f. Recipient of the President of the Year Award must have completed or currently completing a term of office as president of a residential housing organization as prescribed by their organization's governing body.

Section D: NCC of the Year

1. Purpose: This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization as an NCC.
2. Eligibility: Nominees must have been a NCC during the past 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 will be no longer than 8 pages.
5. Selection: Selection will be made during the Regional Business Conference.
6. Suggested Criteria:
 - a. Term of office for award purposes shall be from NACURH to NACURH.
 - b. Regional and NACURH correspondence.
 - c. Recognition through awards: campus, regional, and NACURH.
 - d. Participation in campus, regional, and NACURH services.
 - e. Participation in conferences: delegation building, spirit, and attendance and participation in meetings and programs.

Section E: Student of the Year Award

1. Purpose: This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization (but non-NBD member).
2. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section F: First Year Experience Award

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. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section G: NRHH President of the Year Award

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

2. Selection: Recipients will be selected by the NRHH Representatives.
3. Criteria: Refer to the SAACURH NRHH Policy Book for more information.

Section H: NRHH Representative of the Year Award

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. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section I: NRHH Member of the Year Award

1. Purpose: This award recognizes outstanding service to SAACURH through NRHH by an individual who has been directly affiliated with the organizations.
2. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section J: Evelyn A. Wallington Advisor of the Year Award

1. Purpose: This award recognizes outstanding service by an individual advisor who has gone above and beyond their job description while serving in an advising capacity to a residence hall leadership group.
2. Eligibility: All advisors with the exception of the NACURH Advisor and CRC are eligible.
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.
5. Selection: Selection will be made during the Regional Business Conference by the NCCs.
6. Award: The winner shall receive a plaque presented at the Regional Business Conference.
7. Suggested Criteria:
 - a. Campus, regional and NACURH involvement (i.e. regional board, conference staff, etc.)
 - b. Recognition received through awards: campus, regional and NACURH.
 - c. Participation in campus, regional and NACURH services.
 - d. Participation in conferences: attendance, presenting programs, etc.
 - e. The nominee should be evaluated on their accomplishments during the one-year period stretching between NACURH and NACURH.

Policy 3: SAACURH Awards

Section A: SAACURH Regional Leadership Conference Delegate Grant

1. Purpose: The purpose of the grant is to provide member institutions the opportunity to defer registration costs for the Regional Leadership Conference.
2. Eligibility: Any delegate planning to attend the Regional Leadership Conference may apply.
3. Letters of Support: Every bid must be accompanied by one (1) letter of support from an RHA and/or NRHH representative and one (1) letter of support from a professional staff member that oversees an aspect of residential life.
4. Pages: The application shall be in written format, adhering to guidelines set forth by the SEC.
5. Selection: The Coordinating Officer for RHA Development will coordinate the delegate grant program; SEC members will determine to whom grants are awarded. Their determination will be based on each applicant's history of SAACURH involvement & demonstrated financial need.

6. Award: The number of grants given out each year will be up to the discretion of the SEC. The amount of each grant will be up to discretion of the SEC, based on interested earned from the SAACURH savings account during the previous fiscal year. This amount will not exceed \$100 per grant. The monies will be paid directly to the regional conference host. *Note: Any institution awarded a grant and does not send at least one delegate per grant to the regional conference will be required to pay the region back for the full amount of their award.

Section B: The Silver Pin

The Silver Pin award is a regional award given at the Regional Director's discretion. SEC members and member schools may make nominations in a manner published by the Director for the Silver Pin. The pin shall be awarded to individuals who have provided leadership and direction to the regional affiliate of NACURH. The maximum number of pins that may be given out in one year is equal to the number of regional affiliates in NACURH. The pins shall be given out during any conference deemed appropriate by the Regional Director. All recipients of a Silver Pin will be announced at the regional awards ceremony during the NACURH Annual Conference.

Section C: The Golden Louie Pin

The Golden Louie award is a regional award given to people in the region who have shown outstanding leadership and service to SAACURH and have assisted in the regional accomplishments of the Executive Committee member giving the award. Each Regional Officer and Advisor may give out three Golden Louie Awards during their term. These may be presented at the SAACURH Regional Leadership, Regional Business, and/or NACURH Conference(s). This award is designed to recognize people who have helped the executive committee members soar selflessly from behind the scenes.

Section D: The SAACURH Two Year Service Award

1. The SAACURH Two Year Service award is designed to recognize SAACURH student leaders who have served in residence halls over a two-year period. This award is given at the SAACURH Regional Leadership, Regional Business, and NACURH Annual Conferences by the Regional Director/SEC. Nomination forms are available throughout the year, and deadlines for receiving the completed forms should be set by the Regional Director. Any student is eligible for this award provided that the form is submitted with all proper signatures.
2. Award Criteria:
 - a. Recipient must have been active on his/her campus in the residence halls for at least four semesters or six quarters (or the equivalent thereof). This need not be consecutive time, but total. It may also be at different institutions if all criteria are met.
 - b. Recipient must be a current undergraduate or graduate student at a SAACURH member school to be eligible.
 - c. Recipient must have had at least two years involvement with his/her campus residence hall association, the National Residence Hall Honorary, or other residential life activities (Resident Assistant, Desk Attendant, Program Assistant, etc.).
 - d. Recipient must have attended at least one NACURH Annual and two SAACURH Regional Conferences
 - i. If an institution does not attend the NACURH Annual, attendance of three Regional Conferences is required.
 - e. A designated representative may receive the award for the recipient if they are unable to attend the conference.
 - f. The recipient may have graduated or will graduate within six months of the award.

Section E: 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. Selection: Selection will be made by the AD-NRHH in consultation with the SEC.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section F: The Fierce Pierce Award

1. Purpose: The Fierce Pierce award is an honor bestowed upon individuals who made significant contributions during a SAACURH affiliated boardroom. This award is to recognize no more than one (1) NCC and no more than one (1) NRHH representative that mentored others, provided comments during discussion, and worked to further the SAACURH region during their respective boardrooms.
2. Selection: Selection will be made by the SAACURH Executive Committee.
3. Award: These awards will be selected at SAACURH Regional Leadership Conference and at the Regional Business Conference. The winners will receive a certificate during the awards ceremony.

Section G: SAACURH School of the Year Award

1. Purpose: The SAACURH School of the Year (SOY) award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall government and associated groups as well as contributions on the state, regional, and NACURH levels.
2. Eligibility: Only year specific information will be considered; bid content should reflect accomplishments from NACURH Annual Conference to the NACURH Annual Conference.
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 30 pages.
5. Selection: Selection will be made during the Regional Business Conference by the NCCs.
6. Award: The winner shall receive a plaque presented at the Regional Business Conference.
7. Criteria for Selection:
 - a. Campus Level (45%)
 - i. Purpose and Goals
 1. Achievement of organization purpose
 2. Goals and objectives of the organization
 3. Measurable results of goal achievements
 - i. Structure
 1. Structure of organization, executive officers, and membership
 2. Benefits of the organizational structure on achievements
 - ii. Resident Involvement
 1. Recruitment methods and achievements
 2. Role of residents in developing the organization's vision, goals, and objectives
 3. Role of residents in activities and achievements in the organization
 - iii. Programming, Initiatives, and Accomplishments
 1. New and traditional programs, including challenges and results
 2. Development of new initiatives, including challenges and results
 3. Program and initiative evaluation tools
 4. Community service and community partnerships
 5. Benefit of residential community from programs, initiatives, and

