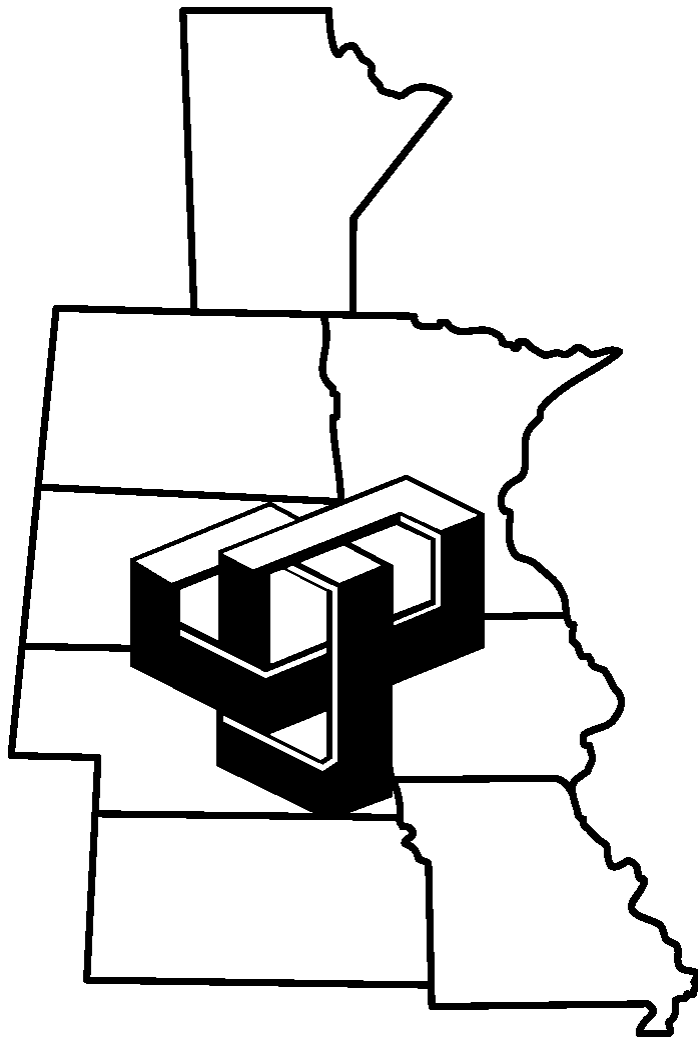


# MACURH

Midwest Affiliate of  
College and University  
Residence Halls

The Official  
Documents  
of MACURH

Revised 01.31.09



# Table of Contents

|  |    |
|--|----|
| <b>History and Purpose of MACURH</b> .....   | 4  |
| <b>Structure of MACURH</b> .....   | 5  |
| <b>Capsulated History of MACURH</b> .....  | 6  |
| <b>Regional Charter</b> .....  | 10 |
| <b><u>Midwest Affiliate of College and University Residence Hall Bylaws</u></b> .....  | 12 |
| Article I – Name .....   | 12 |
| Article II – Purpose .....   | 12 |
| Article III – Membership .....   | 12 |
| Section 3: Voting Privileges .....   | 12 |
| Article IV – Regional Board of Directors Duties .....                                  | 13 |
| Section 1: Regional Board Positions .....  | 13 |
| Section 2: Additional Duties of the Regional Board .....                               | 17 |
| Article V – Selection of the Regional Board of Directors .....                         | 17 |
| Section 1: Eligibility .....   | 17 |
| Section 2: Elections .....   | 17 |
| Section 3: Recall of Officers .....  | 18 |
| Section 4: Vacancies of Officers .....   | 19 |
| Article VI – National Communications Coordinators .....                                | 20 |
| Article VII – National Residence Hall Honorary Chapter Representatives .....           | 20 |
| Article VIII – Programming Communications Coordinators .....                           | 20 |
| Article IX – Business Meetings .....   | 21 |
| Section 3: Special Meeting .....   | 21 |
| Section 4: E-mail Ballots and Legislation .....  | 21 |
| Article X – Regional Conference/No-Frills Conference .....                             | 21 |
| Section 3: Conference Fees .....   | 22 |
| Section 4: Conference Deficit .....  | 22 |
| Section 5: Conference Final Reports .....  | 22 |
| <b><u>Midwest Affiliate of College and University Residence Halls Policy</u></b> ..... | 24 |
| Article I – Regional Conference Policies .....   | 25 |
| Section 1: Conference Bid .....  | 25 |
| Section 2: Registration Requirements .....   | 26 |
| Section 3: Corporate Partners .....  | 27 |
| Section 4: Business Meetings .....   | 27 |
| Section 5: MACURH U .....  | 28 |
| Section 6: Finances .....  | 28 |
| Section 7: Risk Management .....   | 29 |
| Section 8: Wrap-up .....   | 30 |
| Article II – No-Frills Conference Policies .....                                       | 31 |
| Section 1: Conference Bid .....  | 31 |
| Section 2: Registration Requirements .....   | 32 |
| Section 3: Corporate Partners .....  | 33 |
| Section 4: Business Meetings .....   | 33 |
| Section 5: Finances .....  | 34 |
| Section 6: Risk Management .....   | 35 |
| Section 7: Wrap-up .....   | 35 |
| Article III – Regional Meeting Policies .....  | 37 |
| Section 1: Purpose .....   | 37 |
| Section 2: Regional Meeting Procedure .....  | 37 |
| Section 3: Registration Requirements .....   | 37 |
| Section 4: Regional Meeting Drug and Alcohol Policy .....                              | 38 |
| Section 5: Finances .....  | 38 |
| Section 6: Risk Management .....   | 38 |
| Article IV – Regional Financial Policies .....   | 39 |
| Section 1: Accounting Policies .....   | 39 |

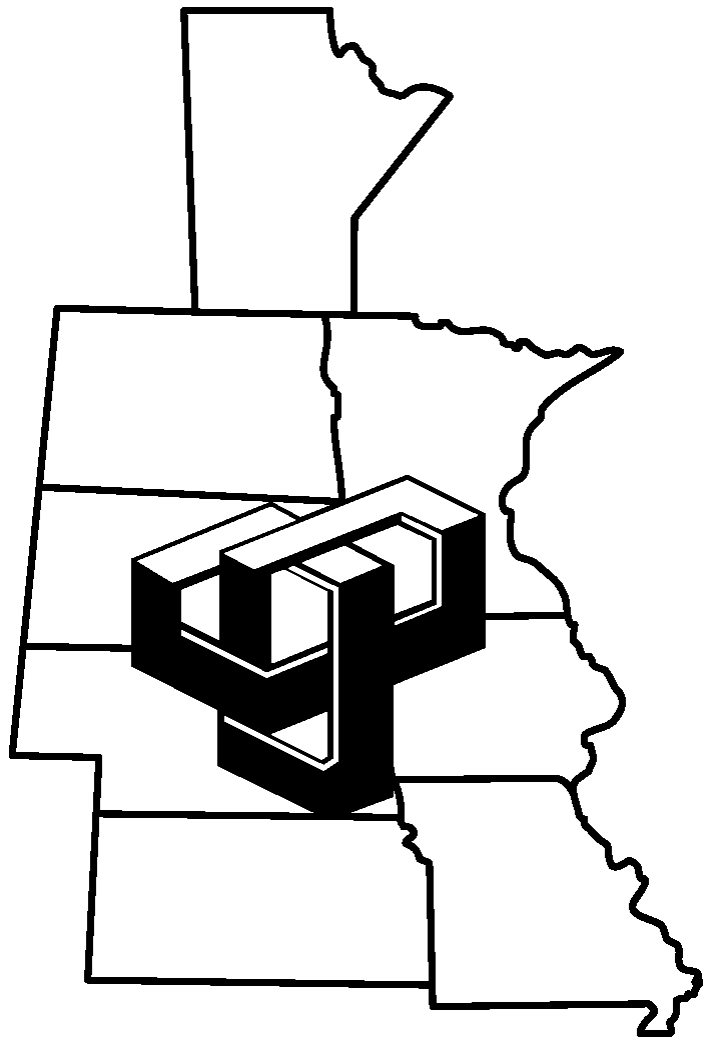
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|  |           |
|--|-----------|
| Section 2: Budgeting of Finances .....   | 39        |
| Section 3: Travel Policy .....   | 40        |
| Section 4: National Conference Policies .....                                      | 40        |
| Section 5: Transaction Form .....  | 41        |
| Section 6: NACURH Contingency Fund .....   | 41        |
| Section 7: MACURH Long-Term Contingency Fund .....                                 | 41        |
| Article V – Regional Board of Directors Bid Policy .....                           | 42        |
| Article VI – Miscellaneous Policies .....  | 43        |
| I. Environmental Policy .....  | 43        |
| II. MACURH Application Package .....   | 43        |
| III. Delegation Grant .....  | 43        |
| IV. MACURH Logo .....  | 44        |
| V. MACURH Colors .....   | 44        |
| VI. MACURH Mascot .....  | 44        |
| VII. National Conference Awards .....  | 44        |
| VIII. NACURH Unification Statement .....   | 44        |
| IX. MACURH ADA Compliancy Account .....  | 44        |
| X. Bylaw and Policy Changes .....  | 45        |
| XI. Laptop and USB Policies .....  | 45        |
| XII. Legislation Submission Policies .....   | 45        |
| <b>MACURH Award Policies .....</b>   | <b>46</b> |
| Section 1: Bids .....  | 47        |
| Section 2: MACURH Regional Conference Awards .....                                 | 48        |
| Residential Staff Member of the Year Awards.....                                   | 48        |
| Cindy Fendrick Award for Professional Services .....                               | 49        |
| Commitment to Philanthropy Award.....  | 49        |
| Program of the Year .....  | 50        |
| Student Award for Leadership Training .....  | 52        |
| Organization of the Year .....   | 53        |
| Section 3: No Frills Conference Awards .....                                       | 54        |
| OCM Distinguished Service Award .....  | 54        |
| OCM Dennis Lynch NCC of the Year Award .....                                       | 54        |
| Hallenbeck Service Award .....   | 54        |
| Mabel Strong Outstanding Advisor Award .....                                       | 54        |
| MACURH School of the Year Award .....  | 55        |
| President of the Year Award .....  | 56        |
| Valerie Averill & Mark Hudson-NRHH Outstanding Member of the Year Award .....      | 56        |
| NRHH Building Block Chapter of the Year Award .....                                | 57        |
| NRHH Outstanding Chapter of the Year Award .....                                   | 57        |
| Mike Grosz Student of the Year Award .....   | 58        |
| Commitment to Diversity Award .....  | 59        |
| Building RHA of the Year Award .....   | 60        |
| First Year Experience Award .....  | 61        |
| Programmer of the Year Award .....   | 61        |
| Section 4: Miscellaneous Awards .....  | 62        |
| Four-Year Outstanding Service Pin and Academic Award .....                         | 62        |
| The NACURH Award .....   | 62        |
| Silver Pin .....   | 62        |
| Of The Month Awards .....  | 62        |
| Regional Board of Directors (RBD) Choice Award .....                               | 62        |
| <b>Official MACURH Forms .....</b>   | <b>64</b> |
| MACURH Financial Transaction Form .....  | 65        |
| Four-Year Outstanding Service Pin and Academic Recognition Award Application ..... | 65        |
| Proposal Form .....  | 68        |
| Regional Meeting Host School Responsibilities Acknowledgement Form .....           | 69        |

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# HISTORY

Midwest Affiliate of  
College and University  
Residence Halls



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NACURH and MACURH's purposes are the same as those stated in NACURH's Articles of Incorporation: to “design and facilitate programs and informational services to promote the educational goals of residence hall students through discussion groups, seminars and speakers at the annual conferences and other means of information exchange throughout the year.”

MACURH strives to fulfill these purposes by: hosting the annual Regional Conference each fall, as directed by the Charter that created our affiliate; providing further opportunities for member schools to exchange information and ideas; helping member schools to utilize and understand the services offered by NACURH; and, contributing to the process and outcomes of the entire NACURH organization.

MACURH has the pride of being the birthplace of NACURH. Iowa State University, University of Missouri - Columbia, University of Northern Iowa – three MACURH schools – and University of Colorado gathered at Iowa State in 1954 for the Midwest Dormitory Conference, which is considered the founding of NACURH.

MACURH has been one of the largest regions in NACURH since then, serving as host to 16 of the 49 NACURH conferences held. MACURH has also undergone three geographical changes. In 1968, MACURH was split to add the Great Lakes Affiliate, GLACURH, to NACURH. MACURH was split a second time in 1980 to add the South West Affiliate, SWACURH, to NACURH. In 1996, MACURH began expansion into Canada by adding the province of Manitoba to the region.

For more information on the history and purposes of NACURH, see your NCC Handbook.

## **Structure of MACURH**

MACURH is composed of seven states and one Canadian province: Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, and the province of Manitoba. These states are divided into three sub-regions: South, encompassing the state of Missouri; Central, encompassing the states of Kansas, Nebraska, and Iowa; and North, encompassing the states/provinces of Minnesota, North Dakota, South Dakota, and Manitoba. Each sub-region has one Regional Communications Coordinator (RCC). These three RCCs are elected at the annual No-Frills Conference and serve on the Regional Board of Directors (RBD). The remaining members of the RBD are the Regional Director, Associate Director of Finance and Records, Regional Associate Director of NRHH, Associate Director of Programming, and Regional Communications Coordinator for Special Projects. These five people are elected by the NCCs at the annual No Frills conference, with the exception of the RAD - NRHH, who is selected by NRHH representatives from regional schools and the AD – Programming, who is selected by Programming Communication Coordinators. Also, the two Regional Co-advisors are elected by the NCCs at the annual Regional Conference. Lastly, the Regional Conference Chairperson and No-Frills Conference Chairperson also serve on the RBD. The Regional Director represents MACURH as one of eight voting members of NACURH's National Board of Directors.

For more information on the structure of NACURH, see your NCC Handbook.

# Capsulated History of MACURH

- 1960-61 University of Nebraska - Lincoln
- 1961-62 University of Arkansas  
Director/Finance: Dan Hallenbeck, State College of Iowa/Miles Lowe, University of Arkansas
- 1962-63 University of Kansas  
Director/Finance: Tommy Morton, University of Arkansas/Jim Tschechtetin, University of Kansas
- 1963-64 University of Missouri - Columbia  
Director: Don Stonebarger, Oklahoma State University
- 1964-65 Kansas State University  
Director/Finance: Larry McDonald/Sharon Marley, Southern Illinois University
- 1965-66 Oklahoma State University  
Director/Finance: Keith Rutledge/Lamar Pettus, University of Arkansas
- 1966-67 Iowa State University  
Director/Finance: Jim Mayfield/Blake Jones, Louisiana State
- 1967-68 Illinois State University  
Director/Finance: Douglas Bastian/Barbara Anson, Oakland University
- 1968-69 University of Nebraska - Lincoln  
Director/Finance: Ted Graheck/Lindy Snyder, Kansas State College of Pittsburg
- 1969-70 Wichita State University  
Director/Finance: Bob Lewis/Paul Post, Kansas State
- 1970-71 Iowa State University  
Director/Finance: Doug Lindahl/Linda Trueblood, Kansas State University
- 1971-72 University of Houston  
Director/Finance: Bob Day/Joe Alvarez, University of Houston
- 1972-73 University of Arkansas  
Director/Finance: Mary Meyer/Craig Mosher, Emporia State
- 1973-74 Kansas State University  
Director/Finance: Norm Tsiquloff/John Warrior, Kansas State University
- 1974-75 Oklahoma State University  
Director/Finance: Jim Halbrooks/Ann Siemens, Oklahoma State University
- 1975-76 Iowa State University  
Director/Finance: Paul Dawson/Debby Salzer, Wichita State University
- 1976-77 Stephen F. Austin  
Director/Finance: Donny Steffen/Russ Peterson, Iowa State
- 1977-78 Emporia State  
Director/Finance: Maggie Vining/Curtis Rath, Kansas State
- 1978-79 University of Arkansas  
Director/Finance: Jon Perez/Blake Sills, Stephen F. Austin
- 1979-80 University of Kansas – “Kiss a Frog”  
Director/Finance/Admin: Bob Tattershall/Dean Smith/Julie Kay, Oklahoma State University
- 1980-81 Southwest Missouri State University – “Dare to Dream”  
Perri Hennon, Chair • Mike Jungers, Advisor • attendance: 160  
Director/Finance: Dennis Lynch/J.R. Hettrick/Roy Meinhardt, Kansas State University
- 1981-82 Iowa State University – “RH Factor - Make It Positive”  
Mike Beardon, Chair • Pat Robinson, Advisor • attendance: 130  
(last regional conference held during the summer)  
Director/Finance: Blaine Maier/Jim Long, Fort Hays State University
- 1982-83 Northeast Missouri State University – “Lighting the Torch”  
Kevin Pipkins, Chair • Dave Lascu, Advisor • attendance: 130

