



MACURH

MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS

THE MIDWEST AFFILIATE **NRHH POLICY BOOK**

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TABLE OF CONTENTS

<u>TITLE 1</u>	Statements of Purpose	3
<u>TITLE 2</u>	NRHH Chapters	5
<u>TITLE 3</u>	NRHH Regional Positions	12
<u>TITLE 4</u>	Structure and Governance	16
<u>TITLE 5</u>	NRHH Awards	18
<u>TITLE 6</u>	On Reserve	31

TITLE 1

STATEMENTS OF PURPOSE

ARTICLE I

NRHH Values

ARTICLE II

Vision Statement

ARTICLE III

Mission Statement

ARTICLE IV

Purpose and Relevancy

ARTICLE I. NRHH VALUES

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

ARTICLE II. VISION STATEMENT

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

ARTICLE III. MISSION STATEMENT

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

ARTICLE IV. PURPOSE AND RELEVANCY STATEMENT

The Midwest Affiliate of College and University Residence Halls National Residence Hall Honorary Policy Book, hereinafter referred to as the MACURH NRHH Policy Book, shall define additional NRHH operating procedures, awards, and duties not specifically defined within the MACURH governing documents, NACURH, Inc. governing documents, or the NACURH NRHH governing documents.

Only matters specifically pertaining to NRHH may be legislated in this policy book.

TITLE 2

NRHH CHAPTERS

ARTICLE I

NRHH Affiliation

ARTICLE II

Chapter Membership

ARTICLE I. NRHH AFFILIATION

Section 1. Affiliation Requirements

1. An NRHH chapter shall be considered affiliated if they complete the following requirements prior to the start of the business meeting at the Regional Leadership conference:
 - a. Submit a chapter affiliation form to the NACURH Corporate Office (NCO).
 - b. Submit updated contact information for the chapter NRHH representatives and advisor to the NCO.
 - c. Submit a current membership list to the NCO.
 - d. Submit an updated copy of the chapter's constitution in accordance with the NRHH Constitution Checklist.
 - e. Maintain good standing with NACURH, Inc.
2. Affiliation Cycle
 - a. NRHH chapters are encouraged to affiliate annually for the upcoming NACURH affiliation year at the NACURH Annual conference to maximize access to services and resources.
3. RHA Requirement
 - a. Hosting an RHA organization is not a requirement for affiliation of an NRHH chapter.

Section 2. NRHH Benefits

1. An active affiliated NRHH chapter will receive the following benefits during the affiliation period:
 - a. Voting rights at the annual NACURH Corporate Business Meeting and regional business meetings, so long as the chapter maintains good standing.
 - b. Free Affiliation Report pages from the NCO.
 - c. Participation in the Of the Month (OTM) program.
 - d. Access to resources intended to support and assist NRHH chapters.
 - e. The right to purchase NRHH pins from the NCO.
 - f. The right to purchase NRHH honor cords from the NCO.
 - g. The right to purchase NRHH individual membership certificates from the NCO.

Section 3. Affiliation Fees

1. All institutions shall pay the NACURH affiliation fee outlined in the NACURH policy book.
2. Single Affiliation Fee
 - a. Institutions who are also affiliating an RHA organization must only

pay a single affiliation fee for both the RHA and NRHH affiliation.

ARTICLE II. CHAPTER MEMBERSHIP

Section 1. NRHH Membership

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

Section 2. Candidate Membership

1. Definition

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

2. Temporary Leaves

- a. Candidate member must submit a formal intent of pre membership to the chapter.
- b. Chapter must confirm status of pre-membership to candidate member

3. Student Requirement

- a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
 - i. "Student" shall be defined by the chapter's host institution.
 - ii. Students pursuing an undergraduate, graduate, or professional degree are all eligible for induction.

4. On-Campus Living Requirement

- a. The Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction

5. Positive Contribution

- a. The Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.

6. Member Education

- a. NRHH chapters must educate candidate members on topics including but not limited to:
 - i. NRHH History
 - ii. OTM's
 - iii. Membership Qualifications

iv. Membership Selection Process

7. Academic Standard

- a. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalency.
- b. In the event that an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

8. Inductions

- a. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

Section 3.

On- Campus Membership

1. Definition

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

2. Membership Cap

- a. On-Campus Members contribute to the membership cap.

3. Student Requirement

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

4. Positive Contribution

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

5. Academic Standards

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

Section 4. Off-campus Membership

1. Definition

- a. An Off-Campus member of an NRHH Chapter is a member that

does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

2. Membership Cap

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

3. Positive Contribution

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

4. Academic Standards

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

Section 5. Lifelong Membership

1. Definition

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

2. Membership Cap

- a. Lifelong members do not count toward the one (1) percent membership cap.

