



# THE SOUTHWEST AFFILIATE POLICY BOOK

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Updated

March 27th, 2024

Regional Board of Directors

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# TITLE 1

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## STATEMENTS OF PURPOSE

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## **ARTICLE I. VISION STATEMENT**

The Southwest Affiliate of College and University Residence Halls strives to be the ultimate comprehensive resource for residence hall programming, leadership development, and improvement of residential life for all colleges and universities located in the states of Arkansas, Louisiana, Oklahoma, Texas, and the country of Mexico.

## **ARTICLE II. MISSION STATEMENT**

SWACURH assists in the development, recruitment, and recognition of member schools; promotes regional spirit; and collaborates with and learns from other regions throughout NACURH. SWACURH offers student leadership development opportunities, provides residential life programming resources, and encourages meaningful residence life experiences while supporting NACURH values and its member schools.

## **ARTICLE III. DIVERSITY STATEMENT**

The Southwest Affiliate of College and University Residence Halls, Inc. is a student-led organization whose purpose is to provide leadership development opportunities for student leaders in residence hall systems around the world. Our organization is comprised of students of diverse races; ethnicities; sexual orientations; gender expressions or identities; socio-economic statuses; ages; physical, mental, and learning abilities; religious beliefs; political beliefs; and, institutional identities. NACURH strives to appreciate additional identities not specified previously, and all identities born of the intersectionality of both aforementioned and unspecified identities and affiliations. As such, NACURH represents a truly diverse population in which individual differences are accepted and appreciated. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage schools to build conference delegations that are representative of the diversity of the people from their individual campuses. Ultimately, we strive for an appreciation, understanding, and celebration of diversity.

# TITLE 2

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## REGIONAL IDENTITY

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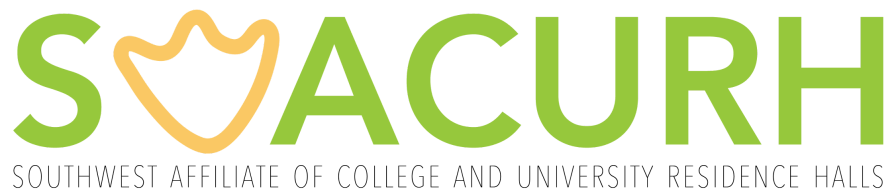
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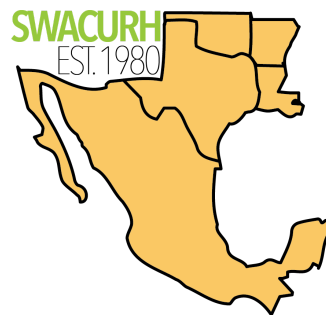
## ARTICLE I. SWACURH LOGO

SWACURH is represented by the SWACURH logo. The official logo is comprised of the word "SWACURH" with a duck footprint in place of the W.



## ARTICLE II. SECONDARY LOGO

The secondary logo shall be represented by the duck footprint next to the words "Southwest Affiliate" and the states and countries located within the region with the words "SWACURH" & "EST. 1980" in the top left corner above Mexico.



## ARTICLE III. SWACURH COLORS

The official colors of SWACURH are Green and Yellow represented by hex codes #99cc33 and #ffcc66.



#99cc33



#ffcc66

## **ARTICLE IV. SWACURH MASCOT**

### **SECTION 1. Regional Mascots**

1. Primary SWACURH Mascot
  - a. The official primary mascot of SWACURH will be a duck.
  - b. The official name of the mascot will be MALTO, representing Mexico, Arkansas, Louisiana, Texas, and Oklahoma.
  - c. MALTO's pronouns are they/them.
  - d. MALTO's birthday is February 11, 2017.
  - e. MALTO intentionally has no official likeness to promote accessible representation.
2. Secondary SWACURH Mascot
  - a. The official secondary mascot of SWACURH will be a tractor.
  - b. The official name of the mascot will be TALOM, representing Texas, Arkansas, Louisiana, Oklahoma, and Mexico.
  - c. TALOM's pronouns are they/them.
  - d. TALOM's birthday is May 29, 2023.
  - e. TALOM intentionally has no official likeness to promote accessible representation.