- accomplishments
 - 6. Resident perception of benefits from programs, initiatives, and accomplishments
 - 7. Other accomplishments and successes
 - iv. Challenges
 - 1. Challenges faced by the organization and results
 - v. Communication
 - 1. Communication with residents
 - 2. Communication with NRHH Chapter (if one exists) and other organizations on campus
 - 3. Communication with residence hall staff and administration
 - vi. Budget
 - 1. Source, structure, and use of organization budget
 - 2. Budget growth, changes, and improvements
 - vii. State Involvement (If Applicable)
 - 1. Involvement in state-level projects, initiatives, and conferences
- b. Regional Level (30%)
 - i. Regional Conferences
 - 1. Representation at regional conference in and out of boardrooms
 - A. Regional Communication
 - 2. Communication with regional representatives and institutions
 - A. Involvement in regional projects/initiatives/committees
 - 3. Level of involvement in regional projects and activities
 - 4. Involvement and achievements in regional committees
 - A. Regional Awards
 - 5. Bids submitted for regional awards
 - 6. Regional award recognition and achievements
 - 7. Regional OTM submissions and success
 - A. Hosting
 - 8. Hosting a regional officer
 - 9. Hosting a regional conference
- c. NACURH Level (25%)
 - i. NACURH Annual Conference
 - 1. Representation at the NACURH Annual Conference in and out of boardrooms
 - ii. NACURH Communication
 - 1. Communication with NACURH representatives and institutions
 - 2. Communication with the NCO
 - 3. Participation in NACURH projects/initiatives/committees
 - 4. Impact of NACURH communication on organizational growth
 - iii. NACURH Awards
 - 1. Bids submitted for NACURH awards

Section H: Building Block RHA Award

1. Purpose: This award is designed to honor the RHA, which displays tremendous effort and improvement from the previous academic year to the current.
2. Eligibility: Only year-specific information will be considered; bid content should reflect accomplishments from NACURH Annual Conference to NACURH Annual Conference.
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 20 pages.
5. Selection: Recipients will be selected during the Regional Business Conference.

6. Award: The winner shall receive a plaque presented at the Regional Business Conference.
7. Suggested Criteria:
 - a. Campus level
 - i. How has involvement on a campus level grown from a previous year?
 - ii. What were your goals and objectives?
 - iii. How were these goals achieved and what else was accomplished?
 - iv. How did these goals and objectives differ from previous years?
 - v. How has your structure grown from previous years?
 - vi. What are the current benefits of your current RHA structure?
 - vii. How have you addressed challenging issues?
 - viii. How has your level of campus involvement changed?
 - b. Regional level
 - i. How has involvement on a regional level grown from a previous year?
 - ii. How many delegates did you send to the regional conference?
 - iii. What programs were presented at the regional conference?
 - iv. Were you able to bring back valuable information to benefit your RHA? (i.e. any programs brought back and used on campus)
 - v. Describe communication between your RHA and regional schools and officers.
 - vi. Did your RHA host a regional officer/conference?
 - vii. Did your RHA bid for any awards?
 - c. NACURH level
 - i. Does your school have an affiliated NRHH chapter?
 - ii. How have you utilized the services and resources of NRHH? (OTMs, manuals, etc.)
 - iii. How have you utilized the services and resources of the NCO? (RFI, manuals, etc.)
 - iv. Describe your participation and involvement in the NACURH Annual Conference.

Section I: NRHH Outstanding Chapter of the Year

1. Purpose: The NRHH Outstanding Chapter of the Year award is the highest regional honor an NRHH chapter can attain. The award recognizes outstanding achievements of an NRHH chapter on the campus, regional, and NACURH levels.
2. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section J: On Campus Marketing (OCM) NRHH Building Block Chapter of the Year

1. Purpose: The NRHH Building Block Chapter of the Year award is given to the chapter, which shows outstanding growth and development during the year of nomination.
2. 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 Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section K. Outstanding Advocacy Initiative Award

1. Purpose: This award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. Advocacy is defined as, but not limited to, any 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. Pages: Bids will be no longer than fifteen (15) pages with an additional five (5) letters of recommendation and a ten (10) page appendix. The bid in total must not exceed thirty (30) pages.

3. Refer to the SAACURH NRHH Policy Book for more information.

Section L: Program of the Year (POY) Award

1. Purpose: This award was designed to recognize the most outstanding student-implemented program concerning residence halls. It was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.
2. Selection: Selection will be made during the SAACURH Regional Leadership Conference by the NRHH representatives of chapters considered to be in good standing with the NACURH Corporate Office.
3. Refer to the SAACURH NRHH Policy Book for more information.

Section M: SAACURH Program Development Grant

1. Purpose: The purpose of this award is to assist schools in implementing programs on their campus.
2. Eligibility: Nominees must be a school that is fully affiliated and is in good standings with SAACURH and NACURH.
3. Pages: The application shall be in typed format, adhering to the guidelines set forth by the SEC.
4. Selection: The Coordinating Officer for RHA Development will coordinate the program development grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
5. Award: The number of grants given out each year will be limited to no more than three. The amount of each grant will be \$100.

Section N: SAACURH Membership Affiliation Grant

1. Purpose: The purpose of the grant is to provide member institutions the opportunity to apply for an affiliation grant to help defer the cost of affiliation with NACURH.
2. Eligibility: Any institution, large or small, wishing to affiliate with NACURH is eligible.
3. Pages: The application shall be in typed format, adhering to the guidelines set forth by the SEC.
4. Selection: The Coordinating Officer for RHA Development will coordinate the membership affiliation grant program; SEC members will decide which schools are to be awarded the grants. Their determination will be based on each school's application and demonstration of financial need.
5. Award: The number of grants given out each year will be limited to no more than two. The amount of each grant will be the current affiliations fee set by the NACURH Board of Directors. After receiving an affiliation grant, a chapter becomes ineligible for consideration for the next three years.

Section O: Sustainability Stewards Award

Purpose: The Sustainability Stewards Award is given to a school that demonstrates a yearlong commitment to sustainability through RHA and/or NRHH and/or EcoReps at their institutions and the surrounding community.

Eligibility: The award shall have an eligibility period from NACURH Annual Conference to NACURH Annual Conference. Only year specific information will be considered.

Letters of Support: A bid for Sustainability Stewards must contain at least one letter of support.

1. RHA President or Advisor (if applicable to member school)
2. Director of Housing or other University official
3. NRHH President or Advisor (if applicable to member school)
4. EcoReps President or Advisor (if applicable to member school)

Pages: Bids will be no longer than twenty (20) pages (10 - 12 point font size), excluding the list for various sustainability events as outlined in the requirements.

Selection: Recipients will be selected at the Regional Leadership Conference.

Award Announcement: The winner shall be announced at the Regional Leadership Conference closing banquet.

Suggested Criteria

1. Introduction:
 - a. What does "sustainability" mean on your campus and within your organization?
 - b. What is your RHA's/NRHH's/EcoReps approach to sustainability?
2. How/why was the approach developed?
3. How were students involved in the development?
4. How were university officials involved in the development?
 - a. Need for sustainability initiatives.
 - b. How else are these needs addressed (by additional departments / programmers)?
5. Goals in regard to your RHA's/NRHH's approach to sustainability
 - a. Who was involved in establishing the goals?
 - b. Were the goals achieved?
 - c. Were the goals realistic with respect to your resources?
 - d. How will your programs continue to be successful for the future? How will they have impact and continuity?
6. Programs
 - a. List and provide a brief (couple of sentences) description on the various sustainability programming that has involved your residence life community (This will not count against the twenty (20) page count).
 - b. Choose a MAXIMUM of five programs to discuss in length (Maximum of two pages per program).
 - c. For each program discuss the following:
 - i. Relatedness
 - ii. Who was the target population?
 - iii. How did it relate to the needs of your campus?
 - d. Proven effectiveness
 - i. How successful was the implemented program?
 - ii. How was the evaluation of the program or concept carried out?
 - iii. Number of participants?
 - e. Effects of the program
 - i. Who did the program effect?
 - ii. What was the effect on the target population?
 - iii. What was the effect on the participants
 - iv. Any feedback you can provide from students (i.e. quotes of support)
 - f. Description
 - i. Number of people needed to organize?
 - ii. Time spent planning the program?
 - iii. Planning process?
 - iv. Goal of the Program?