3. Purpose

- a. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service

4. Eligibility

- a. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for

life would become a Lifelong Member

5. Chapter Involvement

- a. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

Section 6.

Membership Capacity

1. (1) Percent Definition

The On-Campus membership of an NRHH chapter may include no more than one (1) percent of the total residence hall population in the current academic year, or twenty (20) members, whichever capacity is larger.

2. Membership Composition

Only members with voting rights are counted in the membership cap.

Section 7.

Membership Transfer Policy

1. NRHH members who are transferring institutions at any educational level, including graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.
2. Each NRHH chapter is able to accept or reject transfer members at their own discretion. If accepted, these members shall become on-campus of the new institution's chapter.
3. Guidelines for the Membership Transfer Policy must be outlined according to the following:
 - a. The student applying to transfer their membership must be fully matriculated at the new institution.
 - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new NRHH chapter.
 - c. Each chapter is able to create their own process detailing how transfer applications will be evaluated.
 - d. If approved, the student and/or new institution's chapter must complete the membership transfer application.
 - e. The membership transfer application may be obtained from the region's ADNRRH.
 - f. The membership transfer application shall include signatures from the incoming chapter's President, incoming chapter's Advisor, and NRHH member who is seeking to transfer their membership.
 - g. The completed application shall be submitted to the region's

ADNRHH for approval.

- h. It is the right of the region's ADNRHH to deny requests for reasons including, but not limited to:
 - i. The application form is incomplete
 - ii. Adding new member(s) would put the chapter over its membership cap
- i. If the new member and/or chapter wishes to appeal the decision of the region's ADNRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 - i. Each ADNRHH shall have one vote.
 - ii. A simple majority shall be necessary to accept the appeal, with the NAN casting the tie-breaking vote when necessary.

Section 8.

NRHH Member Removal Policy

1. The NRHH member removal policy may be enacted if a member can no longer meet the chapter's membership expectations.
2. If a member is removed, they shall no longer count toward the one (1) percent membership cap.
3. The following guidelines shall apply to the procedure for the removal of an on-campus member:
 - a. The member and/or chapter must complete the NRHH member removal application.
 - i. This form can be obtained from the region's ADNRHH.
 - ii. This form must include the electronic signatures of the chapter President and chapter Advisor.
 - iii. This form must be submitted electronically.
 - b. The completed member removal application shall be submitted to the region's ADNRHH for approval.
 - c. The amount of members for removal is up to the discretion of the chapter.
 - d. It is the right of the region's ADNRHH to deny requests for removal for reasons including, but not limited to:
 - i. Submission of an incomplete application form.
 - ii. The region's ADNRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
 - e. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

TITLE 3

NRHH REGIONAL POSITIONS

ARTICLE I

NRHH Representative

ARTICLE II

Associate Director for NRHH

ARTICLE III

Regional NRHH Advisor

ARTICLE IV

NRHH Business Meeting Parliamentarian

ARTICLE I. NRHH REPRESENTATIVES

Section 1.

Positional Responsibilities

1. Shall serve as the official liaison between the individual's NRHH chapter, other NRHH Representatives, MACURH, and NACURH.
2. Shall represent their respective institution's NRHH chapter in all applicable regional business meetings, including boardroom at the MACURH Regional Leadership and Regional Business conference.
3. Shall be responsible for submitting fees and necessary forms to the ADNRRH and NCO.
4. Shall provide for transition in office for the incoming NRHH Representative from the individual's institution. This transition shall include notification of such to the Regional Board and NCO.
5. Shall ensure the transition of the positional email account to the incoming institutional NRHH Representative.
6. Shall attend the Regional NRHH Representative chats as specified by the ADNRRH.
7. Shall not concurrently serve as an NCC in any regional or NACURH business meeting.
8. Shall vote on MACURH awards as designated in MACURH policy.
9. Shall have speaking rights in MACURH NCC business meetings as specified by the MACURH Regional Director.
10. Shall communicate with their respective NCC to ensure that NRHH specific concerns are voiced to MACURH.

ARTICLE II. ASSOCIATE DIRECTOR FOR NRHH (ADNRRH)

Section 1.