## **ARTICLE V. SUB-REGIONS**

### **SECTION 1. Sub-Regions**

SWACURH will be broken into three sub-regions: Arkansas/Louisiana, Oklahoma, and Texas/Mexico.

# TITLE 3

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## REGIONAL BOARD OF DIRECTORS

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THE REGIONAL BOARD OF DIRECTORS

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DUTIES OF THE RBD

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# ARTICLE I. THE REGIONAL BOARD OF DIRECTORS

## SECTION 1. The Composition of the Regional Board of Directors

1. The Regional Board of Directors (herein referred to as RBD) of SWACURH shall be comprised of the:
  - a. DADs
    - i. Regional Director
    - ii. Associate Director of Administration and Finance
    - iii. Associate Director for NRHH
  - b. COs
    - i. Coordinating Officer for Presidential Relations
    - ii. Coordinating Officer for Bidding and NCC Support
    - iii. Coordinating Officer for Recognition and NRHH
    - iv. Coordinating Officer for Marketing and Technology
  - c. SWACURH Regional Conference Chairs
    - i. RLC Chair
    - ii. RBC Chair
  - d. Regional Advisors (non-voting)
    - i. Regional Advisor
    - ii. Regional NRHH Advisor
  - e. All Regional Board members shall not represent their member school as a voting member at business meetings and shall solicit bids to fill their respective RBD positions at the end of each term.

# ARTICLE II. DUTIES OF THE RBD

## SECTION 1. RBD Support of Representatives

1. NCCs shall receive support from the following individuals:
  - a. COBN
  - b. Regional Director
  - c. ADAF
  - d. Regional Advisor
  - e. COMT
2. NRHH Positions shall receive support from the following individuals:
  - a. ADNRRH
  - b. CORN
  - c. COBN
  - d. Regional NRHH Advisor
  - e. COMT
3. RHA Positions shall receive support from the following individuals:
  - a. COPR
  - b. COBN

- c. Regional Advisor
- d. COMT

## SECTION 2. Regional Director (RD)

1. Administer the affairs of SWACURH, and follow the guidelines for Presidential duties as described in the most current edition of Robert's Rules of Order available.
2. Preside at the business meetings of SWACURH and specialty meetings.
3. Represent, act, and vote on behalf of SWACURH when applicable.
4. Be responsible for the implementation of all NACURH policy relating to SWACURH.
5. Vote, only in case of a tie, at regional meetings.
6. Respond to all correspondence to the SWACURH office and develop correspondence with member schools.
7. Inform member schools of all NACURH and regional information pertinent to the region.
8. Act as one of two regional representatives to the NBD for NACURH, Inc.
9. Work with the NBD to continue to develop and promote NACURH, Inc.
10. Delegate tasks, as needed, to Regional Board members and task forces.
11. Aid in the affiliation of new schools and reaffiliation of current member schools.
12. Hold Regional Board Director meetings at least once a month.
13. Work with the conference chair(s) to organize two yearly retreats for the Regional Board of Directors.
14. Break ties for monthly OTMs should the ADNRRH feel a conflict of interest.
15. Shall maintain 2 business day communication on all electronic correspondence.

## SECTION 3. Associate Director for Administration and Finance (ADAF)

1. Assume the role and responsibilities of the Regional Director if a vacancy should occur.
2. Be the primary account signatory on regional purchases and carry out regional expenditures.
3. Keep and maintain all SWACURH financial records through a transaction binder, Xero, and the Operating Budget.
4. Prepare the regional operating budget and financial reports and presentations on behalf of the region to be presented at RLC, RBC, and the NACURH Annual Conference.
5. Serve as one of the two regional representatives on the NACURH Board of Directors.
6. Act as the primary minute taker during NCC meetings and conferences and ensure minutes are published to the region.
7. Maintain the SWACURH Governing Documents, through updating legislation, fixing grammatical errors, and organizing the documents in coordination with the Regional Director.
8. Serve as the interpreter of the SWACURH Governing Documents and policy.
9. Implement the Mid-Year Assessment every fall semester and provide data analysis for the region.