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- Director/Finance: David Emmons/Karen Mocker, Southwest Missouri State University
- 1983-84 University of South Dakota – “Puttin’ on the Ritz”  
Tom Place, Chair • Jeff Green, Advisor • attendance: 105  
Director/Finance: Larry Adkins/Laura Christianson, Iowa State University
- 1984-85 Kansas State University – “The Curtain Rises...on a New Stage”  
Sharon Miller & Greg Smith, Chairs • Rosanne Proite, Advisor • attendance: 300  
Director/Finance: Laura Christianson/Jane McCoy, Iowa State University
- 1985-86 Central Missouri State University – “COSMIC: Come On, Surely Motivation Is Contagious”  
Susan Retschulte, Chair • Lynn Dutton & Greg Roberts, Advisors • attendance: 350  
Director/Finance: Lisa Hale/Dave Rogowski, Kansas State University
- 1986-87 Southeast Missouri State University – “Making of a Classic”  
Jodi Alferman & Cori Whitacre, Chairs • Michael Fowlers, Advisor • attendance: 400  
Director/Finance: Kevin Harker/Milton Balzar, Emporia State University
- 1987-88 University of Kansas – “The Dreams You Dare to Dream Really Do Come True”  
Scott Wagner & Eric Hanson, Chairs • Jean Marrow & Deb Stafford, Advisors • attendance: 525  
Director/Finance: Joan Raulston/Sandy Brogilo, University of Missouri -Rolla
- 1988-89 University of North Dakota – “Let Your Imagination Fly”  
Joddi Eggen, Chair • Mark Hudson, Advisor • attendance: 600  
Director/Finance: Suzanne Sharp/Matt Gilbertson, St. Cloud State University
- 1989-90 Emporia State University – “Life Is Not a Spectator Sport”  
Angie Reid, Chair • Denny Orr, Advisor • attendance: 635  
Director/Finance: Brad Stuhlsatz/Brad Bowzer & Christine Wachter, University of Kansas
- 1990-91 University of South Dakota– “More Than Meets the Eye” (No-Frills)  
Jim Cavanaugh, Chair • Cathy Buyarski, Advisor • attendance: 100  
Director/Finance (Oct.-June): Nancy Clapp/Sheila Paul, Central Missouri State University  
Director/Finance (June-Oct.): Sheila Paul/Martha Lewis, Central Missouri State University
- 1991-92 University of Nebraska - Lincoln – “Boldy Go Where No One Has Gone...And Beyond”  
Kathy Rush, Chair • Paula Smith, Advisor • registered: 600, attendance: 150  
(winter storm prohibited many from attending)  
Director/Finance (Oct.-Nov.): Jim Cavanaugh/Sheila Brage, University of South Dakota  
Director/Finance (Nov.-Oct.):Matt Brooks/Brian Harris, University of Missouri - Rolla
- 1992-93 Winona State University – “Show Your True Character”  
Kathy Rush, Chair • Paula Smith, Advisor • attendance: 547  
Moorhead State University “No-Frills, Just Thrills!” (No-Frills)  
Resa Hillesheim, Chair • Mary Geller, Advisor • attendance: 78  
Director/Finance: Laura Darrah/Eric Wagner University of Missouri - Columbia
- 1993-94 University of Kansas – “Somewhere Over the Rainbow”  
Jamie Cuttburth & Ken Martin, Chairs • Milton Scott, Advisor • attendance: 600  
Fort Hays State University “American Classic” (No-Frills)  
Billie Conley, Chair • Steve Culver, Advisor • attendance: 102  
Director/Finance: Beth Vandermeulen/Raj Mallawaarachy, Iowa State University
- 1994-95 Northwest Missouri State University – “A Glowing Past...A Brighter Future”  
Tracy Maisel & Curtis Heldstab, Chairs • Mark Hetzler & Matt Baker, Advisors • attendance: 530  
University of Nebraska - Lincoln “Open 24 Hours” (No-Frills)  
Jim Wheeler, Chair • Keith Zabrowski, Advisor  
Director/Finance: Deanna Gillett/Rozz Hoff, Moorhead State University
- 1995-96 University of North Dakota – “Camp MACURH”  
Amy Hofarth, Chair • Mark Hudson, Advisor • attendance: 650  
Drake University “Just What the Doctor Ordered” (No-Frills)  
Tim England, Chair • Joe Ledesma, Advisor • attendance: 78  
Director/Finance: David Peterson/Michael Grosz, University of North Dakota
- 1996-97 Saint Louis University – “MACURH Expo: Discover the World”  
Joe Hodes, Chair • Janelle Wilson & John Buck, Advisors • attendance: 670  
University of Minnesota “The Conference Formerly Known As No-Frills” (No-Frills)

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- Amy Dostal & Karin Hawkinson, Chairs • Susan Stubblefield, Advisor • attendance: 125  
Director/Finance: Joe Hodes, Saint Louis University/Jeff Long, Washington University
- 1997-98 University of Iowa – “WWW.MACURH97.COM”  
Mindy Giuffre, Chair; Kimberly Blair & Celine Hartwig, Advisors; attendance: 622  
University of Missouri – Rolla “Catch the Rainbow” (No-Frills)  
Mike Raska, Chair; Carol Durk, Advisor; attendance: 134  
Director/Finance: Paul English / Joe Ashley, Kansas State University
- 1998-99 St. Cloud State University – “MACURH Magic”  
Shigeo Iwamiya, Chair; Addie Turowski; attendance: 731  
Kansas State University – “Destination Excellence” (No Frills)  
Evan Carstedt, Chair; Todd Clark, Advisor; attendance: 151  
Director/Finance: Chris Ray, Univ. of Missouri – Rolla / Shigeo Iwamiya, St. Cloud State Univ.
- 1999-00 University of Minnesota – “Realizing the Past, Relishing the Future”  
Jay Bushmaker, Chair; Susan Stubblefield, Advisor; attendance: 694  
University of Northern Iowa (No Frills);  
Jeremy “JB” Brown, Chair; Jeanne Keyser, Advisor; attendance:  
Director/Finance: Tony Bettendorf, Univ. of Minnesota/ Jay Bushmaker, Univ. of Minnesota
- 2000-01 University of North Dakota— “MACURH Island 2000”  
Christopher Campbell, Chair; Mark Hudson, Advisor; attendance: 667  
University of Missouri-Rolla— “Ground Zero”  
Marty Rust, Chair; James Seville, Advisor; attendance: 83  
Director/Finance: Rebecca Loney, Univ. of N. Dakota/ Christopher Campbell, Univ. of N. Dakota
- 2001-02 Creighton University – “OPERATION MACURH”  
Angela Warwick, Chair; Wayne Young Jr., Advisor; attendance: 676  
Central Missouri State University – “No Monkey Business”  
Jayson Gray, Chair; Brenda Moeder, Advisor; attendance: 197  
Director/Finance: Kearney O’Connor, Univ. of Missouri – Rolla / Andrew Warta, Univ. of Nebraska – Lincoln
- 2002-03 University of Northern Iowa – “Building a Better Future”  
Emily Sanders, Chair; Scott Mitchell, Advisor; attendance: 701  
Northwest Missouri State University – “Absolute No Frills”  
Cindy Poindexter & Paul Klute, Co-Chairs; , Advisor; attendance: 176  
Director/Finance: Talia Bailey, Univ. of North Dakota / Adam Foley, Univ. of Minnesota – Twin Cities
- 2003-04 Southwest Missouri State University – “MACURH Zoo3”  
Crystal Brazier, Chair; Matt Neumann, Advisor; attendance: 588  
Kansas State University – Salina – “Camp No Frills”  
Casey Knudson & Tony Foster, Co-Chairs; Delton Gordon, Advisor; attendance:  
Director/Finance: Eliza Drown, Saint Louis University / Peggy Cope, South Dakota State University
- 2004-05 University of Nebraska-Kearney – “Life is a Game”  
Liz Obermeier, Chair; Gail Sims, Advisor; attendance: 608  
University of Missouri-Columbia – “At The Hop”  
Ben Coe, Chair; Miranda Moore, Advisor; attendance:  
Director/Finance: Michael Marshall, Creighton University/Amanda Mollet, Univ. Nebraska-Kearney
- 2005-2006 University of Nebraska-Lincoln- “Discover the Possibilities”  
Shea Svoboda, Chair; Charles Renzick, Advisor; attendance: 602  
University of Kansas- “We’re Not in Kansas Anymore”  
Julie Carey, Chair; Stanely Mugeki, Advisor; attendance:  
Director/Finance: Michael Marshall, Creighton University/Amanda Mollet, Univ. Nebraska-Kearney
- 2006-2007

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South Dakota State University – “MACURHstock”

Katie Jo Mcguire, Chair; Troy Alfson, Advisor; attendance: 538

University of Iowa – “No Frills 2:007 License to Frill”

William Heathershaw, Chair; Sean Hesler, Advisor; attendance: 176

Director/Finance: Trisha Borland, Univ. North Dakota/David Williamson, Univ. Minnesota Twin Cities

2007-2008

North Dakota State University – “Stars Today, Leaders Tomorrow”

Amber Olek, Chair; Becky Loney, Advisor; attendance: 419

Northwest Missouri State University – “No Frills 2008: the BEARminimum”

Wm. Drew Zimmerman, Chair; Paul Klute and Mike Miller, Advisor; attendance: 160

Director/Finance: Daryl Lawrence, Minnesota State Univ. Man./Aaron Baker, Northwest MO State Univ

2008-2009

Missouri University of Science and Technology – “MACURH 2008: The Sweet Stuff of Leadership”

Tori Seely, Chair; Marty Kofsky, Advisor; attendance: ???

The College of St. Scholastica – General Frills: The Conference of Champions

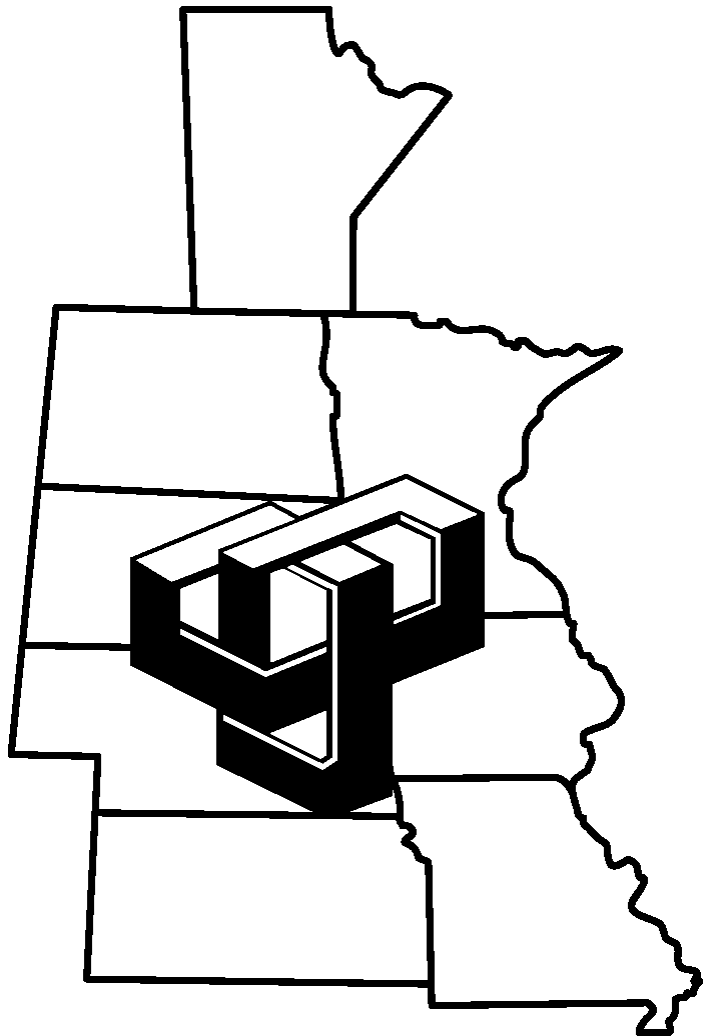
Howard Stoltz, Chair; Mary Meyer, Advisor; attendance: ???

Director/Finance: Ben White, Univ. Missouri-St. Louis/Abby Richter, Univ. Nebraska - Lincoln

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# CHARTER

Midwest Affiliate of  
College and University  
Residence Halls





# National Association of College and University Residence Halls, Inc.

*"Student Voice in the Residence Halls"*

NACURH, Inc.

Midwest Affiliate

## Regional Board of Directors

Trisha Borland  
Regional Director

Aaron Baker  
AD-Finance and Records

Art Garza  
AD-Programming

Colleen Mays  
AD-Technology

Daryl R. Lawrence  
Minnesota & SaNDM RCC

Jessica Lang  
Iowa RCC

Ryan Fell  
KanNeb RCC

Amber Olek  
MACURH 2007 Chairperson

Drew Zimmerman  
No Frills 2008 Chairperson

Cindy Fendrick  
Regional Co-Advisor

Adam Foley  
Regional Co-Advisor

We the undersigned, under the authority vested in us by the National Board of Directors of the National Association of College and University Residence Halls (NACURH), Inc., and pursuant to Article XII of the National 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 Midwest Affiliate of College and University Residence Halls (MACURH).

As a recognized regional affiliate, the Midwest Affiliate of College and University Residence Halls shall have as members within its region all those members of the National Association of College and University Residence Halls, Inc., as are located in the states of Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, and the province of Manitoba. The MACURH region will also welcome schools from other states or countries that wish to affiliate.

The Midwest Affiliate of College and University Residence Halls shall abide by the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., and its Bylaws, and as such shall hold at least one annual Regional Conference where member schools within the region can meet together to share ideas about residence hall programming and policy. At the annual No Frills conference, the MACURH National Communications Coordinators (NCCs) or their designees shall democratically elect by a majority vote a Regional Director, Associate Director(s), and Regional Communications Coordinators, hereafter referred to as the Directorship. A quorum of at least eighty percent (80%) of the registered regional membership must be present in order to elect the Directorship. All members of the Regional Directorship shall reside in an on-campus housing unit during their terms of office. The terms of office shall run between the annual NACURH Conferences. The Regional Advisor shall supervise the election procedure and tally the votes.

Any member of the Directorship may be recalled by a vote of two-thirds (2/3) of the voting membership of the region. Recall procedure may be initiated by any member of the Regional Board of Directors or any NCC as defined in the Regional Bylaws. The initiating member shall contact the officer being recalled and all member school's NCCs. The Regional Advisor shall be in communication with at least three-fourths (3/4) of the NCCs and the officer being recalled and shall serve as the recall coordinator. The person(s) recalled shall be replaced by the process stated in the Regional Bylaws.

Internal operating procedures shall be established at the discretion of the Regional Director and the regional membership so long as such policies do not conflict with the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., the Bylaws of the said corporation, or policies approved by the quorum membership of the National Board of Directors.

In witness thereof, the Chairperson of the National Board of Directors, the National Advisor, the Regional Director, the Regional Advisor, and the Associate Director for Finance and Records have set their hands on the 3rd day of June, 2007.

Michael S. Marshall  
NACURH National Chairperson

Valerie Averil  
National Advisor

Trisha Borland  
MACURH Regional Director

# Midwest Affiliate of College and University Residence Halls Bylaws

## Article I - Name

Section 1: The name of this organization shall be the Midwest Affiliate of College and University Residence Halls, hereinafter referred to as MACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH, Inc. The NACURH, Inc. Bylaws shall take precedence over these Regional Bylaws.

## Article II - Purpose

Section 1: Consistent with the Articles of Incorporation of NACURH, the purpose of MACURH shall be to promote student intellectual, educational, cultural, physical, and social welfare; to design and facilitate programs and informational services; to provide an avenue for assisting students to achieve fuller participation in the life of the college community and to extend the influence and good name of our organization everywhere.

## Article III - Membership

Section 1: The membership of MACURH shall consist of on-campus housing representative governing units from colleges and universities. This is not restricted to traditional residence hall student housing, but also includes university-owned apartments or other student housing where residents have elected positions and operate as a policy-forming and program-generating student government. College and universities with residential student governments are eligible for membership by completion of the following:

- A. Payment of annual dues as specified by the NACURH Board of Directors (NBD) in one of the following categories:
  1. Large School Membership: schools that house 1,001 or more residents in student housing shall pay the Large School Membership fee set by the NBD.
  2. Small School Membership: schools that house 1,000 or fewer residents in student housing shall pay the Small School Membership fee set by the NBD.
  3. Associate Membership: schools seeking new membership with NACURH/MACURH may pay a one-year, onetime, trial membership fee as set by the NBD.
- B. Submit a completed registration form.
- C. Submit a NACURH Information Center (NIC) Report.
  1. This report must follow guidelines set by the NIC.
  2. This report must be submitted by the due date set by the NIC.
  3. Associate Members are exempt from submitting an NIC Report.
- D. Remain in good financial standing with MACURH offices (Director, Associate Director of Finance and Records, Regional Conference and No-Frills Conference) and NACURH offices (National Associate of Finance, NACURH Services and Recognition Office, NACURH Information Center, and National Conference).

Section 2: All benefits and services of the national and regional offices are available with Large, Small, and Associate Membership.

### Section 3: **Voting Privileges**

- A. Voting privileges shall be exclusive to Large and Small School Members.
- B. Eligible member schools shall be entitled to one (1) vote at any regular or special meeting or election.
- C. To be eligible for voting rights, institutions must be in good standing with MACURH and NACURH.

## Article IV - Regional Board of Directors Duties (RBD)

### Section 1: **Regional Board Positions**

- A. Regional Director
1. Shall administer the affairs of MACURH.
  2. Shall preside at the meetings of MACURH and at all special meetings.
  3. Shall represent, act and vote on behalf of the affiliate at any applicable event, meetings, etc., including being present and voting at the National Board of Directors' meetings.
  4. Shall be responsible for the implementation of any policies and measures of the National Board of Directors.
  5. Shall have such duties as described in Robert's Rules of Order Newly Revised, which includes the preparation of agendas in consultation with other Regional Board members and the appointment of a parliamentarian at all regional business meetings.
  6. Shall vote in the case of a tie at any regional business meeting.
  7. Shall be responsible for the recruitment and expansion of MACURH.
  8. Shall not represent his/her school as a voting member at regional business meetings or act as a proxy for any voting member.
  9. Shall submit articles for the MACURH regional newsletter that will include Regional Board of Directors' activities and pertinent MACURH/NACURH information.
  10. Shall be responsible for responding to all personal correspondence to the MACURH office and shall be responsible for developing correspondence with member schools.
  11. Shall keep and maintain MACURH files.
  12. Shall maintain the region's "good standing" with NACURH.
  13. Shall read and sign a copy of the "Liabilities of the Board of Directors."
  14. Shall make a formal report to the member schools at all regional business meetings.
  15. Shall abide by all requirements specified in the NACURH Articles of Incorporation and Bylaws.
  16. Shall attend the annual Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO) conference. If the Director is unable to attend, then he/she will appoint a representative.
  17. Shall maintain consistent contact with members of the Regional Board of Directors.
  18. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
  19. Shall be responsible for notifying all member schools of award applications and deadlines. (2006)
  20. Shall coordinate all Regional Communications Coordinators' activities. (2006)
- B. Associate Director of (AD-) Finance and Records
1. Shall be responsible for the financial records of MACURH, including budget maintenance, checkbook balancing, and check writing.
  2. Shall be responsible for sending monthly financial statements to the National Associate for Finance, the National Advisor, the Regional Director, and the Regional Advisor.
  3. Shall submit a financial statement at all regional business meetings.
  4. Shall be responsible for maintaining a current record of member affiliation status.
  5. Shall be responsible for maintaining and distributing an updated mailing list at least two times a year.
  6. Shall be responsible for the MACURH bylaws and for maintaining and annually updating the MACURH Policy Book.
  7. Shall be responsible for contacting the NIC to confirm member schools' voting rights at regional business meetings.