Positional Responsibilities

1. Recruit and retain NRHH Chapters within the region.
2. Responsible for maintaining, updating, and creating NRHH resources and NRHH governing documents
3. Shall inform the region of Regional and NACURH winning OTMs monthly.
4. Shall maintain communication with current NRHH chapters.
5. Shall coordinate the regional OTM grading efforts.
6. Shall actively communicate with the NACURH Corporate Office to ask about or confirm items such as merchandise, timelines for orders, member institution's issues with orders, and other recognition initiatives.
7. Shall serve as the liaison between the NACURH Corporate Office and the regional NRHH chapter Presidents or NRHH Representatives.
8. Submit at least one publication per year to The Link
9. Shall coordinate all NRHH awards on both the regional and NACURH level.

10. Shall prepare and communicate resources around the values of NRHH and the NACURH Residence Hall Month (NRHM).
11. Shall chair the NRHH boardroom at all regional business meetings.
12. Shall maintain a contact list of all NRHH Representatives, chapters, and chapter institutions for MACURH affiliated schools.
13. Shall coordinate the NRHH social at the Regional Leadership conference.
14. Shall host chats or other designated forms of communication between the NRHH Representatives at least twice a month.
15. Shall be responsible for coordinating the Recognition and Service Engagement Committee.
16. Shall work with the regional conference staff to prepare and administer the case study competition at the Regional Leadership conference.

Article III. Coordinating Officer for Recognition and Service

Section 1. Positional Responsibilities

1. Coordinate the awards presentation ceremony at all regional conferences.
2. Work in coordination with the ADNRRH to carry out recognition initiatives in the region.
3. Support the ADNRRH in planning and executing all NRHH boardroom sessions at regional conferences and events.
4. Work in coordination with the ADNRRH and Regional NRHH Advisor to carry out NRHH goals and initiatives.
5. Be responsible for overseeing and carrying out all Regional Philanthropy initiatives.
6. Serve as a resource to the regional conference staffs in promoting the Regional Philanthropy.
7. Work with the conference staff to prepare and administer the case study competition at the Regional Leadership conference.
8. Maintain a contact list of all NRHH representatives, chapters, and chapter institutions for MACURH affiliated institutions.
9. Host chats or other designated forms of communication between the NRHH representatives at least twice a month.

(Changes to be made after the NACURH Annual Conference 2019)

ARTICLE III. REGIONAL NRHH ADVISOR

Section 1. Positional Responsibilities

1. Shall serve as a nonvoting, ex-officio, member of the MACURH Regional Board of Directors.
2. Shall serve a two and a half (2.5) year term, to begin at the close of the Regional Leadership conference following their election.

- a. The first half of the year from Regional Leadership Conference to NACURH Annual Conference is considered “in training” (if the current Regional NRHH Advisor is re-elected for another term, they still go through this training portion).
 - b. The remaining two (2) years are from the NACURH Annual Conference to NACURH Annual Conference.
3. Shall be responsible for the consultation at all times with regional officers, NCCs, PRs, NRHH Representatives, Presidents, and personnel at all member Schools. (Takes effect after NACURH 2019)
4. Shall relay historical information to and assist the RBD in maintaining an accurate historical perspective.
5. Be responsible for seeing that the policies of the Region are carried out. (takes effect after NACURH 2019)
6. Shall attend the Regional Leadership, Regional Business, and NACURH Annual conference as a member of the MACURH Regional Board of Directors.
7. Shall advise the NRHH boardroom at all regional business meetings.
8. Be knowledgeable and aware of Advisor Resource Training (ART) and its accompanying benefits while also serving as the primary ART resource within MACURH, tracking ART-related progress, providing ART programming at NACURH affiliated conferences, and supporting the continued development of ART. (takes effect after NACURH 2019)
9. Assist in the management of the Friends and Alumni of MACURH organization. (takes effect after NACURH 2019)
10. Be responsible for seeing that the branding and bidding operations of the Region and NACURH are carried out. (takes effect after NACURH 2019)
11. Assist in the development of bids for submission to regional and NACURH levels. (takes effect after NACURH 2019)
12. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book. (takes effect after NACURH 2019)

ARTICLE IV. NRHH BUSINESS MEETING PARLIAMENTARIAN

Section 1. Positional Responsibilities

1. Attend NRHH boardrooms during in-person regional business meetings.
2. Serve as a double check to ensure that parliamentary procedure is being followed during regional business meetings.
3. Advocate for member schools in the event that a procedure is being unfairly used towards any affiliated school.
4. May still serve as their host institution’s voting NRHH Representative.