Policy 4: NACURH Awards

Section A: "Of the Month" (OTM) Awards

1. Selection: Selection will be made by the AD-NRHH with recommendations from the OTM Selection Committee comprised of NRHH members of chapters considered to be in good standing with the NACURH Corporate Office.
2. Refer to the SAACURH NRHH Policy Book for more information.

Section B: The NACURH Four Year Service Award

1. The NACURH Four Year Service award recognizes those students who have spent four years of their collegiate careers living in the residence halls constantly striving to enhance their residential living environments and NACURH. Recipients will receive a pin at the NACURH

Annual Conference. Nominations must be signed and submitted to the Regional Director by the deadline set each year.

2. Award Criteria: Award criteria can be found in the awards policy section of the NACURH Policy Book.

Section C: NACURH Advancement Society

Each year, money shall be included in the regional budget to induct up to five members into the NACURH Advancement Society. The SEC shall select up to five inductees based upon nomination forms submitted by members within the region. The regional inductees should show marked accomplishments regionally and be an inspiration and positive role model for student leaders in SAACURH. Selection of these inductees should take place sometime before or during the Regional Business Conference and be announced before the end of the Regional Business Conference.

Section D: Spirit Cup

1. Purpose: This award is designed to encourage friendly competition between the regionally affiliated SAACURH institutions through the encouragement of increased participation and contribution in school spirit and school pride-related items.
2. Eligibility: Any current SAACURH affiliated institution.
3. Selection:
 - a. Selection shall be overseen by the CO for Public Relations and Spirit based off of the set point requirements for each of the categories (set by the Spirit Committee).
 - b. The institution with the most points accumulated from NACURH Conference to NACURH Conference shall be declared the winner of that year at the award ceremony at the close of the NACURH Annual Conference by the CO for Public Relations and Spirit.
4. Award: A plaque and a traveling trophy to be awarded to the member school in recognition of their dedication to the spirit of the region. The school that is selected as the recipient of the Spirit Cup will be required to bring the cup to the NACURH Annual Conference to be handed over to the new Spirit Cup winner. Failure to comply with this policy and produce the Spirit Cup will result in the current school's voting rights being revoked until the cup is returned or presented to the next school winner.

Policy 5: Elections

Section A: Selection of Regional Officers

The Regional Director, Associate Director for Administration and Finance, CO for Special Projects and Affiliations and Affiliations, CO for RHA Development, and CO for Public Relations and Spirit shall be selected by the NCCs. In the NRHH Boardroom, the Associate Director for NRHH and the CO for NRHH and Bid Development will be selected by the NRHH representative or a duly appointed representative from a school with an NRHH chapter in good standing. The elections of all these officers shall take place through secret ballot at the Regional Business Conference. All of the above must be from a member school in good standing with SAACURH. A formal presentation of no longer than ten (10) minutes is to accompany the written bids for these offices.

Section B: Regional Advisor Election Timeline

The Regional Advisor will be elected at the SAACURH regional conference to serve for three (3) years plus transition starting at the following NACURH annual conference.

Section C: Regional Advisor Transition Timeline

The Advisor-Elect will be elected at the SAACURH Regional Leadership Conference and remain in this capacity through the following NACURH Annual Conference. This person must have institutional support for all expenses. While it may be possible

for the region to cover some expenses, it should not be expected. The Advisor-Elect must also plan on being employed in the region until the Regional Advisor's term is completed.

Section D: NRHH Advisor Election Timeline

The NRHH Regional Advisor will be elected at the SAACURH Regional Conference in even numbering years to serve for two (2) years plus transition starting at the following NACURH annual conference.

Section E: NRHH Advisor Transition Timeline

The NRHH Regional Advisor-Elect will be elected at the SAACURH Regional Conference and remain in this capacity through the following NACURH Conference. This person must have institutional support for all expenses. While it may be possible for the region to cover some expenses, it should not be expected. The NRHH Regional Advisor-Elect must also plan on being employed in the region until the Advisor term is completed.

Section F: Guidelines for SEC Bids

The written bids should include the candidate's access to office facilities and communication devices, a list of desired goals, an outline of current involvement, and a resume with related experience. Candidates for Regional Director, ADAF, CO-SAA, CO-RHAD, CO-PRS and Regional Advisor shall have support from their RHA and housing department. Candidates for AD-NRHH, CO-NBD, and NRHH Advisor shall have support from their NRHH and housing department.

1. In order to show support and good standing, candidates are required to include a signed host school acknowledgement form in their bid, which will not count towards the page limit. The bid for Regional Director may be up to 12 pages in length (not including the cover page), and the bids for all other elected positions may be up to 8 pages in length (not including the cover page). A page is defined as one side of print.
2. All bids must be in proper electronic format. Letters of support that have been scanned as an image must still occupy the same page size as if it were placed in the bid as text. The Regional Director shall define the manner in which SEC bids shall be submitted for consideration.
3. 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.

Section G: Election Scheduling

Elections will take place at a time set by the SEC, unless legislation affecting elections is pending, in which case elections will be postponed until the legislation affecting elections is resolved.

Section H: Conference Transition Requirements

All SEC and SEC-elects must be able to remain at the Regional Business Conference site until noon following the conference closing to provide for transition purposes.

Section I: Officer-Elect Conference Requirements

Candidates for the SEC-Elect positions must be planning on attending the next NACURH Annual Conference to complete transition and be sworn into office.

Policy 6: Regional Business

Section A: Representative Officers to NACURH

The Regional Director and the Associate Director for Administration and Finance shall be the two representatives who represent SAACURH on the NACURH Board of Directors. The Regional Director, the Associate Director for Administration and Finance, and the Associate Director for NRHH should be able to attend the semi-annual and annual business conferences.

Section B: Conference Bids

1. Budgets contained in bids for SAACURH conferences must use the official SAACURH conference budget format. This format can be obtained from the Associate Director for

Administration and Finance.

2. All SAACURH conference bids and closing reports must contain information on ADA compliance at the conference. This information must include costs and problems expected or encountered. Closing reports should also contain contact information of any vendors used at the conference specifically used for ADA compliance.
3. Fees for the use of Guidebook will be factored in as an expense on regional conference budgets. Once a price for the following year's use of Guidebook has been determined by the NACURH Associate for Finance, the ADAF will be responsible for sharing this information with the region, as well as splitting the cost evenly between the following year's SAACURH Regional Leadership Conference and Regional Business Conference.

Section C: Conference Hosts

1. The Conference Chairs shall plan to attend a SEC chat once per month, following the conference at which their institution is selected to host, up until the hosting the Regional Conference Attend all regional SEC chats from the time of selection until the acceptance of the Wrap Up Report for their respective conference by the Regional Director and Conference Resource Consultant.
2. Attend the all NACURH-affiliated conferences prior to the conference that they are hosting.
3. RLC Chair shall plan on attending RBC/NACURH and RBC Chair shall plan on attending RLC RLC Chair(s) shall attend both the Regional Business Conference and NACURH Annual Conference leading up to their own conference as part of the SEC. RBC Chair(s) shall attend both the NACURH Annual Conference and the Regional Leadership Conference leading up to their own conference as part of the SEC.
4. If the conference is being co-chaired, at least one chair should plan on representing the SEC.
5. If the conference chair cannot attend, they must notify the SEC two weeks prior to registration closing and send a representative in their place.
6. The cost of registration for one (1) conference chair to register for the NACURH Annual Conference prior to the conference which they are hosting in the fixed cost of the conference budget. This money may be obtained through the conference loan line item of the SAACURH budget if no money is available at the time registration is due, but must be repaid as stated in the SAACURH Policy Book.
7. A Regional Leadership Conference loan for the amount of up to \$1,000.00 and a Regional Business Conference loan for the amount of \$500.00 are available through the regional budget for the host school. This loan must be repaid on the first day of the conference.
8. All SAACURH Regional Leadership Conference and Regional Business Conference bank accounts must be closed out completely at least sixty (60) calendar days after the conclusion of the conference. This includes paying all bills and closing out the accounts by the 60th day. Also, a final conference report including the complete financial summary should be delivered to the Regional Director by at least the 60th day. Any revenue that has not been received by the 60th day shall be forwarded to the regional budget after the deadline. Conversely, any debts that are held or received after the accounts have been closed will be the responsibility of the host school. A copy of all checks, deposits, and statements for conference expenditures should be included in the financial report. If a conference staff turns in their conference closing report before or on the deadline specified by the Regional Director, their host school's NACURH affiliation dues will be paid by SAACURH for the next year.
9. A complete wrap-up, including a written report outlined below, of each regional conference is required within sixty (60) days of the close of the conference. A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. The final report shall be distributed to the Regional Director, ADAF, Regional Advisor, next conference host staff, CRC, NCO, and NAA. The final wrap up report should contain the following information in order:
 - a. Introductory letter of the report by the chairperson(s);
 - b. Table of contents, with page numbers;
 - c. Conference schedule;
 - d. Total number of delegates in attendance, further broken down by number of delegates per