8. Shall keep accurate records of proceedings at regional business meetings and present a transcription for approval at the following regional business meeting.
    - a. A transcript will be kept of any Regional Board of Directors retreat or business meeting where four (4) or more board members are present. This transcript will be made available at the next regional business meeting.
  9. Shall submit articles to the MACURH regional newsletter that will include updates on financial matters, membership, and voting privileges.
  10. Shall assume any other duties delegated by the Director.
  11. Shall maintain consistent contact with members of the Regional Board of Directors.
  12. Shall make a formal report to the member schools at all regional business meetings.
  13. Shall be in charge of the Regional Point System. (2006)
  14. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
- C. Regional Associate Director of (RAD-) National Residence Hall Honorary (NRHH)
1. Shall coordinate a regional OTM committee composed of NRHH members from across the region to evaluate independently Of The Month Awards. (2006)
  2. Shall work to recruit member schools to the NRHH.
  3. Shall maintain current NRHH chapters.
  4. Shall serve as a communications link between the NACURH Services and Recognition Office and the regional chapter presidents.
  5. Shall supply the AD-Finance and Records with contact information, including addresses, of chapter presidents and advisors.
  6. Shall submit articles for the MACURH regional newsletter which will include OTM nominees, winners, and any other pertinent NRHH information.
  7. Shall attend the NRHH RAD Conference, when held, in order to represent MACURH's interest.
  8. Shall coordinate all NRHH awards, both regional and national.
  9. Shall prepare and administer the case study competition at the Regional Conference.
  10. Shall assume any other duties delegated by the Director.
  11. Shall maintain consistent contact with individual chapter members, NRHH presidents, the NACURH Services and Recognition Office, and members of the Regional Board of Directors.
  12. Shall make a formal report to the member schools at all regional business meetings.
  13. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
- D. Associate Director of (AD-) Programming
1. Shall be responsible for maintaining and distributing a mailing list of program contacts at member schools.
  2. Shall provide the AD-Finance and Records with contact information, including addresses, of program representatives or contacts at member schools.
  3. Shall submit articles to the MACURH regional newsletter that relate to programming and include information and updates from member schools.
  4. Shall maintain consistent contact with program contacts at member schools and members of the Regional Board of Directors.
  5. Shall submit at least 2 program proposals for each NACURH conference. (2006)
  6. Shall serve as consultant to the MACURH regional conference-programming chair in order to ensure diverse program offerings of high quality.
  7. Shall actively encourage member schools to submit award-winning programs (i.e. "OTM" and "Top 30") to the NACURH conference.
  8. Shall serve as a resource to member schools in the development of their Resource File submission.
  9. Shall facilitate a meeting of program contacts in attendance at each MACURH Regional Conference and No-Frills Business Meeting.

10. Shall maintain a programming listserv to facilitate the exchange of information and ideas between member schools.
  11. Shall create at least 4 resource newsletters pertaining to programming every year, with one prior to the regional MACURH and NACURH conference. (2006)
  12. Shall make a formal report to member schools at all regional business meetings.
  13. Shall assume any other duties as assigned by the Director.
  14. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
  15. Shall travel to the MACURH regional host institution to help with the judging of regional program submissions. (2006)
  16. Shall facilitate and coordinate the Passive Programming aspect of MACURH regional conferences. (2006)
  17. Shall facilitate the MACURH regional philanthropy. (2006)
- E. Regional Communication Coordinators (RCCs) – Geographical (2007)
1. Shall be responsible, with the Director and RCC-Special Projects, for the recruitment and expansion of MACURH within his/her own sub-region.
  2. Shall serve as a regional resource for his/her sub-region's NCCs and member schools.
  3. Shall assist with any NCC transition occurring within his/her sub-region.
  4. Shall solicit bids and nominations for conference sites and awards.
  5. Shall be responsible for actively seeking out prospective schools by communicating and cooperating with professional organizations. (2006)
  6. Shall follow RCC guidelines established at the national and regional level.
  7. Shall submit articles for the MACURH regional newsletter that will include an update on recruiting activities and happenings within his/her sub-region.
  8. Shall assume other duties delegated by the Director.
  9. Shall maintain consistent contact with member schools within his/her sub-region, RCC's of other affiliates and members of the Regional Board of Directors.
  10. There shall be three (3) Geographical RCC's. Each shall represent one of the following MACURH sub-regions: (2006)
    - a. North
    - b. Central
    - c. South
  11. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
  12. Shall be responsible for creating, updating and distributing public relations and recruitment materials (including the MACURH recruitment packet) to prospective schools in conjunction with the RCC-Special Projects. (2006, 2007)
  13. Shall communicate with the NACURH Information Center to ensure quality and effective distribution of MACURH's benefits and the affiliation process. (2006)
- F. Regional Communication Coordinator of Special Projects (RCC-SP) (2007)
1. Shall be responsible for overseeing the maintenance and update of the MACURH website.
  2. Shall maintain and update the regional list-servs to help facilitate the exchange of information and ideas between member schools.
  3. Shall be responsible for coordinating recruitment efforts in the region, including keeping and updated list of unaffiliated schools and their contact status.
  4. Shall be responsible for presidential relations in the region, including coordinating the presidents social at the regional conference and facilitating communication between presidents.
  5. Shall be responsible for sending out at least eight (8) regional newsletters, with it being recommended that these appear on an average of one (1) per month during the school year, with one preceding the Regional Conference.
  6. Shall organize the RBD Roll Call at the annual regional conference and the regional roll call at the annual national conference.
  7. Shall maintain a regional spirit packet that consists of the following: cheers commonly encountered at conferences, descriptions of awards, positional

- responsibilities at conferences, delegation building, and other pertinent information about conferences that schools should know before getting on site.
8. Shall coordinate the awards presentation ceremony at all regional conferences.
  9. Shall make a formal report to member schools at all regional business meetings.
  10. Shall assume any other duties as assigned by the Director.
  11. Shall be responsible for properly transitioning to their successor between the No Frills conference and the NACURH conference.
- G. Regional Conference Chairperson
1. Shall be responsible to member schools to host the annual Regional Conference.
  2. Shall work with the Director on arrangements for the MACURH Conference regional business meeting.
  3. Shall compile and send out a conference report no later than sixty (60) days after the close of the conference to the Director, Advisors, NIC, and Conference Resource Consultant (CRC).
    - a. Shall provide a two-page summary of the Regional Conference to be distributed at the following No-Frills Conference.
  4. Shall close out the conference books and forward the conference excess to the Director or notify the Director of the conference finances within sixty (60) days.
  5. Shall ensure the conference add-on fee is delivered to the Director before the close of the Regional Conference.
  6. Shall maintain consistent contact with the CRC and members of the Regional Board of Directors.
- H. No-Frills Conference Chairperson
1. Shall be responsible to member schools to host the annual No-Frills Conference.
  2. Shall work with the Director on arrangements for the No-Frills Conference regional business meeting.
  3. Shall compile and send out a conference report no later than thirty (30) days after the close of the conference to the Director, Advisors, and CRC.
    - a. Shall provide a one-page summary of the No-Frills Conference to be distributed at the next regional business meeting.
  4. Shall close out the conference books and forward the conference excess to the Director or notify the Director of the conference finances within thirty (30) days.
  5. Shall maintain consistent contact with the CRC and members of the Regional Board of Directors.
- I. Regional Advisors
1. Shall be a nonvoting, ex-officio member of the MACURH RBD.
  2. Shall serve a two (2) year term to begin at the close of the MACURH Conference that follows his/her election.
  3. Shall be selected each year at the MACURH conference for the expiring Regional Advisors term.
  4. Shall be responsible for consultation at all times with officers, NCCs and personnel at all member schools.
  5. Shall be responsible to the member schools regarding the financial condition of the region and officers' fulfillment of duties.
  6. Shall relay historical information to, and assist the RBD in maintaining an accurate historical perspective.
  7. Shall be responsible for seeing that the policies of the region are carried out.
  8. Shall be responsible, with the Director, for the recruiting and expansion of MACURH.
  9. Shall serve as the coordinator for any special meetings that may be needed or requested.
  10. Shall attend the Regional, No-Frills and NACURH Conferences.
  11. Shall provide for an effective transition period for the newly elected Advisor at the end of the first year of his/her term.
  12. Shall maintain consistent contact with members of the Regional Board of Directors as mutually agreed with the co-Advisor.

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13. Shall make a formal report to the member schools at all regional business meetings.

Section 2: **Additional Duties of the Regional Board**

- A. The RBD shall hold a minimum of three regional retreats, with it recommended that one precede the No Frills Conference, one precede the NACURH conference, and one precede the Regional Conference. The pre-NACURH retreat will be a summit of sitting RBD and the RBD-elect.
- B. The RBD shall maintain a Regional Policy Book for the purpose of clarifying and defining in detail the procedures of the region, so long as said policies do not conflict with those contained herein or the Regional Charter.

## **Article V - Selection of the Regional Board of Directors**

Section 1: **Eligibility**

- A. All candidates must be in attendance at the current conference where elections are taking place.
  1. The Director and AD-Finance and Records must have attended at least one previous MACURH or NACURH business meeting.
  2. Candidates for RAD-NRHH must be an NRHH member and belong to a member school.
- B. All board members, with the exception of the Advisors, must have lived in a residence hall at a member institution the current semester and during the duration of their term of office.
  1. Graduates are given a waiver of no more than three (3) months to complete their term of office.
- C. The Regional Advisors must be employed full-time within the housing department or division of student affairs at their host institution. (2007)
  1. The Regional Advisors may not be undergraduate students at the time of their bid.
  2. The Regional Advisors must show prior advising experience within their written bid or oral presentation.

Section 2: **Elections**

- A. Time of Elections
  1. The Director, AD-Finance and Records, RAD-NRHH, AD-Programming, and Regional Communications Coordinators shall be elected at the annual No Frills conference. (2007)
  2. The Regional Conference Chairperson and No-Frills Conference Chairperson are representatives of the conference host schools, which are chosen by the NCCs.
  3. The regional Advisors shall be elected at the annual MACURH conference.
- B. Persons interested in bidding for the Regional Board of Directors must submit their completed bids to the Regional Director, RCC-Special Projects, and Advisors at least fourteen days prior to the No Frills conference. These bids will be posted online at least seven days before the opening of the conference. (2007)
- C. All bids for office must contain proof of institutional support. (1.) The letter of institutional support must state whether or not the institution has a policy regarding academic standing and involvement in extracurricular activities. If such a policy exists, the letter must state whether or not the candidate is in compliance with the policy. (2.) The letter must be written by the campus equivalent of the Assistant Director of Housing or higher. [Amend Nov, 2000] (3.) Other requirements for written and oral bids for office, for example page limits and presentation time limits shall be outlined in the Regional Policy Book.
- D. Election Procedures
  1. Nominations shall be made and seconded by member schools during the conference business meeting.
  2. All voting shall be by secret ballot.
  3. A school may vote for any of the candidates eligible for the position, abstain, or vote for none of the candidates (vote of no confidence). If the votes of no

- confidence are the majority of counted votes then the position shall remain unfilled until otherwise filled. If a candidate receives such a vote of no confidence they will thusly be rendered ineligible for appointment to that position for the current term.
3. Election of all candidates shall require a majority of all votes cast in the assembly by those members present.
    - a. Should there fail to be a majority for a candidate on the first ballot, the Director shall call a second ballot, from which the name of the candidate polling the lowest vote of the first ballot shall be dropped.
    - b. Should a tie occur in the low vote, neither candidates shall be dropped from the first subsequent ballot, but should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting.
    - c. Should the second ballot likewise fail to produce a majority vote for any candidate, subsequent ballots shall be called for until a majority vote is secured.
  4. Newly elected officers shall take office at the close of the annual NACURH conference immediately following the No Frills conference at which they were elected and shall make all appropriate appointments.
  5. Officers may run for reelection.
  6. Special Procedures Regarding the RAD-NRHH
    - a. The RAD-NRHH shall be elected by the NRHH representatives during the NRHH business meeting. Schools that are eligible to vote must fall into one of three categories:
      - i. Their NRHH chapter is currently affiliated with the NACURH Information Center.
      - ii. Their NRHH chapter was affiliated with the NACURH Information Center at the previous NACURH Conference.
      - iii. Their NRHH chapter submits a member list and current constitution of their chapter to the Regional Associate Director of NRHH prior to the NRHH business meeting at MACURH.
  7. Special Procedures Regarding the Geographical RCCs (2007)
    - a. Before ballots are cast to elect the Geographical RCCs, each group of sub-regions shall caucus to recommend a candidate for their sub-region.
    - b. The caucus shall report its recommendation back to all the NCCs. Final Geographical RCC candidates will be voted on by all of the region's NCCs, taking into account the recommendation of the sub-region.
  8. Special Procedures Regarding the AD-Programming
    - a. The AD-Programming shall be elected by the Programming Representatives during the programming business meeting
  9. Special Procedures Regarding the Regional Advisors (2007)
    - a. Before ballots are cast to elect the Regional Advisors at the annual MACURH conference, the Regional Board of Directors shall caucus at a time determined by the Regional Director to recommend a candidate for the region.
    - b. The caucus shall report its recommendation back to all the NCCs. The final Regional Advisor candidate will be voted on by all of the region's NCCs, taking into account the recommendation of the Regional Board of Directors.

**Section 3: Recall of Officers**

- A. Any board member may be recalled by a two-thirds (2/3) vote of the membership of the region.
- B. A motion to recall may be made by any member of the RBD or any NCC.
- C. Recall procedures shall be executed as stated in the Regional Charter.
- D. In the event that a motion to recall an Advisor has been made, the second Advisor shall fulfill all Regional Advisor duties until such time as the recall motion is acted upon.

Section 4: **Vacancies of Officers**

- A. If a vacancy shall appear in the office of the Director, a new Director shall be elected by mail ballot by the NCCs from among the members of the Regional Board of Directors (2007). The winner shall be determined by a plurality of those ballots cast and counted by the Advisors. In this instance, the Advisors shall assume the Director's responsibility for conducting the mail balloting.
  - 1. The Director may appoint one (1) of the members of the Regional Board of Directors to serve as meeting chairperson in his/her temporary absence (2007).
- B. If any position is not bid for at its appropriate conference or no confidence is given a majority, the following procedures shall be observed (2008):
  - 1. The Regional Director shall solicit for bids no more than two weeks following the conference at which a position was unfilled.
  - 2. Once bids have been received, they shall be reviewed by the appropriate bid selection committee(s).
    - a. Any current Regional Board member who is bidding for an unfilled position may not serve on the committee charged with selecting a candidate for the respective position.
    - b. The committee for selecting the Regional Co-Advisor shall be the Regional Board of Directors. (As laid out in Article V, Section 2, Number 9)
    - c. The committee for selecting the RAD-NRHH shall be composed of the current Regional Director, the current RAD-NRHH, and one NRHH representative from each subregion.
      - i. The NRHH representatives shall select the subregional representatives during their business meeting at No Frills.
    - d. The committee for selecting the AD-Programming shall be composed of the current Regional Director, the current AD-Programming, and one PCC from each subregion.
      - i. The PCCs shall select the subregional representatives during their business meeting at No Frills.
    - e. The committee for selecting any other Regional Board member, except for conference chair, shall be composed of the current Regional Director, the current member(s) of the Regional Board whose position(s) is/are being bid for, and a representative from each subregion.
      - i. The subregions shall select the subregional representatives during their caucuses at No Frills.
      - ii. The subregional representatives shall serve on the committee for all positions unfilled, except for Regional Co-Advisor, RAD-NRHH or AD-Programming.
  - 3. The committee(s) will have the opportunity to submit questions to candidate(s) prior to pro/con and discussion.
    - a. Questioning of the candidates will be coordinated by the current Regional Director.
  - 4. The committee(s) shall convene at least once online to do pro/con and discussion for the unfilled position(s).
    - a. All meetings of the committee(s) will be coordinated by the current Regional Director.
  - 5. The committee(s) will select a nominee to be approved by the body of representatives responsible for electing the unfilled position(s).
    - a. The committee(s) will send a justification of their decision to the body of representatives responsible for electing the position(s).
    - b. A simple majority of representatives with voting rights shall confirm the recommended nominee.
  - 6. The justification(s) of the decision(s), along with all bid(s) submitted for the position(s), shall be posted on the MACURH website and sent out via the appropriate list-serv(s) after the committee(s) have made their decision(s).
    - 7. Confirmation votes from the appropriate representatives will be due no more than one (1) week after the justification(s) and bid(s) have been posted.C. If any other

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vacancy shall appear in any of the Associate Director or RCC offices, the Director shall appoint a replacement.

- D. If a vacancy shall appear in the office of Regional Conference Chairperson or No-Frills Conference Chairperson, the host/host team conference staff, in conjunction with the Director, shall appoint a replacement.
- E. A vacancy in the Advisor position shall be filled by co-advisor until such time as a new Advisor can be selected by the NCCs at the next regional business meeting. The newly selected Advisor's term will be a completion of the vacant Advisor's term.

## **Article VI - National Communication Coordinators (NCCs)**

- Section 1: Upon becoming a member of NACURH, each participating representative student governing unit shall select a National Communications Coordinators, who shall serve as the liaison between the national organization, its regional affiliate, and the local institution.
- Section 2: The NCC or designee shall serve as delegation chairperson for his/her school during regional and national conferences.
- Section 3: The NCC or designee shall represent his/her respective school's delegation in all business meetings and elections.
- Section 4: The NCC or designee shall be required to organize and submit an NIC report to the NIC annually. Failure to comply will result in the loss of voting privileges.
- Section 5: The NCC shall be responsible for completing policy and activity questionnaires sent to him/her by national or regional officers and returning them to the proper persons by the particular dates requested.
- Section 6: The NCC shall send to the Regional Board of Directors and other MACURH member schools monthly correspondences describing activities and policy changes at his/her host school.
- Section 7: The NCC shall be the contact person for his/her school to solicit information from the NIC.
- Section 8: The NCC shall be responsible for nominating their school, when appropriate, for regional and national awards.

## **Article VII – National Residence Hall Honorary Chapter Representatives (NRHH Reps)**

- Section 1: The National Residence Hall Honorary Chapter Representative (NRHH Rep) shall serve as the official liaison between the individual's NRHH Chapter, MACURH and NACURH.
- Section 2: NRHH Reps shall be responsible for submitting fees and necessary forms to the RAD and NACURH Information Center (NIC).
- Section 3: NRHH Reps shall provide for transition in office for the incoming NRHH Rep from the individual's school. This transition shall include notification of such to the Regional Board and NIC.
- Section 4: NRHH Reps shall not concurrently serve as an NCC or PCCs in regional or national business.
- Section 5: NRHH Reps shall vote on MACURH awards as designated in MACURH Policy.
- Section 6: NRHH Reps shall have speaking rights in MACURH NCC Business as specified by the MACURH Director.
- Section 7: NRHH Reps shall communicate with their respective NCC to ensure that NRHH specific concerns are voiced to MACURH.

## **Article VIII – Programming Communication Coordinators**

- Section 1: The Programming Communications Coordinator (PCC) shall represent the program needs of their respective campuses to MACURH and NACURH.
- Section 2: PCCs shall provide for transition in office for the incoming PCC from the individual's school. This transition shall include notification of such to the Regional Board.
- Section 3: PCCs shall not concurrently serve as an NCC or NRHH Reps in regional or national business.
- Section 4: PCCs shall vote on MACURH awards and Program Grants as designated in MACURH

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Policy.

Section 5: PCCs shall have speaking rights in MACURH NCC Business as specified by the MACURH Director.

Section 6: PCCs shall communicate with their respective NCC to ensure that programming needs and concerns are voiced to MACURH.