Section 2. Appointment

1. For each in-person business meeting, the Associate Director for NRHH will select a parliamentarian. The application for this position will be reopened prior to each conference, however a past/current parliamentarian may apply, at the discretion of the ADNRRH.
2. Only NRHH Representatives attending boardrooms qualify to serve as NRHH Business Meeting Parliamentarian
3. The ADNRRH may begin solicitation for the parliamentarian position thirty (30) days prior to the opening of conference via application created by the ADNRRH
4. The application shall close ten (10) days prior to the opening of conference of the Regional Leadership, Regional Business, or NACURH conference.
5. Applications will be reviewed by the ADNRRH. The candidate must be notified within five (5) days of the opening of conference of the Regional Leadership, Regional Business, or NACURH conference.
6. During NRHH Boardroom, the NRHH Representatives will vote to confirm the NRHH Business Meeting Parliamentarian prior to any business being conducted.
7. In the event that no applications be submitted, the ADNRRH shall open the floor to nominations from NRHH Representatives during the business meeting.
8. NRHH Business Meeting Parliamentarian candidates must obtain and return a host acknowledgement form from the Regional Director and indicate that the parliamentarian's host institution understands that the host institution is still responsible for all conference related travel and fees of the parliamentarian.

TITLE 4

STRUCTURE AND GOVERNANCE

ARTICLE I NRHH Business

ARTICLE I.

NRHH BUSINESS

Section 1.

Legislating and Voting

1. When business deals exclusively with matters relative to NRHH business alone, it shall be voted on by the NRHH Representatives from each NRHH chapter hosted by an affiliated institution in good standing with NACURH, Inc. present at the NRHH business meeting.
2. When business deals with matters relative to both RHA and NRHH, it shall be voted on in a joint boardroom session. Each institution shall receive one vote, cast collaboratively by the NCC and NRHH Representative from each affiliated institution in good standing with NACURH, Inc.
3. The Regional Director and Associate Director for NRHH shall work together to prepare the agenda for both the NCC and NRHH business sessions to allow NRHH Representatives to be present for matters concerning them in NCC business meetings.
4. NRHH business shall be defined as business pertaining to:
 - a. Of the Month (OTM) awards
 - b. The office and selection of the ADNRRH
 - c. The office and selection of the Regional NRHH Advisor
 - d. The requirements and selection of all NRHH awards
 - e. All other business assigned by the ADNRRH under consultation with the Regional Board of Directors
5. To conduct NRHH business, fifty (50) percent plus one of all regionally affiliated NRHH Chapter Representatives must be present.

Section 2.

Amendments

1. Amendments to the MACURH NRHH policy book may be proposed by any member of MACURH or NACURH.
2. Amendments to the MACURH NRHH policy book shall only be voted on by the designated MACURH NRHH Representatives in MACURH NRHH boardroom or other NRHH business meetings.

TITLE 5

NRHH AWARDS

ARTICLE I

Regional Awards Heard in NRHH Boardroom

ARTICLE II

Regional NRHH Awards

ARTICLE III

NRHH Pins

ARTICLE IV

Of the Month Awards

ARTICLE I. REGIONAL AWARDS HEARD IN NRHH BOARDROOM

Section 1. Regional Leadership Conference Awards

1. Commitment to Diversity Award
2. Commitment to Sustainability Award
3. Resident Staff Member of the Year Award
4. Program of the Year Award

Section 2. Regional Business Conference Awards

1. OCM/Valerie Averill and Mark Hudson NRHH Outstanding Member of the Year Award
2. Mike Grosz Student of the Year Award
3. NRHH President of the Year Award
4. NRHH Excellence in Service Award
5. Building Block NRHH Chapter of the Year Award
6. NRHH Outstanding Chapter of the Year Award
7. Lifelong Member of the Year

ARTICLE II. REGIONAL NRHH AWARDS

Section 1. OCM/Valerie Averill and Mark Hudson NRHH Outstanding Member of the Year Award

1. **Purpose:** this award is designed to recognize outstanding service to NRHH, MACURH, and NACURH by an individual who has been directly affiliated with both organizations as a member of NRHH.
2. **Eligibility:** any individual who has been involved with MACURH and NACURH as a member of NRHH is eligible for this award. Nominees must not have served as a chapter president during their year of nomination. Nominees must be full time students and a member in good standing with their NRHH Chapter. . No individual may bid for the NRHH Outstanding Member of the Year Award and the Mike Grosz Student of the Year Award in the same academic year.
3. **Award:** the winner will be announced at the Regional Business conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Outstanding NRHH Member of the Year award.
4. **Page Requirement:** bid content must be limited to eight (8) pages.
5. **Required Content:**
 - a. The bid must include the nominee's NRHH chapter involvement and accomplishments during the year of nomination.
 - b. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - c. The bid must include a letter of support from the NRHH President or NRHH Advisor during the year of nomination.