- school;
- e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
- f. Section F. SAACURH U
 - i. Purpose:
 - 1. SAACURH U is a specialized programming initiative at the SAACURH Regional Leadership Conference that aims to empower organizational members to meet their full potential as developing leaders. Delegates will attend peer-led programming sessions on various topics enhancing their experience in SAACURH, educating them on practices across the organization, and empowering them in their leadership journeys and creating engaged leaders on their campus and within SAACURH.
 - ii. 2. Topics and Outcomes
 - 1. SAACURH U programs shall focus on the following:
 - a. Bidding and Hosting
 - b. Organizational Goal Setting and Strategic Planning
 - c. Campus Recruitment and Retention
 - d. Social Justice, Inclusivity, and Advocacy
 - 2. These topics shall be presented utilizing intentional learning objectives that center around three tiers: Education, Empowerment, and/or Engagement.
 - iii. Implementation
 - 1. The Regional Director and the Regional Leadership Conference Chair(s) shall work together to coordinate and implement SAACURH U with the help of the SAACURH Executive Committee and the Regional Leadership Conference Programming Chair.
 - 2. SAACURH U Sessions shall be held during the last educational session block at the Regional Leadership Conference, and all boardrooms shall recess in order to allow all boardroom representatives the opportunity to engage in SAACURH U sessions.
 - 3. There shall be a virtual orientation session before the Regional Leadership Conference in which SAACURH U is discussed and a parliamentary procedure presentation is given.
 - 4. The SAACURH Regional Board of Directors shall maintain a drive of educational sessions that will be presented each year during SAACURH U.
- g. Awards presented at the conference and recipients;
- h. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
- i. Finalized version of closed out conference budget.
- j. Conference Chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.;
- k. Conference staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities;
- l. Committee Chairperson's job reports with the following format:
 - i. General statement of committee responsibilities
 - ii. Description of committee activities
 - 1. Number of people on the committee or in positions
 - 2. Timeline of activities, month by month, as accomplished
 - 3. Problems with timeline
 - 4. Communication problems that hindered the committee's purpose
 - 5. An outline of successful procedures in organizing the committee and the activity
 - iii. Description of conference responsibilities
 - 1. What happened to the conference
 - 2. What activities the committee planned that occurred
 - 3. A listing of critical reminders for the future planners
 - iv. Recommendations for the future:
 - 1. Suggested solutions to timeline problems
 - 2. Suggested solutions to conference responsibility problems

3. Evaluate your own participation level, with suggestions for better time utilization
4. An outline of ideas considered but not utilized
- v. Forms or form letters used
 1. A blank conference evaluation and final conference evaluation results tabulated.
10. The six (6) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NCO, 1 copy to the CRC, 1 copy to the NAA, 1 copy to the Associate Director for Administration and Finance, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.
11. The conference staffs shall work with the SEC to find an adequate location to hold business meetings during the conference as well as set a schedule to conduct such meetings.
12. Any school hosting a SAACURH conference must provide an area for any extra program materials. NCCs can take any extra materials back to their school for their own use as a resource.
13. The conference finance chair shall be required to submit to the Regional Associate Director for Administration and Finance, Regional Director, and Regional Adviser, a fully updated conference budget each month, beginning the month after the bid, through the conference closing and upon receipt of the conference closing report. The conference staff must provide documentation providing the details of the excess or the deficit. The host institution will be responsible for expenses taken out of the conference excess that were originally unaccounted for.
14. The cost of registration for one (1) conference chair to register for the NACURH Annual Conference prior to the conference which they are hosting in the fixed cost of the conference budget. This money may be obtained through the conference loan line item of the SAACURH budget if no money is available at the time registration is due, but must be repaid as stated in the SAACURH Policy Book.

Section D: SAACURH Executive Committee (SEC)

1. Registration for SAACURH Executive Committee, excluding Ex-Officio members and conference chairs unrelated to the conference, shall be included in the SAACURH Regional Leadership and Regional Business conference budgets. The conference staff shall budget for two SEC members per room at each regional conference.
2. While attending conferences, the SEC members may be reimbursed for meals purchased at the times that meals are not provided by the conference. The maximum amount to be reimbursed will be \$15.00 dollars a day, which provides for breakfast, lunch, and dinner, but is not limited to only these meals.
3. The ADAF shall multiply the miles traveled by the charitable rate from the regional account for all personal vehicular travel. This will not include any type of rental or university vehicles. All attempts should be made to maximize the number of passengers per vehicle, reducing the number of vehicles necessary. The amount of reimbursement for vehicular travel shall not exceed the amount spent on fuel. The SEC Member must provide a receipt to the ADAF in order to be reimbursed for gas expenses that are spent during travel to and from any SAACURH related business function.
4. The SAACURH Executive Committee, in consultation with the conference chair, shall set the delegate costs for each conference at least sixty days prior to the first day of the conference. The SAACURH Executive Committee shall have full authority over the conference budget. If the delegate cost is more than 15% of the cost that was in the conference host's bid, the Regional Director shall notify the region why the cost has increased within five days of setting the final delegate costs.
5. The SAACURH Executive Committee, excluding Ex-Officio members and conference chairs unrelated to the conference, will conduct a site visit at least 3 months before the Regional Business Conference as a part of their winter site visit. They will also conduct a site visit 3 months before the Regional Leadership Conference as a part of their summer summit.

Section E: General Conference Policies

1. Conference Break-Even
 - a. At least 60 days prior to the Conference, a break-even point must be set and maximum conference fees must be established. Between the time the maximum fees are chosen and the opening of Conference Registration, the fees for the conference may be reduced, but cannot exceed the maximum fees that were established. All regular policies requiring approval of the Associate Director for Administration and Finance for changes to the conference budget must be followed during this period. Conference fees may only be increased by a 2/3 majority of the region's Director, ADs, and COs. These must be set and disbursed to the region prior to registration opening.
 - b. At least 45 days prior to the Conference, registration must be opened, and finalized conference fees must be set and published.
2. A fee of at least \$15.00 and at most \$35.00 per delegate shall be included in the regional conference budget and a fee of at least \$10.00 and at most \$25.00 shall be included in the Regional Business Conference budget. The total sum of this amount must be paid to the Associate Director of Business Administration by the conference staff by the close of the Regional Leadership Conference or Regional Business Conference.
3. In the event that the total amount of the SAACURH contingency account is less than ten percent (10%) of the previous regional conference budget, any and all conference excess shall be deposited into the contingency account, until 10% is reached. Once the total amount of the SAACURH contingency account is greater than or equal to 10% of the previous regional conference budget, the remaining conference excess shall be divided.
 - a. 40% shall be deposited into the SAACURH money market account and subsequently divided between sub-accounts as determined by the ADAF.
 - i. If the technology fund is under \$3,000, and it is within two years of a new laptop is scheduled to be purchased, the entire amount of the SAACURH excess allocated to the money market account will be added to the technology fund until its balance reaches \$3,000.
 - b. 25% shall be deposited into the SAACURH checking account.
 - c. 35% shall be turned over to the next corresponding regional conference to help lower delegate cost up to \$5,000. Any amount over \$5,000 will be invested in the appropriate account within the SAACURH Savings Account as determined by the ADAF.
 - d. This transaction will be done at the summit immediately preceding the conference.
4. Any financial excess generated by the conference is the property of SAACURH and must be paid to the ADAF no later than sixty (60) days after the end of the SAACURH Regional Conference.
5. As part of the NACURH package of benefits, all SAACURH members in good standing receive a \$10.00 per delegate discount on the delegate fees for all regional conferences. This should be reflected by adding an additional \$10.00 to all delegates from non-member schools.
6. Delegations who arrive at the conference without full payment for the conference received by the conference staff will not be allowed to stay for the conference. All conference fees must be paid before a delegation will be allowed to check-in at the conference.
7. During each year's SAACURH Regional Leadership Conference, RHA presidents, or their designated proxy, are responsible for judging and selecting winners for the best roll call, best school display (winner and runner-up), and best banner (winner and runner-up). The conference staff is responsible for judging and selecting winners for the most spirited delegation (winner and runner-up). The winners of these awards should receive a plaque covered in the host school's conference budget. Criteria for these awards should be developed by the conference staff and publicized to the membership prior to the conference.
8. The SAACURH Regional Leadership Conference staff must work with the Coordinating Officer of RHA Development to provide Programming on the Go resources for each school that attends the regional conference. The conference staff is responsible for coordinating the means of distribution of materials.