## Article IX - Business Meetings

Section 1: A regional business meeting shall be conducted at every national and regional conference, and as otherwise provided for in these Bylaws and policies.

Section 2: A quorum for conducting business shall be half-plus-one member schools present at the conference.

Section 3: **Special Meeting**

A special meeting of MACURH may be called by submitting a petition of not less than twenty (20) percent of member schools. This petition shall be submitted to the Regional Advisors, who will act upon it within fifteen (15) working days of receipt of such a petition.

Section 4: **E-mail Ballots and Legislation (2006)**

A. Email ballots and legislation must be sent out over the regional listserv.

B. The Regional Director shall determine the date for e-mail ballots and/or legislation to be sent.

C. Amendment Chat

- a. One week after the notification e-mail for a piece of legislation is sent to the regional listserv an Amendment Chat shall be held.
- b. The purpose of the Amendment Chat is to discuss the legislation and potential offer amendments to it.
- c. Amendments to the legislation may only take place during this chat.
- d. Chat Quorum: At least 30% of the regional schools affiliated at the time the legislation is sent to the listserv must be present in the Amendment Chat for an amendment to be proposed and voted upon.
- e. Should quorum be met and an amendment proposed, 2/3 of the votes must be returned in the affirmative for the amendment to the legislation to pass.
- f. Should quorum remain unmet, friendly amendments may be proposed.

D. Following the Amendment Chat, minutes and any legislative changes shall be sent to the regional listserv. Votes will then be accepted.

E. Voting

- a. Votes will be sent only to the Regional Director.
- b. Each MACURH school that is fully affiliated at the time the original email is sent to the listserv shall receive one vote.
- c. No voting on legislation shall take place until an Amendment Chat is held.
- d. Quorum: At least 50% of the regional schools affiliated at the time the ballot or legislation is sent to the listserv must submit an e-mail vote in order for any e-mail ballot or legislation to be considered.
- e. Schools who do not e-mail their votes to the Regional Director shall have their vote counted as an abstention.
- f. 50% plus one of the ballots must be returned in the affirmative for a policy to pass. For any policy pertaining to finance or bylaws, there must be 2/3 in the affirmative in order for it to pass.
- g. The Regional Director will announce the results within one week after the voting deadline.

F. A motion to recall or reconsider the legislation must be made within seventy-two (72) hours of the publication of the final results to the Regional Director.

G. E-Mail ballots shall not be permitted in the case of RBD member recalls.

## Article X - Regional Conference/No-Frills Conference

Section 1: MACURH shall hold one Regional Conference and one No-Frills Conference for all member schools of the affiliate and observers from nonmember schools.

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Section 2: The Regional Conference site and No-Frills Conference site shall be selected after a review of written bids showing facilities, programs, and agreement from the institution's administration indicating support of the proposal. Written bids must include a signed copy of the Regional Host Acknowledgment Form.

A. All bids will be handed to the Director the day prior to the opening of the business meeting.

Section 3: **Conference Fees**

A. The fees for the Regional and No-Frills Conference shall be established by the host school upon consultation with the Director, the AD-Finance and Records, the Advisors, and the NACURH, Inc. Conference Resource Consultant. The conference chairperson shall be responsible for maintaining and monitoring the conference budget.

B. A Regional Conference add-on fee of \$15.00 per delegate shall be established. A No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly to the MACURH bank account. (2007)

C. A Regional Conference and No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly into the MACURH ADA Account, per MACURH policy.

D. Conference fees at both the Regional and No-Frills Conferences shall be waived for the Director, Associate Directors, Advisors, and the Regional Communications Coordinators. Conference fees at the No-Frills Conference shall be waived for the MACURH Regional Conference Chairperson. Conference fees at the MACURH Regional Conference shall be waived for the No Frills Conference Chairperson.

Section 4: **Conference Deficit**

A. The host/host team shall pay the first \$500 of the conference deficit (NACURH Policy). The remainder of the deficit shall be split equally between the host/host team and the region.

Section 5: **Conference Final Reports**

A. Seven copies of the final report are due to the Regional Director within sixty days after the close of the conference for the MACURH Regional Conference and within thirty after the close of the No Frills Conference. The reports should be distributed by the Regional Director in the following manner: (one copy to the following)

NIC

NACURH CRC

AD- Finance and Records

Next conference host staff

Regional Advisors

Regional Director

B. When the final report of the conference is submitted as stated above, the regional director, the AD-Finance and Records, regional advisors, and subsequent conference chair shall have fourteen days from the day of receipt to accept or decline the document. If one or more of the aforementioned people declines the document, a written account of points of clarification shall be submitted to the said conference staff. The conference team will then have fourteen days to complete the corrections or add the requested points clarified.

C. If the conference team does not submit the report within the fore mentioned allotment, the school shall have their good standing suspended with NACURH until a final report is submitted according to policy. If the document is declined after the deadline and the conference chair has not demonstrated a good faith effort to submit corrections and clarification, the school shall have their good standing suspended as well until a final report is submitted that is deemed acceptable.

D. If a MACURH conference team submits a final report within the 60 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, the host school shall be awarded \$500 to be used for a scholarship.

E. If a No Frills Conference team submits a final report within the 30 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections

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and clarifications in the previously stated manner, the host school shall be awarded \$250 to be used for a scholarship.

- F. The MACURH annual budget shall carry a line item in the amount of \$750 for final report awards.
- G. In the event that the conference incurs a deficit, a final decision on whether to award the wrap-up report award for on time submission shall be made by the NCCs and the RBD.

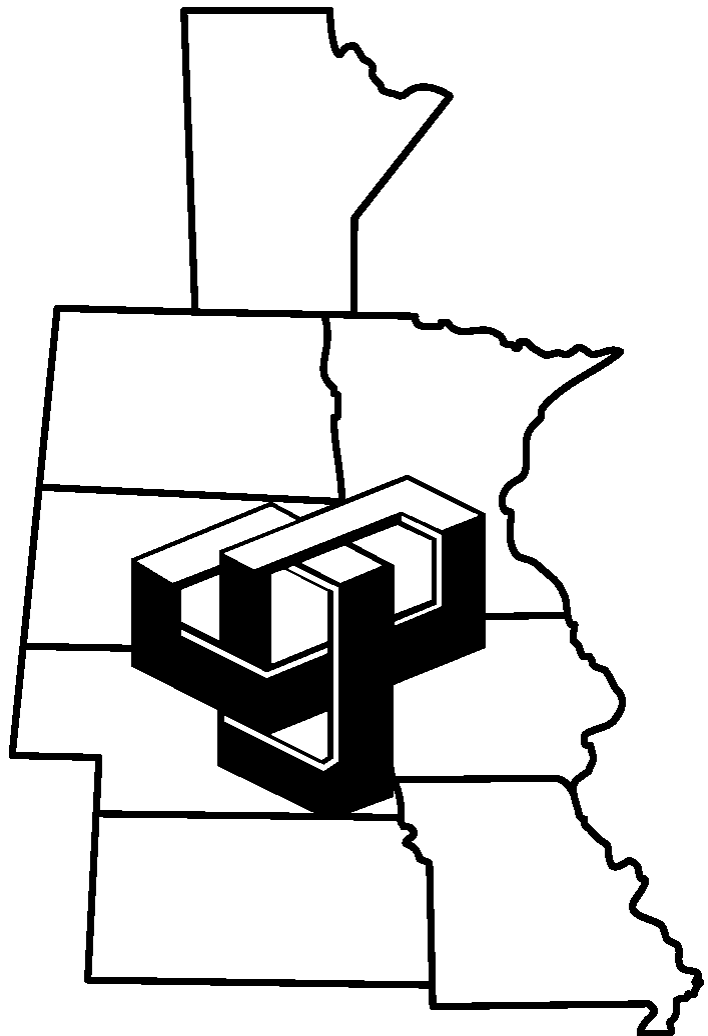
Amendments made:

Dates of amendments prior to 1991 are unknown

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| February 15, 1991 | October 28, 1995  | May 21, 1998      |
| November 2, 1991  | February 17, 1996 | November 14, 1998 |
| May 30, 1992      | November 16, 1996 | October 16, 1999  |
| February 13, 1993 | February 15, 1997 | February 12, 2000 |
| November 16, 1994 | November 12, 1997 | February 11, 2001 |
| February 19, 1995 | February 14, 1998 | October 27, 2001  |
| February 14, 2005 | December 6, 2005  | February 5, 2006  |
| November 11, 2006 | February 2007     | May 1, 2007       |
| June 1, 2007      | November 2007     | February 2008     |

# POLICY

## Midwest Affiliate of College and University Residence Halls



# Midwest Affiliate of College and University Residence Halls Policy

## Article I - Regional Conference Policies

### Section 1: **Conference Bid**

- A. Conference Bid Procedure
  1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
  2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
  3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
  4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
  5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the Regional Conference at No-Frills.
    - a. If no bids have been submitted by No-Frills, the Regional Board of Directors can further solicit schools to bid at the NACURH Conference, or the Director may appoint a willing and qualified school to host the conference.
- B. Conference Bid Requirements (what a bid shall include)
  1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
  2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
  3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
  4. Profile of the conference staff, including advisor(s);
  5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
  6. Conference schedule;
  7. Description of special events and key note speakers;
  8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
  9. Description of conference accommodations:
    - a. Sleeping rooms,
    - b. Program rooms/facilities,
    - c. NCC, NRHH, and Sub-regional meeting rooms,
    - d. Social gathering rooms
    - e. Conference Security;
  10. Dining and Banquet options;
  11. Safety and security plans and/or staffing pattern;
  12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.
  13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);

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14. Appendices (i.e., registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used).
15. Regional Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
  1. Written bid requirements may be waved by a two-thirds vote of the NCCs.
- D. Oral Presentation
  1. Oral presentation of Regional Conference bids may not exceed twenty (20) minutes, with a twenty (20) minute question and answer session.
  2. The question and answer session may be extended by a majority vote of the NCC's.
- E. Page Length
  1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a Regional Conference bid.
- F. RBD Participation
  1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.
- G. Bid Format and Due Date
  1. Conference Bids are due to the Regional Director 48 hours prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference attendees.

Section 2: **Registration Requirements**

- A. Trading Spaces
  1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
  2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a Regional Conference
  1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
  1. Each individual attending a Regional Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
  2. Delegate Disclaimer Statement  
I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Conference Host School) allowing me to participate in the MACURH \_\_\_(year) Conference hereby agree to the following: I release MACURH and \_\_\_(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the MACURH \_\_\_(year) Conference. I agree to protect, hold harmless, and indemnify \_\_\_(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the MACURH \_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.
  3. 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.

- D. Conference Drug and Alcohol Policy
  - 1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events 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 Advisors, the Regional Director and the Advisor from the school from which the student represents.
  - 2. 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.
  - 3. The above policy shall be published in the Regional Conference notebook.
- E. Conference Fair Housing Policy
  - 1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally accessible floors (first floor) at regional conferences.
  - 2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student's housing options.
- F. Public Relations Newsletter
  - 1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.

Section 3: **Corporate Partners**

- A. Definition
  - 1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a "corporate partner." All other companies providing services and/or funding shall be referred to as "conference sponsors." Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase "corporate partner" nor claim the endorsement of NACURH, Inc.
- B. Reserved Program Time Slots
  - 1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

Section 4: **Business Meetings**

- A. Pre-Conference Retreat (2006)
  - 1. The Regional Conference host site shall host the MACURH Regional Board of Directors retreat prior to the Regional Conference.
  - 2. The cost for this retreat will be contributed to the MACURH budget by the Regional Conference host site.
  - 3. If the host site is too great a distance for the entire Directorship to visit, then the school shall host a visiting delegation of RBD members, which will include the Regional Director and any other member of the Directorship interested.
- B. Planning Meeting
  - 1. The Director, Associate Directors, and Regional Advisors shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.
- C. Regional Business Meeting
  - 1. NCC meetings for training or for regional business shall be held throughout the Regional Conferences at the discretion of the Regional Director.
  - 2. An annual corporate business meeting shall be held during the Regional Conferences each year. All NCCs are required to attend.

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- D. National Residence Hall Honorary Meeting
  - 1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the Regional Conferences. The RAD-NRHH may also coordinate other meetings during the Regional Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
  - 1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.
- F. President's Business Meeting/Social
  - 1. Time shall be allocated for a Friday night Business Meeting/Regional Social for Presidents to vote on award bids and to socialize.
  - 2. The business meeting will be run by a member of the RBD and minutes will be taken.

Section 5: **MACURH U**

- A. At least one programming session will include the theme of "MACURH U."
- B. Programs within MACURH U will be specifically tailored to the needs of NCCs and NRHH members, with the option of extending it to PCCs and Presidents.
- C. MACURH U program proposals will be submitted directly to the Regional Director or designees.
- D. MACURH U program proposals will be due at the same time as regular program proposals.
- E. It is recommended that RBD members submit at least one MACURH U program proposal.
- F. The Programming Chair for the annual regional conference will be in charge of reserving space for MACURH U programs.
- G. It will be the responsibility of the Regional Director to adjourn the appropriate boardrooms in time for the delegates to attend MACURH U.

Section 6: **Finances**

- A. Conference Start-Up Loan
  - 1. At the request of the host/host team, the AD-Finance and Records may make a \$500 conference start-up loan to the host school of the MACURH Conference. The loan shall be paid back prior to the close of the host/host team's Regional Conference.
- B. Delegate Fees for the Regional Conference
  - 1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
  - 2. A MACURH add-on fee shall be established and shall be included as a conference expense. The Regional Conference add-on fee will begin at a base of \$15.00 per delegate for Affiliation Year 2008-2009 and will be increased at the beginning of each new Affiliation Year at a rate not exceeding the percent change in the Consumer Price Index. A record of the add-on fee increases over time will be kept by the AD-Finance and Records. This policy will be updated to reflect the current add on fee every Affiliation Year where the MACURH Regional Conference will be held in a year ending in a 5 or 0. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors.
  - 3. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
  - 4. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
- C. Monitoring of the Regional Conference Budget

1. The conference advisor and Regional Advisors in conjunction with the AD-Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.
  2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
  3. Monitoring of Regional Conference Budget Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records.
  4. Regional Conference Budget Changes exceeding \$250.00
    - a. An increase or decrease in the Regional Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.
- D. Conference Break-Even Point
- a. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
  - b. The break-even point shall be used to set the registration cost for the conference.
  - c. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
- E. “No Pay-No Key” Policy
1. Regional Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
- F. Conference Fee Refunds
1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
  2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, and AD-Finance and Records. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
  3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
- G. Waiver of Regional Conference Fees for RBD Members
1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, No Frills Chairperson, and RCC’s shall be absorbed by the Regional Conference budget.
  2. Housing costs for the Director, Associate Directors, RCCs, No Frills Conference Chair and Regional Advisors for the Thursday night prior to the conference will be absorbed by the Regional Conference budget.
- H. Waiver of Regional Conference Fees for NBD Members
1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.
  2. At least three (3) week prior notification is required for a fee waiver request to be considered.
- I. Regional Conference Deficit
1. The host/host team shall pay the first \$500 of the deficit (NACURH Policy). The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by the MACURH.
  2. In the case of inclement weather or other circumstances beyond the host/host team’s control, the conference deficit’s funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess

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1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than sixty (60) days after the conference.
  - a. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

**Section 7: Risk Management**

- A. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- B. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- C. No conference event, excluding breakfast, shall begin prior to 8:00am.
- D. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

**Section 8: Wrap-up**

- A. Wrap-Up Procedure
  1. A complete wrap-up, including a written report outlined below is required within sixty (60) days of the close of the conference.
  2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school.
  3. Conference host schools who do not comply with the 60-day policy shall be declared “not in good standing” with NACURH, Inc. and MACURH until the wrap-up is complete.
- B. Wrap-up Report
  1. A final report of the Regional Conferences will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference 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, including individual names, position(s) held, and their host school;
    - f. Awards presented at conference;
    - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;
    - h. Conference chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
    - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
    - j. Committee chairpersons’ responsibilities, with the following format:
      - i. General statement of committee responsibilities,
      - ii. Description of committee activities:
        - a. Number of people on the committee or in positions,
        - b. Timeline of activities, month by month, as accomplished,
        - c. Problems with timeline,
        - d. Communications problems that hindered the committee’s purpose,
        - e. An outline of successful procedures in organizing the committee and the activity,
      - iii. Description of conference responsibilities:
        - a. What happened at the conference,
        - b. What activities the committee planned that occurred,
        - c. A listing of critical reminders for the future planners,
      - iv. Recommendations for the Future:

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- a. Suggested solutions to timeline problems,
  - b. Suggested solutions to conference responsibility problems,
  - c. Evaluation of one's own participation level, with suggestions for better time utilization,
  - d. Ideas considered but not utilized,
  - e. Forms or form letters used;
  - f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to each of the Regional Advisors. These reports should be sent via email as PDFs to the above mentioned people.

## **Article II - No-Frills Conference Policies**

### **Section 1: Conference Bid**

- A. Conference Bid Procedure
  1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
  2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
  3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
  4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
  5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the No-Frills Conference at NACURH.
    - a. If no bids have been submitted by NACURH, the Regional Board of Directors can further solicit schools to bid at the MACURH Conference, or the Director may appoint a willing and qualified school to host the conference.
- B. Conference Bid Requirements (the bid shall include)
  1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
  2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
  3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
  4. Profile of the conference staff, including advisor(s);
  5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
  6. Conference schedule;
  7. Description of special events and key note speakers;
  8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
  9. Description of conference accommodations:
    - a. Sleeping rooms,
    - b. Program rooms/facilities,
    - c. NCC, NRHH, and Sub-regional meeting rooms,

- d. Social gathering rooms
- e. Conference Security;
- 10. Dining and Banquet options;
- 11. Safety and security plans and/or staffing pattern;
- 12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.
- 13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);
- 14. Appendices (i.e., registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used).
- 15. No Frills Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
  - 1. Written bid requirements may be waved by a two-thirds vote of the NCCs.
- D. Oral Presentation
  - 1. Oral presentation of No-Frills Conference bids may not exceed fifteen (15) minutes, with a fifteen (15) minute question and answer session.
  - 2. The question and answer session may be extended by a majority vote of the NCCs.
- E. Page Length
  - 1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a No-Frills Conference bid.
- F. RBD Participation
  - 1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.