6. **Criteria for Selection:**

- a. The nominee's campus level NRHH role, goals, and accomplishments.
- b. The nominee's regional and NACURH level goals, involvement, and accomplishments.
- c. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.
- d. The nominee's participation in regional, NACURH, and NRHH business, services, and correspondence.
- e. The nominee's recognition through campus, regional, and NACURH level awards.
- f. The nominee's commitment, leadership, and service to their NRHH chapter as well as NRHH as a whole. If the nominee is an officer of their institution's NRHH chapter, the ways that the nominee has gone above and beyond their officer responsibilities.

Section 2.

NRHH President of the Year Award

1. **Purpose:** this award is designed to recognize outstanding service an NRHH Chapter President at an affiliated institution who has had a direct and positive impact on their school, NRHH chapter, region, and NACURH.
2. **Eligibility:** only individuals who have completed an entire term as NRHH president, or who will complete their term as president at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual conference to NACURH Annual conference). Nominees must be full time student.
3. **Award:** the winner will be announced at the Regional Business conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH President of the Year Award.
4. **Page Requirement:** bid content must be limited to eight (8) pages.
5. **Required Content:**
 - a. The bid must include the nominee's NRHH chapter involvement and accomplishments during the year of nomination.
 - b. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - c. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
 - d. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.

6. **Criteria for Selection:**

- a. The nominee's service to their NRHH chapter by exhibiting delegation, communication, goal setting and execution, connection with their executive board, leadership, success or growth of the chapter, and creativity.
- b. The nominee's campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
- c. The nominee's participation in NRHH, regional, and NACURH level services and correspondence.
- d. The nominee's recognition through campus, regional, or NACURH level awards.
- e. The nominee's attendance and participation in NACURH related conferences and events including involvement, programs presented, and regional spirit.

Section 3.

NRHH Excellence in Service Award

1. **Purpose:** this award is designed to recognize an NRHH chapter that has shown a year -long commitment to the service value of the NRHH and whose service has made a positive impact within their campus community and the MACURH region.
2. **Eligibility:** any NRHH Chapter hosted by an institution in good standing with NACURH and the NCO is eligible for this award.
3. **Award:** the winner will be announced at the Regional Business conference and will be awarded with a plaque.
4. **Page Requirement:** bid content must be limited to fifteen (15) pages.
5. **Required Content:**
 - a. The bid must outline the specific ways that the NRHH chapter has made a year long commitment to the service value of NRHH in all criteria.
 - b. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - c. The bid must include a letter of support from a professional level advisor or the NRHH Advisor for the year of nomination.
 - d. The bid must include a letter of support from an organization who was impacted by the service of the NRHH chapter.
 - e. The bid must contain an introductory statement that includes, but is not limited to:
 - i. The institution or NRHH chapter's Statement of Service
 - ii. The chapter's approaches and perspectives toward service
 - iii. The institution's on campus population and NRHH chapter size
 - iv. The total number of service hours completed by the NRHH chapter

6. Criteria for Selection:

- a. The nominated chapter's service provided to their campus and surrounding community, as well as the ways that the community was impacted by the service of the chapter.
- b. The ways that the nominated chapter has encouraged the service value of NRHH and the impact of the service on the chapter as a whole.
- c. The nominated chapter's participation in the MACURH Regional Philanthropy and Regional Leadership conference philanthropy.
- d. The nominated chapter's participation in the NACURH annual conference philanthropy.
- e. The nominated chapter's service in conjunction with an affiliated RHA organization in good standing with NACURH.
- f. The nominated chapter's involvement during the service week of NACURH Residence Hall Month.

Section 4.