9. Regional Leadership and Business Conference budgets shall include \$1.00 per delegate and advisor, excluding the SAACURH Executive Committee, VIPs, and conference host staff to be used for staff development. Conference staffs may use these funds for conference staff development and recognition. (NF 12)
10. Bid reviews shall be required prior to both the SAACURH Regional Leadership and Regional Business Conferences. Voting representatives for each boardroom shall complete bid reviews for their respective boardroom prior to the commencement of boardroom in order to receive voting rights.
 - a. The SAACURH Executive Committee shall release the format for the bid reviews no less than two weeks prior to the beginning of each conference. Should the SEC not release the bid review format within the aforementioned time frame, bid reviews shall not be required for that conference.

Section F: ADA Compliance Conference Add-on Fee

1. The ADA Compliance Conference Add-on Fee is put into the ADA compliance fund. This fund may be used to assure that all SAACURH conferences are compliant with the Americans with Disabilities Act (ADA). Though it is primarily the conference host's responsibility to maintain ADA compliance, the fund may be used on a contingency basis to make SAACURH conferences ADA compliant. This fund is maintained by the SEC in conjunction with conference staff, though the SEC shall have full discretion over the account.
2. The ADA Compliance Conference Add-on Fee shall be set by the SEC but may be no smaller than \$3.00 and no larger than \$10.00. The ADA Compliance Conference Add-on Fee may be increased above \$10.00 for any individual conference with a 2/3rds approval of the NCCs at the previous conference.
3. Two (2) values shall be set to designate how funds are accumulated.
 - a. The first is the value where the dedicated add-on fee must be used:
 - i. Should the ADA compliance fund reach \$12,000, the SEC may choose to no longer charge the add-on fee.
 - ii. If the ADA compliance fund drops below \$10,000, the SEC must reinstate the add-on fee.
 - b. The second is the amount where the region, in addition to the add-on fee, must contribute 25% of any conference excess to the ADA compliance fund. 25% of any conference excess must be contributed to the ADA compliance fund until the ADA compliance fund exceeds \$3,000.
4. Additional funds may be added to the ADA compliance fund as long as they continue to comply with the above policy.
5. The ADA Compliance Conference Add-on Fee is due to the SEC at the close of each conference that it is in use and will be added to the region's ADA compliance fund.

Section G: Risk Management

1. Each individual attending a Regional Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the Regional Conferences.
2. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the Disclaimer statement by a regional conference host school must be approved by the CRC prior to sending out registration packets.
3. Alcohol and illicit drugs are recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. All SAACURH conferences, retreats, and meetings will be designated "alcohol and drug free." The method of enforcement will be at the discretion of the

Conference Staff, in consultation with the Regional Advisor, Regional Director, and the Advisor from the school the student represents.

4. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in Guidebook.
5. All business meetings are suggested to end no later than midnight, but must end prior to 1 AM.
6. All other conference events will end no later than 1 AM.
7. No conference event, excluding breakfast, will begin prior to 8 AM.
8. Conference teams are required to end the distribution of caffeinated beverages prior to 11 PM.
9. Conference teams are encouraged to create a schedule to ensure they get ample rest.
10. Host schools are responsible for knowing and following their institution policies regarding vehicle use.

Section H: Advisor Liability

1. An advisor is defined as a professional or graduate student employed by a SAACURH institution that is responsible for the delegation in the event of an emergency.
2. Each institution sending delegates to a SAACURH related conference (SAACURH Regional Leadership Conference, SAACURH Regional Business Conference, and/or NACURH Annual Conference) will have an advisor registered.
3. Conference registration, once closed, shall be checked to ensure each school has an advisor registered with their group.
4. If an advisor at the delegate's home institution cannot attend, an advisor from another SAACURH institution can be recruited and listed as the advisor of record. This may only be done with permission of the host institution of the advisor of record and the host institution of the delegation, and is contingent upon the advisor of record agreeing to take responsibility for the delegation. If this is the case, the NCC must submit a statement with this information to the Regional Director, conference chair(s) of the appropriate conference, and Regional Advisors.
5. A delegation advisor should have access to all emergency contact information for delegates, home institution information in the event of an emergency, any medical concerns, and have the authority to make decisions related to the delegates should a situation occur that violates SAACURH conference policy (in consultation with Regional Advisors).

Section I: Officer Report Submission

All officers and advisors on the SAACURH Executive Committee are required to submit an officer or advisor report prior to the SAACURH Regional Leadership Conference, the SAACURH Regional Business Conference, and the NACURH Annual Conference that details and updates the SAACURH members of what each officer and advisor has done in their position since the time of the last officer report.

Section J: Conference Business Submission Deadline

The SAACURH Executive Committee must either email, mail, or make available online a pre-business packet to all member schools prior to each regional and NACURH Annual Conference including all bids and proposals that will be discussed during the meetings postmarked at least ten (10) business days prior to the conference. The Regional Director has the authority to set a submission deadline for bids and proposals in order to meet the deadline.

Section K: Proxy Voting

There shall be no proxy voting by any member school at a SAACURH business meeting.

Section L: Regional Meeting Minute Distribution

After each regional meeting, the Associate Director of Administration and Finance shall distribute copies of the meeting's minutes to all member schools within five (5) weeks of the conference.

Section M: Email Legislation

Email legislation shall take place at the discretion of the Regional Director.