Section 2: **Registration Requirements**

- A. Trading Spaces
  - 1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
  - 2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a No-Frills Conference
  - 1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
  - 1. Each individual attending a No-Frills Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
  - 2. Delegate Disclaimer Statement

I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Conference Host School) allowing me to participate in the No-Frills \_\_\_(year) Conference hereby agree to the following: I release MACURH and \_\_\_(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the No-Frills \_\_\_(year) Conference. I agree to protect, hold harmless, and indemnify \_\_\_(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the No-Frills \_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused

- by \_\_\_\_ (Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.
- 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 No-Frills Conference Host School must be approved by the CRC prior to sending out registration packets.
- D. Conference Drug and Alcohol Policy
  - 1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events 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, the Regional Director and the Advisor from the school from which the student represents.
  - 2. 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.
  - 3. The above policy shall be published in the No Frills Conference notebook.
- E. Conference Fair Housing Policy
  - 1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally-accessible floors (first floor) at regional conferences.
  - 2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student's housing options.
- F. Public Relations Newsletter
  - 1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.
- G. Bid Format and Due Date
  - 1. Conference Bids are due to the Regional Director 48 hours prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference.

Section 3: **Corporate Partners**

- A. Definition
  - 1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a "corporate partner." All other companies providing services and/or funding shall be referred to as "conference sponsors." Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase "corporate partner" nor claim the endorsement of NACURH, Inc.
- B. Reserved Program Time Slots
  - 1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

Section 4: **Business Meetings**

- A. Pre-No Frills Retreat (2007)
  - 1. The No Frills Conference Site must host the Regional Board of Directors Pre-No Frills retreat, and should coordinate efforts with the Director of MACURH to ensure a proper retreat is held.
  - 2. This retreat shall be paid for with money contributed by the No Frills Conference's budget.
  - 3. If the distance is too great for the entire Directorship to hold a retreat at the No Frills Conference site or weather does not permit, at least one (1) member of the Directorship (including the MACURH Regional Director) shall visit the conference site at least one month prior to the opening of the conference.
- B. Planning Meeting

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1. The Director, Associate Directors, Regional Advisors, and Regional Communications Coordinators shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.
- C. Regional Business Meeting
  1. NCC meetings for training or for regional business shall be held throughout the No-Frills Conferences at the discretion of the Regional Director.
  2. An annual corporate business meeting shall be held during the No-Frills Conferences each year. All NCC's are required to attend.
- D. National Residence Hall Honorary Meeting
  1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the No-Frills Conferences. The RAD-NRHH may also coordinate other meetings during the No-Frills Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
  1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.

Section 5: **Finances**

- A. Conference Start-Up Loan
  1. At the request of the host/host team, the AD-Finance and Records may make a \$250 conference start-up loan to the host school of the No-Frills Conference. The loan shall be paid back prior to the close of the host/host team's No-Frills Conference.
- B. Delegate Fees for the No-Frills Conference
  1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
  2. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
  3. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
  4. A No Frills Conference add-on fee shall be established and shall be included as a conference expense. The No Frills Conference add-on fee will begin at a base of \$5.00 per delegate for Affiliation Year 2008-2009 and will be increased at the beginning of each new Affiliation Year at a rate not exceeding the percent change in the Consumer Price Index. A record of the add-on fee increases over time will be kept by the AD-Finance and Records. This policy will be updated to reflect the current add on fee every Affiliation Year where the MACURH No Frills Conference will be held in a year ending in a 5 or 0. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors
- C. Monitoring of the No-Frills Conference Budget
  1. The conference advisor and Regional Advisors in conjunction with the AD-Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.
  2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
  3. Monitoring of No Frills Conference Budget
    - a. Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records.
  4. No Frills Conference Budget Changes exceeding \$250.00
    - a. An increase or decrease in the No Frills Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.

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- D. Conference Break-Even Point
  - 1. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
  - 2. The break-even point shall be used to set the registration cost for the conference.
  - 3. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
- E. "No Pay-No Key" Policy
  - 1. No-Frills Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
- F. Conference Fee Refunds
  - 1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
  - 2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, and AD-Finance and Records. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
  - 3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
- G. Waiver of No-Frills Conference Fees for RBD Members
  - 1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, Regional Conference Chairperson, and RCCs shall be absorbed by the No-Frills Conference budget.
  - 2. Housing costs for the Director, Associate Directors, Regional Advisors, Regional Communications Coordinators and Regional Conference Chairperson for the Thursday night prior to the conference will be absorbed by the No-Frills Conference budget.
- H. Waiver of No-Frills Conference Fees for NBD Members
  - 1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.
  - 2. At least three (3) week prior notification is required for a fee waiver request to be considered.
- I. No-Frills Conference Deficit
  - 1. The host/host team shall pay the first \$250 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by MACURH.
  - 2. In the case of inclement weather or other circumstances beyond the host/host team's control, the conference deficit's funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess
  - 1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than thirty (30) days after the conference.
  - 2. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

**Section 6: Risk Management**

- E. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- F. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- G. No conference event, excluding breakfast, shall begin prior to 8:00am.
- H. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

Section 7: **Wrap-up**

A. **Wrap-Up Procedure**

1. A complete wrap-up, including a written report outlined below is required within thirty (30) days of the close of the conference.
2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. The host school must pay any bills that are discovered after this period.
3. Conference host schools who do not comply with the 30-day policy shall be declared "not in good standing" with NACURH, Inc. and MACURH until the wrap-up is complete.

B. **Wrap-up Report**

1. A final report of the No-Frills Conferences will be written and published by the Regional Conference staff no later than thirty (30) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference 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, including individual names, position(s) held, and their host school;
  - f. Awards presented at conference;
  - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;
  - h. Conference chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.;
  - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
  - j. Committee chairpersons' responsibilities, with the following format:
    - i. General statement of committee responsibilities,
    - ii. Description of committee activities:
      - a. Number of people on the committee or in positions,
      - b. Timeline of activities, month by month, as accomplished,
      - c. Problems with timeline,
      - d. Communications problems that hindered the committee's purpose,
      - e. An outline of successful procedures in organizing the committee and the activity,
    - iii. Description of conference responsibilities:
      - a. What happened at the conference,
      - b. What activities the committee planned that occurred,
      - c. A listing of critical reminders for the future planners,
    - iv. Recommendations for the Future:
      - a. Suggested solutions to timeline problems,
      - b. Suggested solutions to conference responsibility problems,
      - c. Evaluation of one's own participation level, with suggestions for better time utilization,
      - d. ideas considered but not utilized,
      - e. Forms or form letters used;
      - f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to

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the next conference host staff, and 1 copy to each of the Regional Advisors.  
These reports should be sent via email as PDFs to the above mentioned people.

## Article III - Regional Meeting Policies

### Section 1: **Purpose**

- A. The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, sub-regional retreats and Regional Board of Directors retreats.

### Section 2: **Regional Meeting Procedure**

- A. Schools selected to host a regional meeting should contact the Regional Director and Regional Advisors.
- B. The Regional Director and Regional Advisors will share the responsibility of communicating all necessary information to the host schools no later than 30 days prior to the meeting.
- C. If a host has not been selected within 30 days of the meeting, then the information will be communicated as soon as reasonably possible after the host has been determined.
- D. A signed MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor no later than 14 days prior to the meeting.
- E. If a host has not been selected within 14 days of the meeting, then the MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor as soon as reasonably possible after the host has been determined.
- F. If a host school fails to follow designated regional procedures regarding the regional meeting, the host school shall assume all duty and liability related to the regional meeting.

### Section 3: **Registration Requirements**

- A. Non-conference Persons at a Regional Meeting  
Only officially registered and officially invited guests (defined as host site staff and to be function specific) and meeting attendees shall be given permission to attend official functions of the regional meeting.
- B. The meeting host schools shall be required to enforce this policy at all regional meeting functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement  
Each individual attending a regional meeting will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered attendee to the regional meeting.
- D. Attendee Disclaimer Statement  
I, \_\_\_(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the \_\_\_(Regional Meeting Host School) allowing me to participate in the \_\_\_(Title of Regional Meeting) hereby agree to the following: I release MACURH and \_\_\_(Regional Meeting Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the \_\_\_(Title of Regional Meeting). I agree to protect, hold harmless, and indemnify \_\_\_(Regional Meeting Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the \_\_\_(Title of Regional Meeting). I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by \_\_\_(Regional Meeting Host School) or

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MACURH, their officers and agents, including acts of omission constituting negligence.

- E. 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 Meeting Host School must be approved by the Regional Advisors and NACURH CRC prior to sending out registration information.

Section 4: **Regional Meeting Drug and Alcohol Policy**

- A. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated "alcohol and drug free." The method of enforcement will be at the discretion of the regional meeting host school, in consultation with the Regional Advisor, the Regional Director and the Advisor from the school from which the student represents.
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Regional Meeting Drug and Alcohol Policy.
- C. The above policy shall be published in any written materials related to the regional meeting notebook.

Section 5: **Finances**

- A. Regional meetings are intended to be informal gatherings with limited expenditures. Any expenses related to the regional meeting must be communicated to attendees in advance of registration.
- B. Host schools will only provide accommodations to attendees whose fees are paid in full, unless written permission of the regional meeting host school has been granted.
- C. Any outstanding debts from attendees may be considered debt against MACURH and put the attendee's school in bad standing until such time as the debt is paid.

Section 6: **Risk Management**

- I. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- J. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- K. No conference event, excluding breakfast, shall begin prior to 8:00am.
- L. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

## Article IV - Regional Financial Policies

### Section 1: **Accounting Policies**

- A. Fiscal Year Policy
  - 1. The MACURH Fiscal Year shall be defined as April 1 to March 31.
- B. Member School Definition
  - 1. A school shall be defined as a member of MACURH or NACURH that complies with Article II of the NACURH, Inc. Bylaws and Article III of the MACURH Bylaws.
  - 2. Schools that have not been affiliated for six months will be notified and removed from all MACURH benefits.
- C. Checking Account Procedure
  - 1. The regional bank account must be opened by the National Advisor.
  - 2. The bank statements will be sent to the Associate Director for Finance and Records. The bank statements along with any voucher records shall be retained as part of the regional files for at least six (6) years before being destroyed.
  - 3. The National Advisor shall be responsible for contacting the National Board of Directors and the AD-Finance and Records with the regional account information, as soon as these are established.
  - 4. The checking account shall have at least two (2) and not more than four (4) signatures, the AD-Finance and Records and one of the Regional Advisors must be the first two.

### Section 2: **Budgeting of Finances**

- A. Preparation of the Regional Budget
  - 1. The AD-Finance and Records shall present the next year's fiscal budget to the NCC's at the No-Frills Conference.
  - 2. No conference excess shall be included in this budget.
  - 3. In the event a conference excess exists, it shall be allocated as followed:
    - 25% shall be placed in the MACURH contingency fund.
    - 25% shall be placed in the MACURH Long-Term Capital Fund.
    - 25% shall go to any specific line item that shall be voted on by the NCCs.
    - 25% shall be placed in the MACURH savings account and designated for Compliance spending. Once the ADA Compliance portion of the MACURH savings account reaches the \$3,000.00 level, 25% of the excess designated for ADA Compliance shall be combined with that of the 25% placed in any specific line item that shall be voted on by the NCCs, and then allocated by a vote of the NCCs.
  - 4. The posting of the excess to the line item shall be distributed to the NCCs during the year.
- B. Transfer of Funds Between Line Items
  - 1. Funds within the regional budget shall be divided into line items. The AD-Finance and Records can authorize the transfer of funds from one line item to another, not to exceed \$50.00 per line item per semester. Any other change in allocation by line item can only be authorized by a majority vote of the NCCs.
- C. Voting Requirements for Allocation of Funds
  - 1. A 2/3 majority of voting NCCs shall be required for passage of the regional budget.
  - 2. A 2/3 majority of voting NCCs shall be required for approval of special allocations over \$100.00.
  - 3. A simple majority of voting NCCs shall be required for approval of special allocations under \$100.00.
- D. Regional Spending Limits
  - 1. The MACURH Region, when spending above and beyond budgeted line items, shall adhere to the following:
    - a. \$0 - \$50: at the Director's' discretion;
    - b. \$50.01 - \$100: at the Director's discretion with Advisor's approval;
    - c. \$100.01 or more: approval of the NCCs.

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- E. End of the Fiscal Year
  - 1. The Associate Director for Finance and Records shall present a line item account of the past fiscal years funding, showing income by dues, conference excesses, and other, while accounting for income spent and transferred by line item.
  - 2. Any funds that remain in the regional budget at the end of the fiscal year shall revert back to the region to be utilized in the next fiscal year budget as carry-over.

Section 3: **Travel Policy**

- A. Any trip taken by a member of the Regional Board of Directors must be specifically authorized by the RBD in the regional budget.
- B. Arrangements for travel to, from and during regional meetings shall be made by the individual RBD member, in consultation with the Associate Director of Finance and Records. Selected arrangements will be the most cost effective for the region. The Associate Director of Finance and Records will determine, in consultation with the Regional Director and Regional Advisors, what is the most cost effective and reasonable arrangement.
- C. The following are the only reimbursement options for RBD travel:
  - 1. The region will pay for the expenses incurred to RBD members for all personal vehicular travel by means of a mileage system. For each mile traveled during transit to, from and during regional meetings, the region will reimburse the RBD member \$0.30.
  - 2. By air, the region will pay only the cheapest rate available at the current time to and from the meeting site.
  - 3. The region will pay for a rental vehicle for RBD members wishing to take the financial responsibility upon them for any damage done to the vehicle during the rental period. MACURH will not reimburse for vehicle insurance. Only the cost of rental fees and mileage at the owner's rate.

Section 4: **National Conference Policies**

- A. Semi-Annuals
  - 1. NACURH shall pay registration for Semi-Annual board meeting for Regional Director and Associate Director of Finance and Records, or substitute.
  - 2. MACURH shall pay the travel costs for the Regional Director and AD-Finance and Records, or substitute, for Semi-Annual board meeting
- B. NACURH Conference Registration
  - 1. Pre-Conference
    - a. NACURH shall pay the registration fees for the NACURH pre-conference annual board meeting for the Regional Director and AD – Finance and Records.
    - b. MACURH shall pay the registration fees for the NACURH pre-conference for the RAD-NRHH, AD-Programming, Regional Advisors, and the RCCs.
  - 2. NACURH Conference
    - a. NACURH shall pay the registration fees for the NACURH Conference for the Regional Director and AD- Finance and Records.
    - b. MACURH shall pay the registration fees for the NACURH conference for the RAD-NRHH, AD-Programming, Regional Advisors, Regional Director Elect, and AD-Finance and Records Elect.
  - 3. NACURH Conference Travel
    - a. MACURH shall pay travel costs for the NACURH pre-conference and the NACURH conference for the Regional Director, AD-Finance and Records, RAD-NRHH, AD-Programming, and Regional Advisors.
  - 4. Regional Communication Coordinators NACURH Registration and Travel
    - a. MACURH shall pay up to \$250 for each RCC for their travel and/or conference registration for the NACURH conference.

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Section 5: **Transaction Form**

- A. A Transaction Form shall be required for the expenditure of all funds.
- B. A Transaction Form must be filed with the AD-Finance and Records with receipts attached to justify the amount of the expenditure whenever funds are received from the MACURH Regional Account.
- C. A separate form must be filled out for each line item expenditure.
- D. Failure to return the form to the AD-Finance and Records within sixty (60) days will result in the demand that all or part of the funds be returned to MACURH, or that reimbursement funds will be withheld.

Section 6: **NACURH Contingency Fund**

- A. History
  - 1. Beginning in May 1981, NACURH started building a contingency fund with the intent to build it to \$500. Currently, the funds have exceeded that, and the monies are placed in the fund to be used in emergencies. Monies are placed in the Contingency Fund at the discretion of the National Associate for Finances.
- B. Withdrawing Nationally Placed Funds
  - For monies that NACURH has placed in the contingency account on a region's behalf, the following guidelines exist:
    - 1. The Regional Director must write a letter to the National Advisor requesting the funds from the National Portion of the account. This letter must be co- signed by the Regional Advisors.
    - 2. A majority vote of the NCCs in the region must approve the request in advance of the letter being sent to the National Advisor.
    - 3. The NBD must approve the request before the national portion of the regional contingency monies can be allocated, or in the case of an emergency, the NACURH Executive Committee can approve the request, with a confirmation "after the fact" vote of the NBD at the following meeting.
- C. Withdrawing Regionally Placed Funds
  - For monies that the individual region has placed in the contingency account on its own behalf, the following guidelines exist:
    - 1. The National Advisor is authorized to allocate any requested funds to the region after receiving a letter from the Regional Director and the Regional Advisors.
    - 2. A majority vote of the NCCs in the region must approve the request in advance of the letter being sent to the National Advisor.
- D. Contingency Fund Expenditure Guidelines
  - 1. At no time are contingency funds to be used for nonessentials.
  - 2. Any use of contingency funds could be approved by the NACURH Executive Committee in an emergency situation that requires immediate funding with confirmation by the NBD at the following meeting. Discretion is left to the NACURH Executive Committee as to the real urgency of the needed funds.

(National Fiscal Policy, revised 1991)

Section 7: **MACURH Long-Term Contingency Fund**

- A. Purpose
  - 1. The fund is to serve as a long-term investment of the region's funding to provide for purchases of major equipment, such as laptops, and to provide for the long-term financial stability of MACURH.
- B. Fund Management
  - 1. The minimum balance shall be \$3,000.
  - 2. Transfers from regionally placed funds in the MACURH contingency account must follow policies and shall not bring the balance account below \$3,000.
  - 3. This fund shall be governed under NACURH investment policies.
- C. Withdrawing funds

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1. Monies in the fund can be removed for the region's use for purchases under the following guidelines:
2. The purchase must be for long-term use (3 years or more) and be in an amount exceeding \$300.
3. The purchase must be approved by a majority vote of the NCCs in the region.
4. The amount requested cannot bring the balance below its set minimum.
5. Monies in the fund shall be removed for the region's use for replenishing the regional contingency account under the following guidelines:
  - a. The regional contingency fund account has a balance below \$3,000 at the start of the fiscal year (April 1).
  - b. The region's budget cannot accommodate for replenishing the regional contingency account to a balance of \$3,000 or greater.
  - c. The MACURH AD-Finance and Records shall transfer an amount from the Long-term Capital Fund to the regional contingency account to bring the balance to exactly \$3,000 by September 1 of that fiscal year.
  - d. In an emergency situation where MACURH's financial situation is critical, monies in the Long-term Capital fund may be removed following NAUCRH Contingency Fund policies.

## Article V - Regional Board of Directors Bid Policy

### **A. Bid Requirements**

1. Selection for all offices requires: a written bid, an oral presentation, and a question and answer session.
2. The times for the question and answer session can be extended by a majority vote of the NCCs, NRHH or Programming representatives.

### **B. Intents to bid**

1. Anyone choosing to bid for a Regional Board of Directors position will submit an intent to bid to the Regional Director 30 days prior to the bid submission deadline via email. Bids will not be accepted without an intent.
2. If no intents are submitted for a position by the appropriate date, the Regional Director may call for a second round of intents due 14 days prior to the bid submission deadline.