Building Block NRHH Chapter of the Year Award

1. **Purpose:** this award is designed to recognize an NRHH chapter that has shown outstanding growth and development within their chapter and NRHH organization during the year of nomination.
2. **Eligibility:** any NRHH Chapter hosted by an institution in good standing with NACURH and the NCO is eligible for this award.
3. **Award:** the winner will be announced at the Regional Business conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Building Block NRHH Chapter of the Year Award.
4. **Page Requirement:** bid content must be limited to twenty (20) pages.
5. **Required Content:**
 - a. The bid must include demonstrable comparisons within the NRHH chapter between the previous and current academic years in all criteria.
 - b. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - c. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.
6. **Criteria for Selection:**
 - a. Campus Level Content
 - i. Purpose and Goals
 1. Purpose of the chapter
 2. Ways that the chapter met and/or exceeded its purpose
 3. Goals and objectives of the chapter
 4. Measurable results of goal achievement

- ii. Structure
 - 1. Structure, organization, executive officers, and membership
 - 2. Changes in and improvements to the organization or structure of the chapter
- iii. Membership
 - 1. Recruitment methods for new chapter members, including how the strategy toward member recruitment has adapted and improved
 - 2. Growth of the chapter's membership
 - 3. Role of members in activities and achievements of the chapter, including chapter goals, objectives, and accomplishments
 - 4. Role of Candidate Members, On-Campus Members, Off-Campus Members, and Lifelong Members in the chapter and the ways these roles have changed or improved
- iv. Programming, Initiatives, and Accomplishments
 - 1. New and traditional programs or leadership initiatives, including program successes and challenges
 - 2. Development of new NRHH initiatives, including initiative success and challenges
 - 3. Other accomplishments and advancements of the NRHH chapter
 - 4. The ways that the chapter has demonstrated a commitment to the values of NRHH, service and recognition, to its membership and campus community
- v. Challenges faced by the NRHH chapter and the outcome of those challenges
- vi. Communication
 - 1. Communication with on campus students and staff, as well as outside on campus organizations
 - 2. Communication with chapter membership, including Lifelong members.
- b. Regional Level Content
 - i. Regional Conferences
 - 1. Representation at the regional conferences in and out of boardroom
 - 2. Impact of conference attendance on the chapter's growth and campus level achievement
 - ii. Regional Communication

1. Communication with regional representatives, institutions, and NRHH chapters
2. Impact of regional communication on the chapter's growth and campus level achievement
- iii. Involvement in Regional Projects, Initiatives, and Committees
 1. Level of involvement in regional projects, committees, task forces, or regional initiatives
 2. Impact of regional involvement on the chapter's growth and campus level achievement
- iv. Regional Awards
 1. Bids submitted and level of involvement with regional level awards, including regional OTMs
 2. Regional awards received by the NRHH chapter
 3. Impact of regional award involvement on the chapter's growth and campus level achievement
- c. NACURH Level Content
 - i. NACURH Annual Conference
 1. Representation at the NACURH Annual conference in and out of boardrooms
 2. Impact of annual conference attendance on the chapter's growth and campus level achievement
 - ii. NACURH Communication
 1. Communication with NACURH representatives, institutions, and NRHH chapters
 2. Communication with the NACURH Office
 3. Participation in NACURH projects, initiatives, or committees
 4. Impact of NACURH communication on the chapter's growth and campus level achievement
 - iii. Of the Month Awards
 1. Level of involvement in NACURH OTMs
 2. Specific regional and NACURH level OTMs received by the NRHH chapter
 3. Impact of OTM involvement on the chapter's growth and campus level achievement

Section 5.

NRHH Outstanding Chapter of the Year Award

1. **Purpose:** the NRHH Outstanding Chapter of the Year award is the highest honor an NRHH chapter can receive. This award is designed to recognize outstanding achievements of an NRHH chapter on the campus, regional and NACURH level.
2. **Eligibility:** any NRHH Chapter hosted by an institution in good standing

with NACURH and the NCO is eligible for this award.

3. **Award:** the winner will be announced at the Regional Business conference. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH Outstanding Chapter of the Year Award.
4. **Page Requirement:** bid content must be limited to thirty (30) pages.
5. **Required Content:**
 - a. The bid must outline the achievements of the NRHH chapter as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.
 - b. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - c. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.
6. **Criteria for Selection:**
 - a. Campus Level Content
 - i. Purpose and Goals
 1. Purpose of the chapter
 2. How the purpose of the chapter was met and/or exceeded
 3. Goals and objectives of the chapter
 4. How the goals and objectives were achieved by the chapter and what was learned in the process
 - ii. Structure and Organization of the Chapter
 1. Structure, organization, executive officers, and membership
 2. Ways that the organization and structure of the chapter contributes to its purpose and goals
 - iii. Membership
 1. How the chapter recruits candidate members and the process for candidate member selection
 2. Ways that the chapter retains member involvement
 3. Resources and leadership development that the chapter provides for its membership
 4. The roles that chapter members play in the development of the chapter's vision, goals, and objectives
 5. Role of Candidate Members, On-Campus Members, Off-Campus Members, and Lifelong members in the chapter