1. Virtual business meetings shall be conducted using zoom virtual conference.
2. Virtual business meetings shall be conducted monthly, during the academic term.
 - a. The SEC will release an outlined schedule of each years Virtual Business Meetings at the beginning of the fall academic term and spring academic term.
 - b. Should the SEC feel the need to conduct additional business, they must inform the region within a two (2) weeks notice via the regional ListServ.
3. The following roles will be assigned to the SEC during each Virtual Business Meeting. These roles can be adjusted at the discretion of the Regional Director.
 - a. While in session, the Regional Director shall act as chair, allowing for appointment of another chair if necessary.
 - b. The Associate Director for Administration and Finance shall act as the parliamentarian for each session. Additionally, the ADAF will also conduct attendance at the beginning of each Virtual business meeting.
 - c. While in session, minutes shall be taken by the ADAF.
 - d. It shall be left to the Regional Director to appoint other necessary boardroom roles, within the SAACURH Executive Committee.
4. At the start of the Virtual business meeting, roll shall be called to establish Quorum.
 - a. Quorum shall be defined as fifty percent (50%) of affiliated SAACURH institutions.
 - b. Quorum must be met to start business and institutions must be present in the Virtual business meeting to vote.
5. The agenda for the Virtual business meeting must be sent via regional ListServ and placed on the regional website, two (2) weeks in advance, for NCCs/NRHH Representatives to view. This agenda will also include links / access to all legislation that will be viewed during that specific Virtual business meeting.
6. Voting shall take place via Google Forms (primary) or email (secondary), as determined by the Regional Director.
 - a. A successful vote shall be determined as the following:
 - i. All amendments to the SAACURH Constitution must meet a two-thirds (2/3) vote of institutions that are present.
 - ii. All amendments to the SAACURH Policy Book must meet a simple majority, fifty percent plus one (50% + 1) of institutions that are present.
 - iii. Any election to the SAACURH Executive Committee must meet a two-thirds (2/3) vote of institutions that are present.
 - b. Should the vote be unsuccessful, the Chair may call for a recount up to two (2) unsuccessful votes. Upon this point, a roll call vote may be enacted instead.
 - c. The Regional Director shall announce the vote immediately.
 - d. Additionally, after each Virtual business meeting has concluded the Regional Director will send all updates to the region via the regional ListServ within seventy-two (72) hours.
7. Roberts Rules of Order will pertain at all times.

- a. Shall an amendment be necessary, the institution's voting representative must email the Regional Director, stating the amendment and location in question.
- b. During Virtual Business meetings an institution's NCC may substitute their voting privileges to either another Executive Board member or NRHH Representative from their host institution, excluding SAACURH Executive Committee members.

Section N: Legislative Process

The Associate Director of Administration and Finance shall oversee all aspects of the legislative process.

1. Writing Legislation

- a. Legislation may be written by any member of a NACURH affiliated institution, including members of the region, the SEC, and special guests.
- b. The legislation template form shall be made available to any member of affiliated schools through the "resources" tab of the SAACURH website and in any other way the ADAF sees as necessary.
- c. The letter assignment for each main motion shall be up to the discretion of the ADAF.
- d. Members of the Constitution and Policy Book Review Committee and the SEC may claim any unassigned pieces of legislation.
- e. All pieces of legislation must have a minimum of one (1) whereas clause and one (1) therefore clause.

2. Submitting Legislation

- a. All legislation must be emailed to the ADAF by 11:59 p.m. on the first day of the month of the next boardroom session.
- b. The ADAF may adjust this deadline as necessary in order to ensure ample time for the region to review pieces prior to boardroom.
- c. No legislation failing to meet the writing requirements in Section P will be accepted.
- d. All submitted pieces of legislation shall be reviewed by the ADAF who has the authority to turn down legislation in its current state as long as an explanation is provided.
- e. Any legislation turned down may be resubmitted before the deadline.
- f. A petition showing the support of a simple majority of affiliated institutions may be submitted to compel the introduction of turned down legislation to the floor.

3. Presenting Legislation

- a. Legislation shall be presented in the order indicated by the main motion labels.
 - i. Legislation may be heard out of order if so moved and approved by a simple majority.
- b. The author of each piece of legislation will be responsible for presenting if they are at the boardroom.
- c. If not in attendance, another member from their institution or the ADAF may present the piece.
- d. The presentation of legislation shall occur as follows:
 - i. Five (5) minutes of presentation
 - ii. Five (5) minutes of question and answer
 - iii. Five (5) minutes of discussion regarding the legislation
- e. A speaker's list shall be taken for non-debatable technical questions and discussion.
- f. The boardroom may extend non-debatable technical questions three (3) times and exhaust the speakers list with or without additions, depending on the motion on the floor, with a simple majority via vote of affirmation.
- g. Voting members in boardroom may move to amend any piece of legislation after receiving the approval of the chair during discussion.
 - i. The boardroom must then approve hearing the amendment with a simple majority.

- ii. Presentation of an amendment follows the same procedures as that of legislation.
 - iii. Presentation of legislation will resume where the motion to amend was made after the amendment either fails or passes.
 - iv. Friendly amendments, which do not alter the spirit of the piece, may be proposed at any time during discussion and only requires the approval of the author to implement.
4. Voting on Legislation
- a. Any legislation regarding the SAACURH constitution requires a $\frac{2}{3}$ majority vote done via a placard vote to pass.
 - b. Any legislation regarding the SAACURH budget requires a $\frac{2}{3}$ majority vote done via a placard vote to pass.
 - c. Any legislation regarding the SAACURH policy book requires a simple majority vote done via a placard vote to pass.

Policy 7: Regional Philanthropy

Section A: Purpose of Regional Philanthropy

SAACURH is committed to advocating for the current issues member institutions are facing in their campus communities and will strive to provide advocacy services to its member institutions by establishing a partnership with a philanthropic organization. SAACURH aims to promote advocacy throughout the South Atlantic region and will maintain a partnership with a philanthropic organization of their choosing. This partnership will be known as the SAACURH Regional Philanthropy Partner.

Section B: Establishing a New Regional Philanthropy

1. In the event that SAACURH is interested in exploring a new philanthropic partnership, it will be the duty of the Coordinating Officer for Leadership and Advocacy to oversee the process of finding potential partners whose mission is similar to that of SAACURH.
2. Once the Coordinating Officer for Leadership and Advocacy has one or more viable options for regional partnerships, the options must be brought in front of the regional representatives for discussion and decision.

Section C: Creating a Memorandum of Understanding with a Regional Philanthropy

1. Once a decision has been made by the regional representatives, the Coordinating Officer for Leadership and Advocacy must begin the process of creating a Memorandum of Understanding with the partner, outlining the terms of the agreement.
2. The Memorandum of Understanding will provide both organizations with a list of rights and services that must be upheld throughout the duration of the partnership. The memorandum of understanding must include the following information if applicable:
 - a. The partnership organization's mission statement and description
 - b. Branding details and permission to use logos
 - c. Details on how funds and monetary donations will be disseminated
 - d. Services and resources each organization is willing to provide
 - e. A clause detailing the steps to end the partnership in the event the partnership wants to terminate the partnership with SAACURH
 - f. Any limitations as to what services cannot be provided
3. The memorandum of understanding must be signed by the following in order to be considered final and binding:
 - a. The Regional Director or acting Regional Director
 - b. The Coordinating Officer for Leadership and Advocacy
 - c. A member of the selected regional philanthropy
4. This Memorandum of Understanding must be finalized no later than one affiliation year after the decision was made by the regional representatives.
5. The Memorandum of Understanding shall require a clause of three (3) affiliation years.
6. The memorandum of understanding must be disseminated to the region after its completion and presented on *South Atlantic Affiliate of College & University Residence Halls*

Section D: Supporting and Promoting the Regional Philanthropy

1. In the event merchandise is created to support the regional philanthropy partnership, a minimum of 10% of the proceeds will be donated to the partner organization.
2. The CO-PRS and CO-LA will work together to distribute and promote the regional philanthropy partnership on all of SAACURH social media platforms
3. During the regional leadership conference and the regional business conference, the CO-LA and a member from the conference staff should design the pre-conference philanthropy or the at conference service project to support the Regional Philanthropy Partnership.

Policy 8: SAACURH Budget and Finances

Section A: SAACURH Fiscal year and Previous Year Transfers

The SAACURH fiscal year shall be aligned with the NACURH fiscal year.

1. Any remaining transactions that were a part of the prior fiscal year that occurred in the new fiscal year shall include an automatic transfer / approved change to the new fiscal year budget accounting for this change. Additionally, all necessary changes shall be reported to the region by the ADAF within one month of the change. A motion may be presented to overturn the automatic transfer. All reporting shall include:
 - a. Line item name
 - b. Line item prior amount
 - c. Amount of change
 - d. Line item new amount
 - e. Purpose of change
 - f. Reimbursee (if applicable)

Section B: Bank Account Location

All regional bank accounts shall be kept in the same bank and location of the NACURH account in the same city as the NACURH Advisor.