### **C. Written Bid Specifications**

1. A page is defined as a side of print. A page includes letters of support, dividers, text and charts. All bids must be on 8.5" x 11" paper.
2. A cover page is not included in the page limit.
3. All page limits listed are maximum number of pages allowed; bids can be fewer pages.
4. It is encouraged that bids be double-sided and be printed on recycled paper.
5. Bids must be formatted on a computer and sent as a PDF to the Director via email. No paper copies of Positional Bids will be accepted or distributed to conference attendees.
6. Candidates may not include letters of support from current Regional Board members.

### **D. Limits Per Board Position**

1. The Director is limited to a ten (10) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
2. AD-Finance & Records is limited to a ten (10) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
3. RAD-NRHH is limited to a six (6) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
4. AD-Programming is limited to a six (6) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
5. RCCs are limited to a six (6) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session.
6. The Advisor is limited to a ten (10) page written bid, a ten (10) minute oral presentation, and a ten (10) minute question and answer session.

## Article VI - Miscellaneous Policies

### **I. Environmental Policy**

In recognition of the need to be more aware of our environment responsibilities, the National Association of College and University Residence Halls, Inc. strongly recommends regions and the National Board of Directors operate with the efficient use and management of our natural resources. Therefore no Award Bids, Positional Bids, Conference Bids or legislation will be submitted at Regional or No Frills Conferences. The Business Meetings at these conferences will be conducted with the use of laptops (provided by the participants) and USB drives with the pertinent bids and or legislation downloaded onto them (provided by MACURH).

Furthermore, the Messenger, NCC Survival Guide, and all Award bids will be placed online in plain text, html, or .pdf formats, with a request of hard copies available for member schools

### **II. MACURH Application Package**

MACURH shall adopt a proactive approach to the use of technology. MACURH shall adopt the *PC Clone* as its choice of computer workstation processor, meaning that all vital documents be maintained on this workstation type. MACURH recognizes the transient state of itself. Hence, shall adopt a standard software package of the following applications, for the following usage:

|                             |                             |
|-----------------------------|-----------------------------|
| MS Office                   | General Office Productivity |
| Adobe PageMaker / MS Office | Newsletters                 |
| Windows (any version)       | Operating System            |

*NACURH, Inc. does not restrict the use of other applications for internal use of inter-school communication or individual offices, but requires all inter-regional shared electronic documents to follow the standard package*

### **III. Delegation Grant**

- Part 1. Based on the judgment of the Associate Director for Finance and Records, if there exists an acceptable amount of money, a line item for Delegation Grant shall be included in the budget that is submitted for approval at the No Frills Conference. The final amount of the grant shall be at the discretion of the Associate Director for Finance and Records, as amended and/or approved by the NCC's.
- Part 2. The amount of the Delegation Grant shall be announced at the MACURH business meeting at the annual NACURH Conference. The applications for this grant shall be made available at this time and handed to each school and sent to those schools not in attendance at NACURH. The announcement shall be made to as many schools, affiliated and interested, through as many different mediums as possible following the end of NACURH.
- Part 3. Applications shall be returned to the Regional Director no later than 30 days prior to the MACURH conference. The application must be accompanied with a copy of the most current budget.
- Part 4. The selections committee will be chosen by the Director, to include the Regional Advisor, the Associate Director for Finance and Records, and up to five (5) but not less than two (2) others of the Director's choosing.
- Part 5. The criteria used in evaluating the need for the grant shall be:
- Resources available to the school's student resident hall organization;
  - A demonstrated need to help subsidize a delegation's fee to attend the MACURH conference including a budget and a plan for what changes will be made in the event that a delegation grant is not awarded;
  - A genuine desire to make an impact on the school's campus by attending MACURH;
  - A desire to impact the conference itself with programming, enthusiasm, etc.
- Part 6. The committee can give out as many grants to schools that have applied as there is money budgeted. The number of schools is up to the committee, portioned in the percentage they choose. The NCC's in approving the budget sets the total amount that can be allocated.
- Part 7. Within 30 days after leaving MACURH, the school(s) that receive the grant will complete a 2-3 page final report describing the experience, how it has benefited their school, and future plans of how they intend to be an active part of MACURH and utilize the regional and national services to benefit their school.

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Part 8. No school will receive any reimbursement, in the form of the delegation grant, until they have submitted their final report.

#### **IV. MACURH Logo**

The MACURH logo shall be that which is displayed on the cover of the MACURH Policy Book.

#### **V. MACURH Colors**

The official colors of MACURH will be royal blue and white. (2007)

#### **VI. MACURH Mascot**

The MACURH regional mascot shall formally be known as Molly "The Moo" Cow.

#### **VII. National Conference Awards**

Any National Conference Awards: Regional Banner, Display, and Roll Call, won at NACURH will be given to the RCC of that term of the sub-region that organized either of the awards. And that certificates will be distributed to each school that participated in organizing the event at the following MACURH Conference.

#### **VIII. NACURH Unification Statement**

NACURH, Inc. is a student run organization whose members purpose is to provide communication, education and leadership development opportunities for student leaders in residence hall systems across the country and world. The students who comprise this organization represent different abilities, races, ethnicity, sexual orientations, religions, ages, genders, and political affiliations. NACURH is a representative body of a truly multicultural population in which individual differences are accepted and welcomed. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member schools to build conference delegations that are representative and inclusive of the diversity of people of their individual campuses. Ultimately, we strive for a unified organization which has an appreciation, understanding and acceptance of diversity. Finally, we encourage member schools to work together to provide a unified front in order to achieve our basic goals of improving residence halls nationwide and internationally.

#### **IX. MACURH ADA Compliancy Account**

##### **A. Purpose**

1. To allocate funds in respect to NACURH's endeavor of being an inclusive corporation that respects different abilities.

##### **B. Fund Management**

1. An add-on fee of \$5.00 shall be added to the registration fees for both regional and No Frills conferences to be placed into a MACURH savings account under the name "ADA Compliancy."
2. If the total fund in the ADA Compliancy savings is less than \$3,000.00, 25% of any conference excess will be applied to the account along with the \$5.00 add-on fee until the savings surpasses \$3000.00
3. Once the savings exceeds \$3000.00, just the \$5.00 add-on fee shall be inserted into the savings account.
4. Once the savings budgeted for ADA Compliancy reaches \$12000.00, the \$5.00 add-on fee will stop being added to the conference fees. However, if the item drops below \$10000.00, the \$5.00 add-on fee to delegate registration will be reinstated until the line item regains its \$12000.00.
5. All interest gained by the ADA Compliancy Fund will accrue within the ADA Compliancy Fund Account.

##### **C. Withdrawing Funds**

1. Monies in the fund can be removed for the conference's use for service purchases under the following guidelines:
  - a. The fee must be approved by the discretion of the Regional Director and AD-Finance and Records, in consultation with the Regional Advisors.
  - b. The conference staff shall make a good-faith effort to be responsible for ensuring the finances are spent in the most fiscally responsible manner.
  - c. A request must be received by the Regional Director within 72 hours of the close of conference registration.
  - d. The request must be accompanied with appropriate documentation of expenses.

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- e. Requests will be approved on the basis of the Americans with Disabilities Act,

## **X. Bylaw and Policy Changes**

Bylaw changes must be proposed on the proposal form found in the Forms Section. Intent must be submitted in writing to the Regional Director. Actual proposals must be turned in at the Director's discretion, but at least 24 hours before a business meeting. Policy changes are made by the Regional Board of Directors with a majority vote. Upon passage of any policy changes, the Regional Board of Directors must submit a summarization of changes to the policy book to the National Communications Coordinators at the next business meeting, whereupon the NCCs shall vote to accept the changes made by the Regional Board. The NCCs have the right to accept or veto any changes made by the Regional Board before the changes are enacted.

## **XI: Laptop and USB Policies**

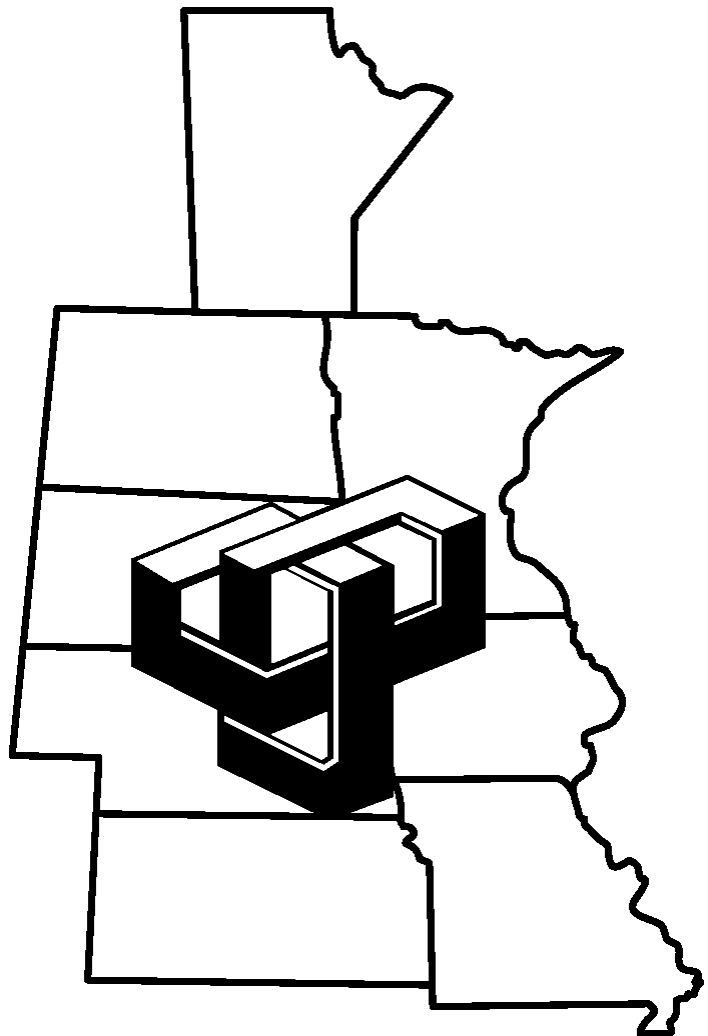
1. Laptops will be utilized in every NCC, PCC, NRHH, and President business boardroom at the Regional, No Frills, and National Conferences, it will be the responsibility of the participants in each Boardroom to ensure they have a laptop, the participants must contact their boardroom chairperson two (2) weeks prior to said conference if they cannot obtain a laptop, the Regional Board of Directors will then work to provide an alternative for said person.
2. The Midwest Affiliate of College and University Residence Halls will provide one(1) USB drive per affiliated and registered school at every Regional and No Frills Conference to be checked out by their National Communications Coordinator. The Regional Board of Directors will be responsible for ensuring that every USB drive has the appropriate agendas, bids and, legislation on them before the conference starts. If a school checks out a USB Drive at the Regional or No Frills Conferences and does not return it at the end of boardrooms, or returns it in an inoperable state, said school will be charged \$75.00 (US) and be placed in bad standing by the Director until the fee has been paid to MACURH

## **XII. Legislation Submission Policies**

1. A committee shall be created by the Associate Director for Finance and Records whose sole charge will be to review legislation that has been submitted to the Regional Director. This committee shall be known as the Legislation Review Committee. The LRC shall follow an approved guideline from the ADFR to review the legislation submissions.
2. The LRC shall follow these guidelines. No legislation shall be denied, however legislation will be reviewed based on the following criteria: Does what the legislation set out to do require actual legislation to enact? If this legislation changes policy, is it truly necessary to make a change to policy, or can it be accomplished without a policy change? Does the legislation conform with the mission and/or vision of NACURH and MACURH. How would this legislation impact individual member schools? Does this legislation conflict with National Policy? Is the legislation grammatically correct? Are there spelling errors?
3. The LRC shall complete their review in one weeks time after the Legislation Due Date set out by the Regional Director.
4. The LRC will submit their recommendations to the Regional Board of Directors. The RBD will meet, weighing the review of the LRC and discuss each submitted piece of legislation. For a piece of legislation to pass onto the National Communications Coordinators a majority vote by the RBD will be required. This meeting will be run by the Regional Director one week before the conference where the legislation is being submitted.
5. If a piece of legislation is not passed by the RBD a spokesperson will give a statement to the NCCs at conference as to why the RBD did not pass the legislation. The NCCs may override the RBDs decision by a 2/3rds majority if called for, the legislation in question then would be brought to the table for deliberation.

# AWARD POLICIES

Midwest Affiliate of  
College and University  
Residence Halls



## MACURH Award Policies

| MACURH Regional Conference  |  |   |                          |
|---|--|---|--------------------------|
| NCC   | PCC  | NRHH  | Presidents               |
| Residential Staff<br>Member of the Year<br>Cindy Fendrick Award<br>for Professional<br>Services   | Program of the Year<br>Student Award for<br>Leadership Training  | Commitment to<br>Philanthropy   | Organization of the Year |
| No Frills Regional Conference   |  |   |                          |
| NCC   | PCC  | NRHH  |                          |
| OCM Distinguished Service<br>Award<br>OCM Dennis Lynch NCC of<br>the Year<br>Hallenbeck Service Award<br>Mabel Strong Outstanding<br>Advisor<br>School of the Year<br>President of the Year | Commitment to Diversity Award<br>Building RHA of the Year<br>First Year Experience Award<br>Programmer of the Year | Valerie Averill and Mark Hudson<br>NRHH Outstanding Member of the<br>Year<br>NRHH Building Block Chapter of<br>the Year<br>NRHH Chapter of the Year<br>Mike Grosz Student of the Year |                          |

- Each member school in good standing with NACURH, Inc. may make only one nomination for each of the above awards. Recipients will be selected from the nominees by secret ballot and announced at the respective conference's banquet.
- All bids for awards must be typed and formatted using a computer, they must be in 10-12 point type on a standard 8.5"x11" page layout. All bids must be submitted to the Director via e-mail by the set date.
- Bids may not exceed the page limit specified in the award description.
- A page is defined as a side of print and includes text, letters of support, and dividers. A cover page does not count towards the page limit.
- Bids must have page numbers.
- The Director will submit an electronic copy of every bid to the National Information Center for the Resource File Index.
- Only achievements from the year prior to the conference where the bid is being presented may be used to construct the bid except for the Hallenbeck Service Award and the Distinguished Service Award.
- Bids not following these criteria will not be considered.
- No member of the MACURH Regional Board of Directors may be nominated for an award.
- Only affiliated schools will be eligible to vote in any of the business meetings. (2006)

### Section 1: Bids

- I. Bids will be available for viewing on the web prior to the conference. The finished bid will be due to the Director, or their designee, 21 days prior to the conference. The bids will be able to be viewed 5-7 days previous to the first day of the conference and NCCs, PCCs and NRHH chapters will be notified when the last bid has been placed on the web.
- II. Bids may contain graphics and will appear the way that they will be presented for final consideration by the NCCs and NRHH representatives.
- III. Bidding schools are asked not to bring any paper copies to conferences, they will not be accepted or distributed to the member schools.
- IV. The bids will be submitted electronically via e-mail in .pdf format. If this is impossible, due to lack of available software or hardware, the copy will be submitted to the Regional Director in paper format, where it will be converted, but results will likely be less enhanced due to the process of conversion.

[Type text]

## Section 2: MACURH Regional Conference Awards

### I. National Communication Coordinator Awards

The following awards will be voted upon by the NCCs from fully affiliated schools present at the annual MACURH conference.

#### A. Resident Staff Member of the Year Award

**Purpose:** The Resident Staff member of the Year Award recognizes the outstanding service of a resident staff member on their respective on-campus living community and MACURH. This award honors a resident staff member for outstanding contributions on the campus, sub-regional, regional, and national levels.

**Eligibility:** Any school in MACURH that is fully affiliated with NACURH may nominate one individual for the award. Nominees must be a student currently employed for at least one full semester as a Resident Staff member. The nominee may not be concurrently nominated for Student of the Year, Programmer of the Year, and NRHH Outstanding Member of the Year in the same year. Members of the National Board of Directors and Regional Board of Directors are not eligible for this award. The nominee may not have been a NCC during the eligibility period. The award shall have an eligibility period from the NACURH conference prior to nomination to No Frills conference of nomination; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed eight (8) pages in length (10-12 point type). A page defined as a side with print; including text, letter of recommendations, etc. The title page shall not be included in the eight (8) pages, but dividers shall be included in the page count. The title page shall include the nominee's name, institution, and region name. All bids must contain page numbers.

**Selection:** The award recipient shall be selected by the NCCs at the MACURH conference. The NCCs from schools fully affiliated with NACURH will vote on the selection of the award.

**Award:** The award shall consist of a plaque. The Associate Director of Programming of the designated representative(s) shall announce the award winner at the MACURH conference awards banquet.

#### Information to include in the bid nomination:

- Resident Staff Member position description (as described by the nominee's campus housing office)
- Number of residents they directly supervise
- Programs presented
- Letters of recommendation
  - Direct professional/paraprofessional staff supervisor(s)
  - Fellow staff member(s)
  - Current residents(s)

#### Recommended Criteria:

- Service to campus residential community: programming, community building, mentoring
- Campus involvement, extracurricular activities
- Recognition through awards: campus, regional, national

[Type text]

## **B. Cindy Fendrick Award for Professional Service**

**Purpose:** This award is designed to recognize distinguished leadership by a housing professional while serving MACURH, its affiliates, and member schools over a several year period.

**Eligibility:** Bids are limited to one (1) per school. Any elected officers are not eligible. Bids not meeting this criteria will not be considered.

**Pages:** The text of the Cindy Fendrick Award for Professional Service must be limited to 16 pages (10-12 point type required) double-sided. A page is defined as a side with print; covers and title pages are not included in the page count, dividers are included. All bids shall contain page numbers.

**Selection:** The NCCs will vote on one regional recipient at the annual MACURH Regional Conference. This award is not necessarily meant to be given out each year, but rather for those who have gone above and beyond within the Midwest Affiliate.

**Award:** If a winner is selected, it will be announced at the closing banquet of the annual MACURH Regional Conference. A plaque will be given to the recipient.

**Criteria:** The bid should include information regarding campus and regional involvement. Nominees should be within their first fifteen (15) years of post-baccalaureate professional housing service. The bid should also highlight specifically how the nominee has impacted their host school and MACURH. Other suggested criteria include, but are not limited to: national involvement, awards received, professional memberships, positions held, conference participation, involvement as a student, letters of recommendation, etc.

## **II. NRHH Representative Awards**

The following awards will be voted upon by the NRHH representatives from fully affiliated schools present at the annual MACURH conference.

### **A. Commitment to Philanthropy Award**

**Purpose:** This award is designed to recognize a MACURH member school in good standing that has shown a yearlong commitment to the regional philanthropy, local campus philanthropies, and community philanthropies. For the purposes of this award, philanthropy shall be defined as physical time, monetary, clothing, food, or other tangible donations given to the above listed philanthropies and/or not for profit organizations.