- iv. Programming, Initiatives, and Accomplishments
 - 1. Leadership
 - a. How the chapter provides leadership and direction in their role within the campus community
 - b. How the chapter's members demonstrate a capacity for leadership development and involvement
 - 2. Recognition
 - a. How the chapter provides recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective institution
 - 3. Service
 - a. How the chapter has provided worthwhile service to the on-campus and surrounding community
 - b. The impact of service on the chapter and their on campus community
- v. Advancement and growth of the chapter during the past year
- vi. Challenges
 - 1. Challenges faced by the chapter in the past year
 - 2. Process for how the chapter addressed challenges and the results or growth from those challenges
- vii. Collaboration
 - 1. How the chapter has utilized collaboration to foster benefits for members and the campus community
 - 2. The student organizations, university departments, and/or community partners that the chapter has collaborated with
- viii. Communication
 - 1. Communication with on campus students and staff, as well as outside on campus organizations
 - 2. Communication with chapter membership, including lifelong members
- ix. Budget
 - 1. The chapter's budget and source of funding
 - 2. How the chapter employs its financial resources to achieve its purpose and goals

b. Regional Level Content

- i. Regional Conferences
 - 1. Chapter representation at the regional conferences in and out of boardroom sessions
 - 2. Impact of conference attendance on the chapter's success and growth
- ii. Regional Communication
 - 1. Communication with regional representatives, institutions, and NRHH chapters
 - 2. How the chapter has benefited from regional communication
 - 3. How the chapter has participated in regional communication platforms (chats, committees, task forces, etc.)
- iii. Involvement in Regional Projects and Initiatives
 - 1. The chapter's level of involvement with regional projects and initiatives
 - 2. Impact of the chapter's involvement with regional initiatives and projects on their success and growth
- iv. Regional Awards
 - 1. Bids submitted and level of involvement with regional level awards, including regional OTMs
 - 2. Regional awards received by the NRHH chapter
 - 3. Impact of regional award involvement on the chapter's growth and campus level achievement
- c. NACURH Level Content
 - i. NACURH Annual Conference
 - 1. Chapter representation at the NACURH Annual conference in and out of boardrooms
 - 2. Impact of annual conference attendance on the chapter's success and growth
 - ii. NACURH Communication
 - 1. Communication with NACURH representatives, institutions, and NRHH chapters
 - 2. Communication with the NACURH Corporate Office
 - 3. The chapter's participation in NACURH committees and task forces, projects, and initiatives
 - 4. Impact of NACURH involvement on the chapter's growth and campus level achievement
 - iii. Of the Month Awards
 - 1. Level of involvement in NACURH OTMs
 - 2. Specific regional and NACURH level OTMs received by

the NRHH chapter

3. Impact of OTM involvement on the chapter's growth and campus level achievement

Section 6.

Lifelong Member Of The Year Award

1. **Purpose:** This award is designed to recognize outstanding service of an NRHH Lifelong Member from an affiliated institution who has had a direct and positive impact on their school, NRHH chapter, the MACURH region, and NACURH as a whole during their time as a Lifelong Member.
2. **Eligibility:** Any lifelong member from a MACURH member school in good standing with NACURH is eligible for this award. No individual may be nominated for the Cindy Fendrick Award for Professional Service, Hallenbeck Lifetime Service Award, or the Mabel Strong Outstanding Advisor Award in the same academic year.
3. **Award:** The winner will be announced at the Regional Business conference. The recipient will be awarded with a plaque. In addition, the winner will be the Regional Spring 2018 Induction Namesake.
4. **Page Requirement:** Bid content must be limited to eight (8) pages.
5. **Required Content:**
 - a. The bid must include the nominee's NRHH chapter involvement and accomplishments during their time as a candidate member, on-campus member and/or off-campus member
 - b. The bid must include the nominee's commitment to the values of recognition and service since becoming a Lifelong Member.
 - c. Only content that reflects accomplishments from Business conference to Business conference, with the exception of content included for comparison, will be considered.
 - d. The bid must include a letter of support from the NRHH President or NRHH Advisor for the year of nomination.

6. Criteria for Selection:

- a. The nominee's service to their NRHH chapter as a lifelong member
- b. The nominee's campus, regional, and NACURH level leadership, goals, involvement, and accomplishments
- c. The nominee's participation in living the values of recognition and service through their current occupation, hobbies, lifestyle, etc.
- d. The nominee's engagement of the values in their role as a Lifelong Member

ARTICLE III. NRHH PINS

Section 1.