Section C: Budget Approval

The SAACURH Executive Committee (SEC) must submit a budget for approval by member school NCCs each year. The budget should be prepared at the winter summit meeting of the SEC. NCCs must approve the budget by a two-thirds (2/3) majority and be notified of any line item that exceeds the approved amount.

Section D: Exceeding Budgeted Line Items

For the following amounts over budgeted line items:

1. \$0-\$50 at the Regional Director's discretion
2. \$50.01-\$250 Regional Director will seek Regional Advisor's approval
3. \$250.01+ NCC approval will be needed via the method(s) determined by the Regional Director.

Section E: Signatory Authority of SAACURH Finances

The regional bank account should contain the signature of the Regional Director, the Associate Director for Administration and Finance (ADAF), the Regional Advisor, and the Regional NRHH Advisor. New signature cards should be processed at the NACURH annual conference each year for the SEC-Elect.

Section F: Reimbursement Policy

A "SAACURH Transaction Form" (STF) must be submitted to the ADAF in order to receive

reimbursement for regional expenses. Copies of the receipts must be included with the STF for reimbursement to occur. Copies of the form can be requested at any time from the ADAF.

Section G: Bounced Check Policy

The SAACURH ADAF will pass on any fee incurred by a bounced check back to the school or the individual who wrote the check. If a school had written the check the school will be placed in bad standing with the region. If an individual writes the check they will be asked to clear debts with the region or their school will be placed in bad standing.

Section H: SAAS Allocation Restrictions

Money allotted to SAAS Operations and SAAS Fund may only be used for NRHH. The ADAF shall update the Regional NRHH Advisor and AD-NRHH at the completion of the Monthly Reconciliation Report with an account balance.

Section I: Physical Record Keeping

Any check deposited into NACURH's financial institution must be photocopied for record keeping purposes. All expenses and deposits must be documented with the appropriate paperwork stated above in the financial transaction binder, which the finance officer shall be responsible for maintaining.

Section J: Investment Funds

Money generated by interest earned from SAACURH's investment in the Vanguard account will be deposited into the SAACURH checking account each year in the summer.

Section K: Technology Fund

The Technology Fund is a fund that is kept in the SAACURH Money Market/Savings account, and shall be used in order to purchase technology for the region. In a fiscal year in which technology is to be purchased by the region, the amount budgeted shall be transferred out of the SAACURH Money Market account into the SAACURH Checking Account in April. Any monies not used for the purchase of technology by the end of the fiscal year shall be transferred back into the SAACURH Money Market account into the Technology Fund.

Policy 9: SAACURH Committees

Section A: Committee Overview

1. Committees within SAACURH promote intentional involvement for members under the guidance of an SEC member within a particular field or focus. Committees function remotely and in person, developing resources, conducting research, or collaborating for the betterment of the region. Any member of the region may apply for and serve on committees. The limit for the number of committees a member may serve on at the regional level will be decided on by the SEC and released before applications open.
2. Standing committees are outlined in the governing documents, and as such must continue to exist annually. Ad-hoc committees may be created and disbanded at the discretion of the Regional Director in order to best serve the current needs of the region and do not need to be included in the governing documents or continued annually.

Section B: Committee Timelines

1. Committee applications will be released no later than two (2) weeks following SAACURH's Summer Summit.
2. Applications must be open a minimum of two (2) weeks before decisions are sent out, and the SEC will continue to accept applications on a rolling basis for the duration of the year.
3. If a Vice Chair or Secretary position becomes vacant at any point during the year, that position will be filled at the discretion of the SEC member overseeing the committee.

4. Committee terms end at the close of the next NACURH Annual Conference.

Section C: Constitution and Policy Book Review Committee

1. The Constitution and Policy Book Review Committee shall review the governing documents each year to ensure alignment with NACURH's policy book, regional practices and the needs of the region. The Committee shall establish additional yearly objectives under the direction of the Associate Director for Administration and Finance.
 - a. The committee will appoint a Vice Chair and a Secretary.
 - b. All members within SAACURH may attend open committee meetings.
 - c. Meeting minutes shall be made available to the region after each committee meeting.

Section D: Public Relations and Spirit Committee

1. The Public Relations and Spirit Committee shall be charged with the creation and maintenance of SAACURH resource documents, coordination of SAACURH spirit for NACURH annual conferences, and any other necessary spirit commitments as seen fit by the Coordinating Officer for PR and Spirit. The committee shall establish additional yearly objectives under the direction of the Coordinating Officer of Public Relations and Spirit.
2. The committee will appoint a Vice Chair and a Secretary.
3. All members within SAACURH may attend open committee meetings.
4. Meeting minutes shall be made available to the region after each committee meeting.

Section E: OTM Selection Committee

1. The OTM Selection Committee shall be conducted in the manner as outlined in the SAACURH NRHH Policy Book.
 - a. The committee will appoint a Vice Chair and a Secretary.
 - b. All members within SAACURH may attend open committee meetings.
 - c. Meeting minutes shall be made available to the region after each committee meeting.

Section F: Bid Instruction and Development Committee

1. The Bid Instruction and Development (BID) Committee will develop "How to Write Bids" resources, publicize bid processes and timelines, and serve as a resource for schools going through the bidding process. This committee will review bids prior to the final submission deadline to ensure policy alignment. The committee shall establish additional yearly objectives under the direction of the Coordinating Officer for NRHH and Bid Development.
 - a. The committee will appoint a Vice Chair and a Secretary.
 - b. All members within SAACURH may attend open committee meetings.
 - c. Meeting minutes shall be made available to the region after each committee meeting.

Section G: Strategic Planning Committee

1. The Strategic Planning Committee shall be appointed by the Regional Director and may include members of the SEC, NCCs, RHA Presidents, and NRHH representatives. The committee will at least meet every three years, at the discretion of the Regional Director. The committee shall perform a SWOT analysis on the region and various resources and process of the region to provide a long-term plan for future SECs and other SAACURH leaders. The Strategic Planning Committee will present their plan to the region at the Regional Business Conference.
 - a. The committee will appoint a Vice Chair and a Secretary.
 - b. All members within SAACURH may attend open committee meetings.
 - c. Meeting minutes shall be made available to the region after each committee meeting.

Policy 10: RHA President Stakeholder Meeting

Section A: Purpose

The purpose of RHA Presidents within SAACURH is to share, and gain, perspectives and ideas for the benefit of their campus representative governing unit through the unique network SAACURH provides. RHA Presidents may utilize conferences, or other resources, as opportunities to engage in collaborative learning and development for themselves and their governing unit.

Section B: Appointment of Boardroom Officers

The CO-RHAD, in consultation with the SEC, shall appoint boardroom officers whose terms shall begin at the start of each conference and end at the close of each conference. The officers shall be:

1. RHA President Stakeholder Meeting Secretary
2. RHA President Stakeholder Meeting Advisor

Policy 11: Technology Policies

Section A: SAACURH Technology

1. SAACURH currently owns several computers that are issued out to members of the SAACURH Executive Committee to help them complete their job over the course of the year. When the SEC member is issued a SAACURH laptop for the year, they are responsible for signing the SAACURH Executive Committee Technology Contract. Once signing this contract, they will be responsible for the provisions set forth in the contract for taking the appropriate steps in ensuring that the SAACURH laptops are kept in quality shape when they are returned.
2. The three officers that shall hold laptops owned by the region are the Regional Director, the Regional Associate Director for Administration and Finance, and the Regional Associate Director for NRHH.

Section B: SAACURH Laptop Accidental Protection

1. Every new laptop purchased must have a minimum warranty of 3 years to include accidental protection. This will make sure that each laptop will last 3 years, before it has to be replaced. It also protects the system and the user, allowing for any accidental spills or drops to be replaced at no cost to SAACURH up until that warranty has expired.