**Eligibility:** Any MACURH member school in good standing with NACURH may submit a bid for the award. The award shall have an eligibility period o MACURH conference to MACURH conference. Only year specific information from the eligibility period will be considered in the selection of this award.

**Pages:** The written bid shall not exceed twenty (20) pages (10-12 point type). A page is defined as a side with print; including text, letters of recommendations, appendices, dividers, etc. The title page shall not be included in the twenty (20) pages, but dividers shall be included in the page count. Appendices may not exceed twenty (20) pages and will not be included in the twenty (20) pages and may be added at the bidding school's discretion. All bids shall contain page numbers. Bids over the page limit will not be considered.

#### **Required Contents:**

- A. Introductory statement including:

[Type text]

- a. A Statement of Philanthropy
- b. Your campus' perspectives on philanthropy
- c. Your campus' approach to philanthropy

**Suggested Criteria:**

- A. How has your campus tried to develop new and creative ways o promoting and implementing philanthropy?
- B. What philanthropic contributions were made by your campus?
  - a. Campus Organizations/entities contributed to:
    - i. Short description of said organization/entity
    - ii. Programs/activities designed to promote the philanthropy
    - iii. Overall contributions made
  - b. MACURH Philanthropy
    - i. Programs/activities designed to promote the philanthropy
    - ii. Overall contributions made
  - c. Community Organizations/entities contributed to:
    - i. Short description of said organization/entity
    - ii. Programs/activities designed to promote the philanthropy
    - iii. Overall contributions made
  - d. Other Organizations/entities contributed to not included in the above listed options:
    - i. Short description of said organization/entity
    - ii. Programs/activities designed to promote the philanthropy
    - iii. Overall contributions made
- C. Letters of Recommendation (maximum of 4)

**Selection:** The award shall be selected by the NRHH Reps from schools in good standing and in attendance at the MACURH Conference.

**Award:** The award will consist of a plaque to be retained by the winning school. The RAD-NRHH or designated representative(s) shall announce the award winner at the MACURH conference awards banquet.

**III. Programming Communication Coordinator Awards**

The following awards will be voted upon by the PCCs from fully affiliated schools present at the annual MACURH conference.

**A. Program Of the Year Award**

**Purpose:** The MACURH Program of the Year Award (POY) is designed to acknowledge outstanding programs implemented throughout the MACURH region.

**Eligibility:** Any program sponsored by a MACURH member school within the time frame from the previous calendar years National Conference till 21 days prior to the current regional MACURH conference may be considered for the Program of the Year award. Only one bid may be submitted per school.

**Pages:** Bids may not be more than 20 pages (10-12 point type), double sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

**Selection:** The bid selection committee shall be comprised of the programming representatives at the MACURH conference. A fifteen-minute oral presentation is to accompany each written bid submitted. This oral presentation will take place in front of a combined boardroom composed of PCCs, NRHH representatives, and NCCs. A question and answer session of no more than fifteen minutes will follow each presentation. There will be a pro/con session and discussion on each bid submitted. One PCC from each school in

good standing with MACURH will vote on the selection via secret ballot, after a five minute consultation between a school's NCC, NRHH representative, and PCC. Any member school may submit a national POY bid in adherence to NACURH guidelines.

### **Suggested Criteria for Written Bids**

1. Any school bidding for Program of the Year shall submit a written bid to the Regional Director, Associate Director of Programming, and the Associate Director of Technology 21 days prior to the regional conference.
2. If no bids are submitted for MACURH Program of the Year, there will not be a recipient of the award for that year.
3. The nominated POY may be of social or educational nature, however social programs must include some indication of how the program was also educational regarding students.
4. Any school bidding for Program of the Year shall include in their bid the following: schedule of events, basic organization, goals, positive effects, evaluation, and addendum (addenda). The following areas of consideration and questions should be addressed when submitting an application for the award:
  1. Relatedness to Residence Hall Students:
    - a. For whom is the program designed?
    - b. How does it relate to residence hall settings?
    - c. Is it practical and applicable to other residence hall settings?
    - d. What were the goals of the program?
  2. Proven Effectiveness:
    - a. How successful was the implemented program?
    - b. How was the evaluation of the program or concept carried out?
    - c. How was the program marketed?
  3. Creativity and Uniqueness:
    - a. How new is the concept of the program in dealing with general residence hall programming?
    - b. How unique is the program in presentation style--new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
    - c. How were program costs met?
    - d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
  4. Level of Student Input and Involvement:
    - a. Did students conceive the program?
    - b. How many students were involved in the actual planning and implementation of the program?
    - c. Who benefited from the program?
  5. Presentation of the Information:
    - a. Correct grammar and spelling, neat, concise, clear and readable
    - b. What would be the strategies for presenting this program if you are selected as a national finalist?

### **Suggested Criteria for Program Presentations (2007)**

1. What were the goals of the program? How were these met?
2. Did students plan the program? Are students presenting the program?
3. Why was this program important to the campus? Did it solve any problems on the campus level?
4. How did this program relate to the campus population, other campus populations?
5. How many students were impacted by this program?
6. What was the cost of the program?
7. How can this program be adapted to other campuses?

8. How chronological is the information being presented?
9. Is there audience participation/interaction in the presentation?
10. Was the program presented in a professional manner?
11. Creativity of presentation: costumes, design of presentation, handouts.

## **B. Student Award for Leadership Training**

**Purpose:** The purpose of the Student Award for Leadership Training is to reward student leadership training programs in the residence halls. A conference-theme oriented presentation, involving residence hall student leadership must be presented by all candidates during a regional conference programming session.

**Eligibility:** One student or student group of a MACURH member school in good standing may submit a SALT nomination for consideration per year. The SALT nomination must follow the prescribed description. The SALT nomination may cover any group of leadership (floor, hall, residence hall government, etc.) or any format of training. The only premise is the involvement of students in the implementation of the program. Additionally, students must be involved in the development and format of the training. The more students are involved or taking the lead on any and all phases of the leadership training program, the more promising the nomination.

**Pages:** All four sections of this outline must be completed to satisfy SALT requirements. Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

### **Criteria:**

1. Introduction and Overview
  - a. Write a one-paragraph summary of the SALT nomination which could be used in describing the SALT nomination as a conference program session.
  - b. Describe the goals and objectives of the SALT nomination
  - c. Describe specific student needs that this project is attempting to address.
2. Content and planning of the SALT nomination
  - a. Describe the resources used in developing the SALT, including a budget, funding sources, personnel needs, supplies utilized, etc.
  - b. Describe the planning process used in development of the SALT
  - c. Describe the who, what, when, where, etc.
  - d. Describe how this project affects students.
3. Evaluation of the SALT nomination
  - a. Discuss the results and show what evaluation methods were used.
4. Presentation as a conference session
  - a. Describe how this project would be presented in a conference session format
  - b. Describe any media that would be used in the conference session including slides, transparencies, film, etc.
  - c. Describe any handouts and written materials that would be distributed to conference delegates.

**Selection:** The bid selection committee shall be comprised of the PCCs at the MACURH conference. A fifteen-minute oral presentation is to accompany each written bid submitted. This oral presentation will take place in front of a combined boardroom composed of PCCs NRHH representatives, and NCCs. A question and answer session of no more than fifteen minutes will follow each presentation. There will be a pro/con session and discussion on each bid submitted. One PCC from each school in good standing with MACURH will vote on the

[Type text]

selection via secret ballot, after a five minute consultation between a school's NCC, NRHH representative, and PCC. Any member school may submit a national SALT bid in adherence to NACURH guidelines.

#### **IV. President Awards**

The following awards will be voted upon by the Presidents from fully affiliated schools present at the annual MACURH conference.

##### **A. Organization of the Year Award**

**Purpose:** This award recognizes a student organization on campus that has contributed to student life by promoting leadership, diversity, recognition and education.

**Eligibility:** The school must be an affiliated member of MACURH with good standing. The award will have an eligibility period from MACURH to MACURH; only year specific information will be considered in the selection of this award. Only organizations that are not affiliated with a residential life department or housing department will be considered, but the organization must be recognized by the University.

**Pages:** The written bid shall not exceed twelve (12) pages in length (10-12 point type). A page is defined as a side with print; including text, letter of recommendation, etc. The title page and constitution shall not be included in the twelve (12) pages, but dividers shall be included in the page count. All bids will contain page numbers.

**Selection:** Recipients will be chosen at the MACURH Conference in the President's Boardroom.

**Award:** The award will consist of a plaque.

##### **Suggested Criteria:**

1. Goals and objectives and how they were met
  - a. What is the purpose of this organization
  - b. What goals were set
  - c. How were these goals executed
  - d. How has the organization grown
2. Membership selection process
3. Recognition
  - a. In what way did the organization recognize others
  - b. What awards has the organization received
4. Programming, Leadership and Diversity
  - a. What programs did the organization host
  - b. What leadership opportunities does the organization provide
  - c. How does the organization train and support leaders to grow
  - d. Improvements from previous years
  - e. How has this organization catered to a variety of students on campus
5. Philanthropy
  - a. How has the organization given back to the community
  - b. What philanthropy events have been held on campus
  - c. How much donations were raised
6. On-Campus Impact
  - a. How does this organization have an impact on on-campus students
  - b. How has the organization positively effected campus life
7. Other Relevant Information
  - a. Calendar of events hosted by the organization
  - b. Attendance at activities
  - c. Budget, income and expenses of the organization
  - d. Membership attendance at meetings
8. Letters of Recommendation

[Type text]

- a. President of the Organization
  - b. Advisor of the Organization
  - c. Director of Student Services
9. Constitution
- a. This is required but does not count in the page limit

### Section 3: No Frills Conference Awards

#### **I. National Communication Coordinator Awards**

The following awards will be voted upon by the NCCs from fully affiliated schools present at the annual No Frills conference.

##### **A. OCM Distinguished Service Award**

This award is designed to recognize distinguished student leadership while serving the MACURH Region and the member school(s) over a several year period. Nominees must be full time students and live in an on-campus housing unit. This award is endorsed by OCM and is presented by a representative of by OCM at the No Frills banquet.

Some recommended, but not required, criteria include:

- Service to RHA, campus, regional and national experience
- Recognition through awards: campus, regional and national
- Participation and use of campus, regional and national services, and
- Participation at conferences: attendance, programs presented and attended, spirit

Bids are limited to 16 pages.

##### **B. OCM Dennis Lynch NCC of the Year**

This award is designed to recognize an outstanding NCC who has provided leadership both on campus and on regional and national levels. The nominee must have been a NCC during the past year. The criteria for this award are as follows:

- Sub-regional, regional and national correspondence,
- Participation in sub-regional, regional, and national services,
- Participation in conferences: delegation building, spirit and attendance and participation in meetings and programs,
- Recognition through awards: campus, regional, and national services.

This award is endorsed by On Campus Marketing and is presented by a representative of OCM at the No Frills banquet. Bids are limited to eight pages.

##### **C. Hallenbeck Service Award**

Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a fulltime housing or student affairs professional.

Award: A maximum of one (1) award per year may be given out.

Award Criteria:

- Campus, regional, and national involvement (i.e. Regional Board, Conference Staff, etc.).
- Recognition received through awards: campus, regional, and national.
- Participation in campus, regional, and national services.
- Participation in conferences: attendance, presenting programs, etc.

Bids will be no longer than sixteen pages.

##### **D. Mabel Strong Outstanding Advisor Award**

This award is designed to recognize outstanding advisors who shown outstanding service and dedication to the MACURH Region. The following is a list of questions for the Mabel Strong Advisor Award:

- What has the advisor accomplished this year for your residence hall organization campus, regional, and national levels?

[Type text]

- What has the advisor accomplished this year within your own residence hall organization?
- How has the advisor helped to initiate ideas and motivate residents within your organization?
- How well does the advisor relate and communicate to the residents in the residence hall organization?
- How has the advisor encouraged or fostered individual student growth and development?
- What are some of the outstanding accomplishments of your advisor this year?
- Why should your advisor receive this award?

Bids are limited to 16 pages.

#### **E. MACURH School of the Year Award**

The MACURH School of the Year Award recognized outstanding achievements on the campus level by a residence hall government, as well as regional and national contributions. The award consists of a traveling plaque and a plaque retained by the winning school. Bids are limited to 30 pages and should seek their own level of clarity and content. An unlimited number of appendices may be added to the text. The following is a list of criteria for School of the Year:

1. Campus level (45%)
  - Structure and organization of residence hall government
  - Goals and programs accomplished (emphasis on new programs and organizational growth)
  - Perceived student benefits from residence hall government
  - Community service
  - Addressing challenging issues
  - Other residence hall issues
  - Communication of regional and national information to residence hall government, residence hall staff, and administration
  - Budget
2. Regional Level (25%)
  - Representation at regional conferences
  - Communication with regional member schools
  - Involvement in regional projects
  - Bids for national awards
  - Number of regional OTM winners
  - Communication with regional officers
  - Representation at regional business meetings
  - Hosting a regional officer or conference
3. National Level (25%)
  - NIC requests
  - NRHH chapter
  - Representation at national conference
  - Representation at national business meeting
  - Number of national OTM winners
  - NIC report
  - Bids for national awards (POY, SALT, etc.)
  - Communication with member schools
  - Communication with national officers
  - Payment of dues
  - Intangibles; spirit and involvement of students
  - Hosting national office/national officer/national conference
4. Miscellaneous (5%)
  - Letters of support

[Type text]

- Adherence to format
- Appearance/neatness
- Consciousness

#### **F. President of the Year Award**

This award recognizes the outstanding service of a residential housing organization President at an affiliated school who has had a direct positive impact on their school, region and NACURH.

- Awards shall be judged based on the time period from NACURH to NACURH.
- 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.
- Recognition through awards: campus, regional, and national services.
- Participation in campus, regional and national services.
- Participation in conferences: spirit and attendance, and participation in meetings and programs.
- 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.
- The bid must include at least two (2) letters of support:
  - A letter of good standing from a professional university official of the recipient's host institution
  - A letter of support from the nominee's residential housing organization

Bids will be no longer than eight pages.

## **II. NRHH Representative Awards**

The following awards will be voted upon by the NRHH representatives from fully affiliated schools present at the annual No Frills conference.

### **A. Valerie Averill & Mark Hudson - NRHH Outstanding Member Of The Year Award**

**Purpose:** The Valerie Averill and Mark Hudson NRHH Outstanding Member Of The Year Award recognizes the outstanding service to NRHH and MACURH by an individual who has been directly affiliated with both organizations. This award honors an NRHH member for outstanding contributions on the campus, sub-regional, regional, and national levels.

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with NACURH may nominate one individual for the award. Nominees must be a student living in an on-campus unit and be a member of NRHH. The nominee may not bid for both Student Of The Year and NRHH Outstanding Member Of The Year in the same year. Members of the National Board of Directors and Regional Board of Directors are not eligible for this award. The award shall have an eligibility period from No Frills conference to No Frills conference; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed eight pages in length.

**Required Content:** The bid shall include a letter of support from the NRHH President or NRHH Advisor for the year of nomination. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.

**Suggested Criteria, but not required:**

- A. Local, regional, and national correspondence pertaining to NRHH.
- B. Recognition through NRHH Awards.
- C. Participation in campus, regional, and national services for the benefit of NRHH.
- D. Representation of NRHH at campus, regional, and national levels.
- E. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

**B. NRHH Building Block Chapter Of The Year Award**

**Purpose:** The NRHH Building Block Chapter Of The Year award is awarded to a chapter, which shows outstanding growth and development on the campus, sub-regional, regional, and national levels during the year of nomination.

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with NACURH may bid for the award. The award shall have an eligibility period from No Frills conference to No Frills conference; only year specific information will be considered in the selection of this award.

**Pages:** The written bid shall not exceed thirty pages in length.

**Required Contents:**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information
  - a. Chapter/school name
  - b. Institution
  - c. Region Name
- C. Chapter Constitution
  - a. Shall be required in the bid, but will not be counted in the total or appendices page count
- D. Letters of Support
  - a. A letter of support from at least one of the following
    - i. Chapter Advisor
    - ii. RHA President
    - iii. Professional Housing Staff

**Suggested Criteria:**

- A. Goals and objectives and how these were met.
- B. Membership selection process.
- C. Participation in reinforcing the purpose of NRHH.
- D. Programming and leadership development.
- E. Regional and national involvement.
- F. Growth of the chapter over the year:
  - a. Creation of new programming and leadership initiatives.
  - b. Creation of new recognition programs, services, and awards.
  - c. Expansion and building of existing programs and recognition.
  - d. Expanded participation on campus, regional, and national levels; including participation at conferences and retreats.

**C. NRHH Outstanding Chapter Of The Year Award**

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

**Eligibility:** Any MACURH NRHH affiliated chapter in good standing with the NRHH National Office may bid for the award. The award shall have an eligibility period from

MACURH conference to MACURH conference; only year specific information will be considered in the selection of this award. All Chapters are eligible and encouraged to bid for this award. (Note: The emphasis is on the nominated chapter, not comparison with other chapters.)

**Pages:** The written bid shall not exceed thirty pages in length. The title page and table of contents shall not be included in the thirty (30) pages, but dividers shall be included in the page count. A copy of the chapter's constitution shall be included in the bid, but will not count against the thirty (30) page limit. The title page shall include the chapter, institution, and region name. The table of contents page shall serve as a quick reference to various portions of the bid. All bids will contain page numbers.

**Required Contents:**

- A. All pages must be numbered accordingly
- B. Title pages must include the following information
  - I. Chapter/school name
  - II. Institution
  - III. Region Name
- C. Chapter Constitution
  - I. Shall be required in the bid, but will not be counted in the total or appendices page count
- D. Letters of Support
  - 1. A letter of support from at least one of the following
    - a. Chapter Advisor
    - b. RHA President
    - c. Professional Housing Staff

**Suggested Criteria:**

- A. Purpose of the NRHH Chapter
  - 1. What is the purpose of the chapter?
  - 2. How was the purpose met?
  - 3. How was the purpose exceeded?
- B. Goals and Objectives of the NRHH Chapter
  - 1. What were the goals and objectives?
  - 2. Were the goals and objectives achieved? Why or why not?
  - 3. What was learned as a result of these goals and objectives?
- C. Reinforcing the purpose of NRHH
  - 1. How has the chapter provided recognition for individuals who have provided outstanding service and who have provided leadership in the advancement of the residence hall system at their respective schools?
  - 2. How has the chapter fulfilled the pillars (recognition, community service, scholastics) or tenants of NRHH?
  - 3. How has the chapter initiated and advanced its local chapter? (*Examples of this are, but not limited to: an activity/program, supporting a regional officer, OTMs, housing support, and communications. These examples are not requirements.*)
- D. Briefly explain your membership selection process.
  - 1. How have your members exhibited leadership?
  - 2. What are the leadership positions held in other organizations by your NRHH members?
  - 3. How have the above members shared their leadership talents in these positions?