NRHH Diamond Award

1. **Purpose:** the NRHH Diamond Award is an honor bestowed upon individuals who have made outstanding strides reaching beyond their on-campus community while exemplifying the values of NRHH. The award recognizes outstanding achievements and/or collaborations linking members of their chapter to that of their campus community and other college and university NRHH Chapters across NACURH.
2. **Eligibility:** individuals nominated for and chosen for this award must be

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

3. **Nomination Form:** the nomination form shall include
 - a. Nominee information
 - i. Name
 - ii. Institution
 - iii. Region
 - iv. Will the nominee be in attendance at the NACURH Annual conference?
 - b. Nominator information
 - i. Name
 - ii. Contact information (email, phone number)
 - c. Short answer
 - i. How has the nominee exemplified each of the values of NRHH, service and recognition, both in and out of NRHH? (maximum of 500 words)
 - ii. How has the nominee been involved at each of the levels of NACURH, campus, regional, and NACURH? (maximum of 500 words)
 - iii. How does the nominee go above and beyond as a member of NRHH? (maximum of 200 words)
 - iv. How has the nominee grown as a student leader within NRHH? (maximum of 200 words)
4. **Selection:** the respective ADNRRH for each of the regions will select two nominations from those submitted by their region to advance to the NACURH level, at which point the final award recipients will be selected by a three-fourths (3/4) majority vote of NNB members in attendance at the NACURH Annual Conference.
5. **Award:** recipients will receive a pin and certificate presented at the annual conference awards ceremony. The number of awards given per year shall be no more than the number of affiliated regions of NACURH.

Section 2.

Outstanding Leadership and Outstanding Service Pins

1. **Purpose:** The Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to an NRHH chapter and residence hall students. This may include, but is

not limited to housing personnel, instructors, and college or university staff.

2. **Eligibility:** Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Service Award.
3. **Selection:** The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
4. **Vendor:** Outstanding Service Award certificates can be purchased through the NCO.
5. **Maximum Awarded per Year:** the maximum number of pins which may be awarded by each NRHH chapter in a year shall be equal to the number of regional affiliates within NACURH.

Section 3.

Bronze Pin

1. **Description:** this pin is the highest individual honor that an RHA or NRHH President can award.
2. **Purpose:** this pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
3. **Vendor:** these pins may be purchased from the NACURH Corporate Office.
4. **Maximum Awarded per Year:** the maximum number of pins which may be awarded at each institution in a year shall be equal to the number of regional affiliates within NACURH.

ARTICLE IV. OF THE MONTH AWARDS

1. Sponsored by NRHH, the Of the Month Awards (OTMs) are an excellent way to acknowledge outstanding individuals, student organizations, and successful programs on campuses. OTMs are used to recognize anyone or anything that goes above and beyond the traditional job responsibilities.
2. All OTMs must be submitted electronically through the NACURH OTM online database. Each individual institution has ability to set their own deadline for their campus level OTMs for the previous month's nominations. Using the OTM database, campus administrators must decide upon one campus level winning OTM per category for the regional level by 11:59PM on the 10th of every month.
3. MACURH Regional Board members may not author, or be nominated for, any OTM in a Regional or NACURH recognized category in consideration for selection at the campus, regional, or NACURH level.
4. For an OTM to be considered for a regional award, the OTM must have at

least three hundred and fifty (350) words for a general category and fifty percent (50%) of each section required for a program category.

- a. If there are no OTMs in a specific category that meet the above criteria, the ADNRRH in coordination with the OTM graders shall determine if any OTM submitted in the respective category is deserving of regional recognition, and shall then select that specific OTM as the regional winner.
5. Submissions are then voted on by Regional OTM Committee and forwarded to the NACURH Corporate Office for NACURH selection by the Associate Director for NRHH. Nominations should be month specific and focus on relevant residence hall related activities.
6. The current OTM categories include:
 - a. Advisor of the Month
 - b. Community of the Month
 - c. Desk Assistant of the Month
 - d. Executive Board Member of the Month
 - e. First Year Student of the Month
 - f. Institution Faculty/Staff Member of the Month
 - g. Organization of the Month
 - h. Resident Assistant of the Month
 - i. Residence Life Professional Staff Member of the Month
 - j. Spotlight of the Month
 - k. Student of the Month
 - l. Student Staff Member of the Month
 - m. Community Service Program of the Month
 - n. Diversity Program of the Month
 - o. Educational Program of the Month
 - p. Social Program of the Month

TITLE 6

ON RESERVE

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