Section C: Technology Recycling (NF 12)

1. Any and all damaged and/or outdated laptops and technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.
2. Before any laptop is recycled, all NACURH related data must be backed up and transferred to another regional storage device.
3. Before any laptop is recycled, the hard drive of the laptop to be recycled must be securely erased beyond recovery.
4. Before any mass storage device is recycled, all data must be securely erased beyond recovery.
5. If reimbursement is rendered for recycled technology, it shall be allocated to future technology purchases. The ADAF shall move the monies to the correct account and line. If received in a gift certificate form, it will be saved by the ADAF for future technology purchases.

6. A minimum of one laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by any individual whose position requires them to hold a laptop. The Regional Advisor will be responsible for retaining this asset until it is disposed.
7. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
8. Laptops to be recycled may not be utilized for personal gain or use.

Section D: Regional Technology Replacement Cycle

1. The regional laptops and regional external hard drives will be on a five (5) year replacement cycle.
2. The ADAF shall be responsible for ensuring that the replacement cycle is documented in conjunction with the Regional Advisor.

Section E: Regional Technology Purchasing Policy

1. For each fiscal year in which a laptop will be replaced, an additional \$1,500 will be budgeted for in the technology line item.
2. For each fiscal year in which external hard drive(s) will be replaced, an additional \$500 will be budgeted for in the technology line item.
3. At the beginning of the year in which a laptop will be replaced, the amount budgeted for technology will be transferred from the Technology Fund in accordance with Policy 5 Section K.
4. The ADAF shall purchase the technology item(s) budgeted for at the beginning of the fiscal year.

Statement of Understanding with SEAHO



SAACURH and SEAHO Statement of Understanding 2019-2021

SEAHO is an organization of housing, residential life, and student services professionals and paraprofessionals within the Southeast region dedicated to providing opportunities for colleague support, professional development, sharing of information, collaboration, communication, research, and recognition of outstanding contributions to the field.

As an affiliate of NACURH, Inc., SAACURH creates environments that empower, motivate, and equip residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.

SEAHO and SAACURH recognize their similar missions and goals. In that spirit, we have created this statement of understanding.

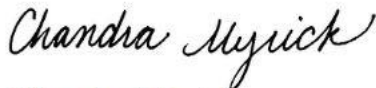
1. Each organization will provide a link to the other organization on its website. Changes to website links will be communicated between the SEAHO President and the SAACURH Regional Director; both will disseminate updated information to the web masters for each organization.
2. SEAHO will provide SAACURH the opportunity to submit information to be included in the electronic or printed material distributed to all participants of the Annual Conference. SAACURH will also provide the same opportunity for SEAHO in its Regional Leadership Conference information.
3. The SEAHO President or designee will be invited to the SAACURH Regional Leadership Conference during the fall semester each year. The SEAHO President or designee will be invited to judge the semiannual case study competition, present a program during SAACURH U, lead a roundtable in the RHA Stakeholder meeting, and give a presentation during combined boardroom. SAACURH will cover the registration costs of the SEAHO President.
4. The SAACURH Regional Director or designee will be invited to the SEAHO Annual Conference. The SAACURH Regional Director or designee will also be invited to attend and provide a report at the business meeting during the SEAHO Annual Conference. SEAHO will cover the registration costs of the SAACURH Regional Director.
5. The SEAHO President or designee will be invited to attend the SAACURH Regional Business Conference in the spring semester of each year, and will be invited to judge the semiannual case study competition, lead a roundtable in the RHA Stakeholder meeting, and given time to speak in combined boardroom. SAACURH will cover the registration costs of the SEAHO President.
6. Each organization will agree to share one copy of each of the following resources: Newsletters, Executive Board Contact Information, and all governing documents. The SEAHO President and the

SAACURH Regional Director will be responsible for sharing this information with the executive boards and membership of the respective organizations.

7. SEAHO shall pay a scholarship up to \$500 for the SAACURH Student of the Year winner to attend the NACURH Annual Conference. This award is presented that the SAACURH Regional Business Conference and the SEAHO President or designee will present the award at the closing ceremony.

8. Membership in SEAHO is independent of membership in SAACURH, and membership in SAACURH is independent of membership in SEAHO.

9. If one organization cannot meet the expectations of this understanding, then a task force will be organized with members from both organizations represented to revisit and modify the terms.



Chandra Myrick
SEAHO President
February 28, 2019

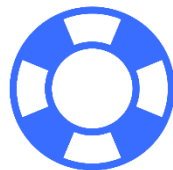


Stephanie Bree Hill
SAACURH Regional Director
February 28, 2019



SAACURH

SOUTH ATLANTIC AFFILIATE
NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.



**American
Foundation
for Suicide
Prevention**

Memorandum SAACURH and AFSP Statement of Understanding 2019 - 2022

Established in 1987, the American Foundation for Suicide Prevention (AFSP) is a voluntary health organization that gives those affected by suicide a nationwide community empowered by research, education, and advocacy to take action against this leading cause of death. AFSP is dedicated to saving lives and bringing hope to those affected by suicide. AFSP creates a culture that's smart about mental health by engaging in the following core strategies: Funding scientific research, Educating the public about mental health and suicide prevention, advocating for public policies in mental health and suicide prevention, supporting survivors of suicide loss and those affected by suicide in our mission

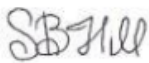
SAACURH shall promote student intellectual, educational, cultural, physical, and social welfare; design and facilitate programs and informational services; provide an avenue for assisting students to achieve fuller participation in the life of the college community; and extend the influence and good name of our organization everywhere

AFSP and SAACURH recognize the mission and goals, and have created the memorandum of understanding for this partnership

1. Each organization will announce the partnership with the other organization on their website or social media platform of their choosing. SAACURH will also provide space for AFSP on a philanthropy page stating their mission statement, and social media profiles. This information will be communicated between the Southern Division Director of AFSP and the SAACURH Coordinating Officer for Leadership and Advocacy. In the need of promotion of campaigns, social media challenges, or upcoming events such as conferences, both organizations agree to disseminate the requested promotion materials after the approval of both organizations.
2. SAACURH will create an online campaign to provide AFSP with monetary funding to fuel research, educational programming, and volunteer support. AFSP will provide pamphlets, awareness materials, and volunteers during conference philanthropy events and service projects. A meeting between the CO-SPA and the Southern Division Director of AFSP will occur a minimum of one month prior to the Regional Leadership Conference, and Regional Business Conference to discuss what services and resources will be needed to support the pre-philanthropy or at a conference service project.
3. SAACURH agrees to support AFSP through monetary funding and raising suicide prevention awareness at the SAACURH Regional Leadership Conference and Regional Business Conference during the at conference philanthropy event or the pre-conference philanthropy activity. Each organization will have access to the SAACURH and AFSP logos and must agree to the branding guidelines of each organization. In the event a joint logo is created between SAACURH and AFSP, the CO-LA and a member from AFSP communications department

must approve the logo before it is distributed, or added to merchandise. 10% of the proceeds from SAACURH merchandise which supports AFSP must be given to AFSP 90 days after the close of the RBC or RLC conference.

4. AFSP must accept any donations in the form in which they are given. They agree to accept checks, money transfers, cash, electronic transfers, and any donations given through the SAACURH Campaign on the website.
5. SAACURH agrees to create programs for its member institutions to help raise awareness for suicide prevention across the southern division of AFSP.
6. Each organization will agree to share, one copy of each of the following resources: Newsletters/Listserve, SAACURH Regional Board of Directors and AFSP Area Directors Contact Information, branding guidelines, and all governing documents. The Director of the Southern Division and CO-LA or Regional Director will be responsible for sharing this information with their executive boards and membership.
7. Membership in AFSP is independent of membership in SAACURH, and membership in SAACURH is independent of membership in AFSP.
8. If one organization cannot meet the expectations of this understanding, then a task force will be organized with members from both organizations represented to revisit and modify the terms and discuss a plan to update or terminate the partnership.



Stephanie Hill
SAACURH
Regional Director



Christina Owens
AFSP Senior Director,
Southern Division



Ashleigh Mitchell
SAACURH
Coordinating Officer of
Leadership and Advocacy