**D. Mike Grosz Student of the Year Award**

This award is designed to recognize outstanding service to MACURH by an individual who has been directly affiliated with the organization. Nominees must be full time students and live in an on-campus housing unit. The nominee may not have been a NCC

[Type text]

in the past year. The nominee may also not be nominated for Programmer of the Year. A current member of the MACURH Regional Board of Directors may not be nominated for this award. Some criteria include:

- Service to RHA, campus, sub-region, regional and national experience
- Recognition through awards: Campus, Regional and National
- Participation and use of campus, regional and national services, and
- Participation at conferences: Attendance, Programs presented and attended, spirit

Bids are limited to eight pages.

### **III. Programming Communication Coordinator Awards**

The following awards will be voted upon by the PCCs from fully affiliated schools present at the annual No Frills conference.

#### **A. Commitment to Diversity Award**

**Purpose:** The Commitment to Diversity Award is given to a school that involves a student-directed yearlong and campus wide commitment to awareness and education of residential students concerning diversity issues.

**Eligibility:** Any NACURH member school may submit a bid for the award.

**Pages:** Bids will be no longer than thirty (30) pages (10-12 point type), double-sided, with a page defined as a side with print (this includes appendices, letters of recommendation, text, etc.); covers and title page are not included in the page count, dividers are included. All bids must contain page numbers.

Suggested Criteria:

Introduction

- Diversity Mission Statement for Residence Life and the campus?
- Your campus' approach to diversity and to diversity issues?
- How/why was the approach developed?
- How were students involved in the development?
- How were university officials involved in the development?
- Statistics of diversity at your campus.
- Need for diverse programming (campus needs assessment on diversity).
- How else are these needs addressed (by additional departments/programmers)?
- Goals in regard to your campus' approach to diversity
- Who was involved in establishing the goals (were students?)?
- Were the goals achieved (honestly?)?
- Were the goals realistic with respect to diversity and the student(s) needs?
- Were these goals established this year? Or are the goals the same from year to year?

Programs

- List and provide a brief (couple sentences) description on the various diversity programming at your campus (Residence Life and campus).
- Choose a MAXIMUM of five programs to discuss in length (Maximum of three pages per program.)
- For each program discuss the following:
  - Relatedness
  - Who was the target population?
  - How did it relate to the needs of your campus?
  - Program effectiveness
  - How successful was the implemented program?
  - How was the evaluation of the program or concept carried out?
  - Number of participants?

[Type text]

- Effects of the program
- Who did the program effect?
- What was the effect?
- Any feedback you can provide from students (i.e. quotes of support)
- Description
- Number of people needed to organize?
- Time spent planning the program?
- Planning process?
- Goal of the program?

## **B. Building RHA of the Year Award**

**Purpose:** The NACURH National Building RHA of the Year Award is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

**Pages:** Bids will be no longer than twenty (20) pages (10-12 point type) double-sided, with a page defined as a side with print; covers and title page are not included in the page count, dividers and letters of support are included. All bids must contain page numbers. Appendices are limited to twenty (20) pages and may be added at the host school's discretion.

### **Criteria for Selection:**

#### 1. Campus Level

- How has involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)
- Goals and Objectives
- What were your goals and objectives?
- How were these goals achieved, and what else was accomplished?
- How did these differ from the previous year?
- Structure of RHA
- How has your structure grown from previous years?
- What are the benefits of your current RHA structure?
- Miscellaneous
- How have you addressed challenging issues?
- How has your level of regional/national involvement benefited your RHA?
- Growth from previous year (programs, membership, organization development, and positive trends.)

#### 2. Regional Involvement

- How has your involvement on a regional level grown from the previous year?
- Conferences attended
- How many delegates did you send
- What programs were presented?
- Were you able to bring back valuable information to benefit your RHA? (i.e. Any programs brought back and used on campus)
- Use of services
- Communication with regional member schools
- Communication with regional officers
- Did your RHA host a regional officer/conference?
- Did your RHA bid for any awards?

#### 3. National Involvement

- Does your school have an affiliated NRHH Chapter?

[Type text]

- How have you utilized the services/resources of NRHH (OTMs, manuals, etc.)
- How have you utilized the resources of the NIC? (RFI orders, manuals, etc.)
- Describe your participation and involvement in the National Conference.

#### 4. Letters of Support

### C. First Year Experience Award

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 campus.

#### **Suggested Criteria:**

- Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience. (may have just completed their first year within 60 days of the National Conference.)
- Recipient must be returning to the residence halls or university housing for the following semester.
- Recipient shall write an essay on why s/he should be honored with the First Year Experience Award.
- The bid must include a letter of good standing from the Dean of Students or Registrar of the recipients host institution.
- The bid shall have one letter of recommendation from an advisor or residence hall staff member.
- The bid shall include a list of collegiate accomplishments and involvement.
- Involvement at the regional, or national level (i.e. community service, NRHH, program presentations, at conferences, campus organizations, case study, etc.).
- Academic Honors (i.e. Deans List, scholarships, etc.).
- Community involvement.
- Why you became involved in your residence life program (floor, hall, or campus government).
- How your experiences helped you grow and develop.
- What are your ideas and goals for the next year.

Bids will be no longer than eight pages.

### D. Programmer of the Year

This award is designed to recognize an outstanding programmer who has provided outstanding leadership skills in the field of programming both on campus and on regional and national levels. Nominees cannot be nominated for the Student of the Year award. Nominees must be a full time student from an affiliated school in MACURH and live in an on-campus housing unit. A current member of the MACURH Regional Board of Directors may not be nominated for this award. This award will be voted on by PCCs at the annual No-Frills conference. The recipient of this award shall receive a plaque. Some criteria include: (2006)

- State, regional and national correspondence
- Participation in sub-regional, regional, and national services
- Participation at conferences, presenting programs at conferences, helping delegates prepare program submissions, participation in chats and listservs.
- Programming efforts on campus and at the regional and national levels.
- Recognition through awards: campus, sub-regional, regional, and national levels.
- Letter(s) of recommendation.

Bids are limited to eight pages.

#### Section 4: Miscellaneous Awards

##### I. **Four-Year Outstanding Service Pin and Academic Recognition Award**

The Four-Year Outstanding Service Pin is an award designed to recognize those students who have given their time and energy to improving their residential living environment throughout their collegiate career. An application form must be submitted to the Regional Director and the award is given at the Director's discretion. See attached criteria and application form.

##### II. **The NACURH Award**

The purpose of this award is to recognize leadership within the NACURH organization. A one page (single-sided, 10-12 point font) letter of nomination may be presented for any elected officer serving on the regional or national level, including national office directors and associate directors, and may be made by any member of the National Board of Directors. The NACURH Executive Committee will select this award. A plaque shall be presented to the recipient by the chair at the closing banquet of the Annual conference. This award is not meant to be an annual presentation but only for those who have gone above and beyond, as determined by the Executive Committee, within the NACURH organization.

##### III. **Silver Pin**

The Silver Pin Award is a regional award given at the Regional Director's discretion. The pin shall be awarded to individuals who have provided leadership and direction to the regional affiliates of NACURH. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

##### IV. **Of The Month Awards**

Sponsored by NRHH, the Of The Month Awards are an excellent way for you to acknowledge outstanding persons and successful programs on your campus. OTMs are used to recognize anyone or anything that goes above and beyond the call of duty. Nominations must be narrowed to one submission per category and sent to the Associate Director of NRHH by 11:59 pm CST on the 10th of the month following the month of nomination (i.e.. October Of The Month nominations are due by November 10). Regional winners are then graded and forwarded by the Associate Director of NRHH to the NACURH Services and Recognition Office for national winner selection. Nominations should be month specific and focus on relevant residence hall related activities.

*The current OTM categories include:*

- Advisor Of The Month
- Community Of The Month
- Executive Board Member Of the Month
- Organization Of The Month
- Resident Assistant Of The Month
- Spotlight Of The Month
- Student Of The Month
- Community Service Program Of The Month
- Diversity Program Of The Month
- Educational Program Of The Month
- Social Program Of The Month
- Office/Hall Assistant Of the Month
- Faculty Member Of the Month
- First Year Student Of the Month

**Refer to the *NRHH OTM Manual* for criteria on the various OTM categories. In addition, only forms that have "Revised May 1999" will be accepted, so be sure you have the correct forms. To obtain a copy of the *NRHH OTM Manual* or the "Revised May 1999" forms, contact the Regional Associate Director of NRHH or the NACURH Services and Recognition Office.**

##### V. **Regional Board of Directors (RBD) Choice Award**

###### A. **NACURH Conference**

**Purpose:** The RBD Choices Award(s) given at the national conference recognize cumulative achievement over the past academic year or longer. The number of

[Type text]

RBD Choice Award(s) given at NACURH may not exceed the number of regional affiliates in the national organization.

**Selection:** The sitting Regional Board will select the recipient(s) at the pre-NACURH summit.

**Award:** Recognition of the winner(s) will take place at the regional social at the annual NACURH conference.

**B. MACURH Conference**

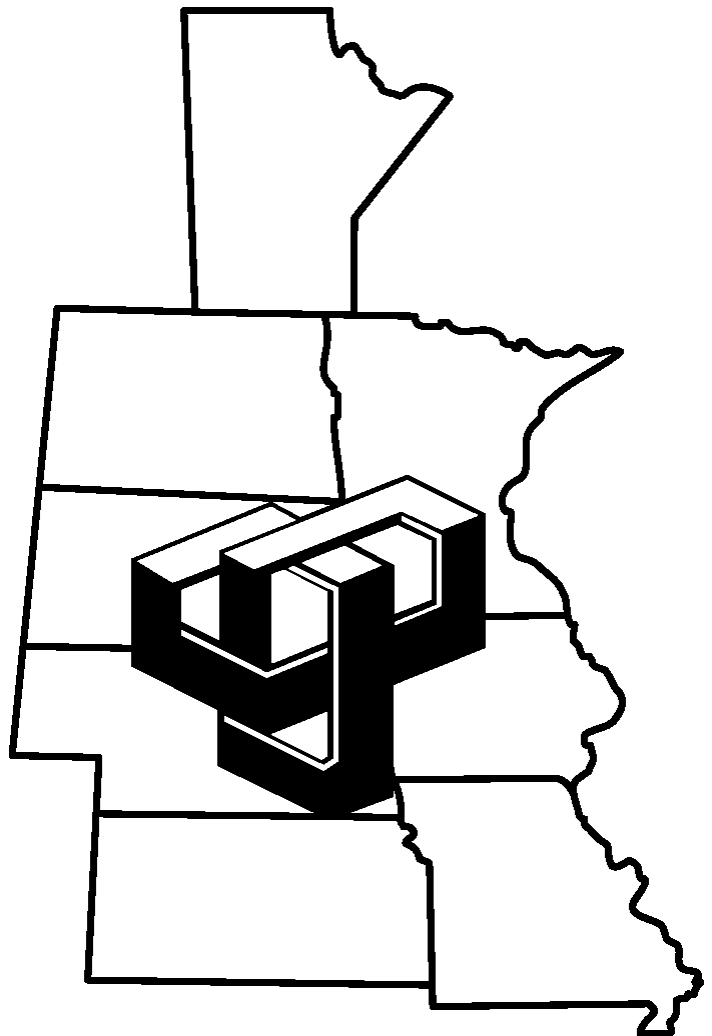
**Purpose:** The RBD Choices Award(s) given at the regional conference recognize adherence to and personification of the MACURH Regional Values Statement. The number of RBD Choice Award(s) given at MACURH may not exceed the number of subregions in the Midwest Affiliate.

**Selection:** The sitting Regional Board will select the recipient(s) at the pre-MACURH retreat.

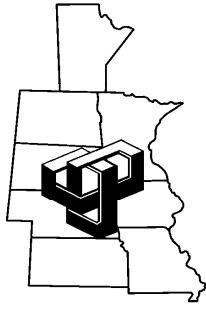
**Award:** Recognition of the winner(s) will take place at the awards ceremony at the annual regional conference.

# FORMS

Midwest Affiliate of  
College and University  
Residence Halls



[Type text]



# MACURH

Midwest Affiliate of College and University Residence Halls

## Financial Transaction Form

MACURH Financial Policies state that a "Transaction Form shall be required for the expenditure of all funds. A transaction form must be filed with the AD - Finance and Records with receipts attached to justify the amount of the expenditure whenever funds are received from the MACURH Regional Account. A separate form must be filled out for each receipt. Failure to return the form to the AD - Finance and Records within 60 days could result in the demand that all or part of the funds be returned to MACURH."

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

In the Amount Of (**attach receipts**): \_\_\_\_\_

For the Purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The total can be broken down into the following individual expenses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above information is true to the best of my knowledge. I agree to return payment of all unjustifiable expenditures to the MACURH Associate Director of Finance and Records.

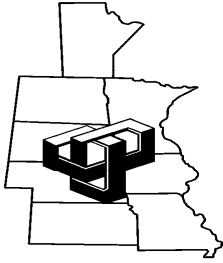
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach the relevant receipt(s) and return to the MACURH Associate Director of Finance and Records within 60 days.**

For Office Use Only:

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Budget Line Item Affected: \_\_\_\_\_



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Four-Year Outstanding Service Pin and Academic Recognition Award Application

### Award Criteria:

1. Recipient must be a student at a MACURH member school in good standing to be eligible.
2. Recipient must have been active in his/her campus Residence Life program for at least three and a half academic years. This need not be consecutive semesters, but three and a half total academic years. They may also be at different institutions if all other criteria are met.
3. Recipient must have at least two years involvement with his/her campus residence hall association, relevant residence hall association, NRHH, or other NACURH entities. The other two years may be served in other residential life capacities (resident assistant, desk assistant, program assistant, etc...).
4. Recipient must have attended at least two MACURH recognized conferences, one of which must have been a MACURH regional conference.
5. Recipient must have presented at least one program at a NACURH recognized conference.
6. The applicant must submit an application with a signed verification by the NCC, RHA Advisor or campus equivalent of the Assistant Director of Housing or higher, and RHA President. At a minimum, the application must include the following information:
  - a. A semester by semester breakdown of Residence Life involvement.
  - b. A list of all NACURH recognized conferences attended.
  - c. A list of all programs presented at NACURH recognized conferences.
7. The student must need not be present at the MACURH conference at which he/she is to receive the award; a representative from the recipient's school may accept the award on behalf of the recipient if he/she is not able to attend.
8. The recipient may have graduated within the academic year preceding the MACURH conference where the award is given.
9. The Regional Directorship has the discretion to review the applications and to maintain the integrity of the award.
10. Applicants missing the criteria due to extenuating circumstances may submit a petition to their Regional Director explaining the absence of any criteria. The Regional Director may approve these applications on a case-by-case basis.

### Applicant Information:

Name: \_\_\_\_\_

School: \_\_\_\_\_

Will you be attending the upcoming MACURH Regional Conference? (circle one)      yes      no

### Residence Hall Activities:

Please list your four years of service in the residence halls. There must be at least one activity every year. Attach an additional sheet if necessary.

Activity: Academic Year (e.g.1995-96):

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[Type text]

## MACURH Four Year Pin Application (page 2)

### Conference Attendance:

List the type (e.g. NACURH, MACURH, etc), year, and location, of all NACURH related conferences that you have attended. You must have attended at least four conferences, including at least one MACURH and NACURH each.

Conference Type: (e.g. NACURH, MACURH, etc.)                      Year:                      Location:

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### Verification:

Are your four years of involvement all at the same school, or are you a transfer student? (check one)

I was enrolled and involved in the residence halls for all four years ONLY at the school named above.

For part of my four years, my involvement took place at a different college or university.

If any of the activities you listed on this form or an accompanying sheet occurred at another college or university, please place a star by those activities and obtain some form of written verification for those activities from an advisor at your previous NACURH school(s).

Please enclose an unofficial copy of your transcript(s) that indicate you have had a cumulative 3.0 GPA or better during your four years of service to qualify for academic recognition.

I hereby certify that all of the above information is true and correct. I understand that without proper verification from my NCC, Residence Hall Association President, Residence Hall Association Advisor, and an advisor at any previous schools (if applicable), I forfeit my right to the MACURH Four Year Pin Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We the undersigned RHA President, NCC, and RHA Advisor, hereby certify that all of the information provided by this applicant is true and correct to the best of our knowledge and that he/she meets the requirements for the MACURH Four Year Pin Award..

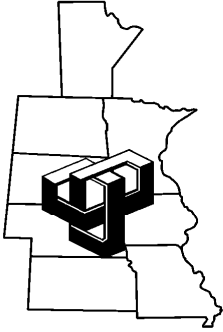
RHA President: \_\_\_\_\_ Date: \_\_\_\_\_

NCC: \_\_\_\_\_ Date: \_\_\_\_\_

RHA Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*NCC: Please return to the Regional Director by the specified deadline.*

[Type text]



# MACURH

Midwest Affiliate of College and University Residence Halls

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## Proposal Form

Please type your proposal in the space provided below.

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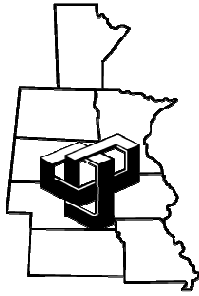
For Office Use Only:

Sponsor: \_\_\_\_\_ Secondary Mover: \_\_\_\_\_

Main Motion #: \_\_\_\_\_ Amendment #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ P: \_\_\_\_\_ C: \_\_\_\_\_  
A: \_\_\_\_\_

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[Type text]



NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS  
**(NACURH), Inc.**  
MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS  
**(MACURH)**

**Regional Meeting Host School Responsibilities  
Acknowledgement Form**

**School:** \_\_\_\_\_

**Name/Purpose of Meeting:** \_\_\_\_\_

**Intended Date:** \_\_\_\_\_

**Regional Meeting Policy**

The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, Regional Board of Directors retreats and sub-regional meetings/retreats.

**Housing Office Responsibilities**

The Housing Office at the host school agrees to ensure that the host institution has liability insurance which covers the regional meeting. A copy of the insurance policy or a notarized letter stating the institution's liability must be received by the MACURH Regional Advisor no later than fourteen (14) days prior to the conference. The Housing Office further realizes that MACURH confers the right to host the regional meeting on the school, not on any individual(s) in charge of the bid process, thereby agreeing to support the regional meeting regardless of a change in student personnel.

**Review of the Policies Governing Regional Meetings**

The host school must follow all policies regarding regional meetings found in the MACURH Regional Policy Book.

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***We have read and understand the aforementioned responsibilities of the regional meeting host school and affirm that our school will, to the best of our ability, fulfill these responsibilities.***

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**Chief Housing Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Regional Meeting Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Residence Hall Association President** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Residence Hall Association Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_