10. Meet monthly with each conference finance chair to discuss the conference financial standing.
11. Oversee the regional scholarship application and process each semester.
12. Maintain the Minutes Vault and Resource Vault for the region
13. Shall maintain 2 business day communication on all electronic correspondence.
14. Assume any other duties delegated by the Director.

## SECTION 4. Associate Director for National Residence Hall Honorary (ADNRHH)

1. Duties of the Associate Director for The National Residence Hall Honorary (ADNRHH)
  - a. Recognition
    - i. Shall be responsible for leading the OTM Voting Committee.
    - ii. Shall work alongside the CORN to create OTM certificates for all regionally winning OTMs.
    - iii. Distribute OTM certificates for Regionally winning OTMs at each conference with the following breakdown:
      1. Post NACURH to RLC shall be presented at the Regional Leadership Conference
      2. Post RLC to RBC shall be presented at the Regional Business Conference
      3. Post RBC to NACURH shall be presented at the NACURH Annual Conference
    - iv. Shall work with and support the CORN in all recognition and NRHH efforts.
    - v. Shall Cover the CORN position if a vacancy in office should occur
      1. Will work with the Director to elect the next CORN if a vacancy exists
  - b. Bidding
    - i. Shall oversee the Regional NRHH Advisor Selection process
    - ii. Shall support the COBN in all award bid processes as directed.
  - c. Archive
    - i. Shall keep a record of all Regional NRHH Advisor Bids accessible to Advisors.
    - ii. Shall work alongside the CORN to maintain the NRHH Vaults which shall be a subsection of the Regional Vaults
      1. The Vaults shall include but not be limited to the following:
        - a. NRHH Legislation
        - b. Minutes
        - c. NRHH Conference Agendas
    - iii. Shall maintain the ADNRHH, CORN, and RNA portion of the Positional Bid Vault
  - d. Recruitment
    - i. Shall work alongside The Diamonds to promote NRHH within the region and recruit new member schools and chapters.
  - e. Conferences

- i. Serve as the Chair for all SWACURH NRHH Business Meetings.
  - ii. Shall host an NRHH Social at the Regional Leadership Conference.
  - iii. Shall assist the regional and national boards and the annual conference staff before and during the annual conference.
- f. Communication
  - i. Shall Update all NRHH governance documents
  - ii. Shall attend all NNB chats put on by the NAN.
  - iii. Shall participate and represent SWACURH in all NACURH Level Business (NNB Workshops, NNB Task Forces, and anything else deemed by the NACURH Associate for NRHH).
  - iv. Shall correspond with all regional NRHH chapters at least once a month and inform all NRHH Representatives of important information regarding the region and nation.
  - v. Shall meet at least once a month as The Diamonds to plan how to support NRHH.
  - vi. Shall maintain 2 business day communication on all electronic correspondence.
  - vii. Assume any other duties assigned by the Director.
  - viii. Work with the Director towards regional and national goals.

## SECTION 5. Coordinating Officer for Presidential Relations (COPR)

1. Serve as a contact between RHA Presidents in the region and the Regional Board of Directors.
2. Inform RHA Presidents of relevant NACURH and SWACURH resources.
3. Coordinate a Presidential training session at both the SWACURH conferences.
  - a. The SWACURH-U session for RHA Presidents shall count as the training session at RLC.
4. Administrate Presidential chats once a month, or with greater frequency at the request of the RHA Presidents.
5. Act as Chair within the Presidential Boardroom at the Regional Leadership and Regional Business conferences.
6. Shall maintain 2 business day communication on all electronic correspondence.
7. Shall evaluate and assess all conference programming and work with conference programming chairs to provide programming opportunities for delegates at each conference.
8. Maintain and update the RHA Presidents listserv.
9. Assist the Regional Director in the recruitment of new schools.
10. Assume any other duties delegated by the Director.
11. Shall assist the regional and national boards and the annual conference staff before and during the annual conference.
12. Shall look toward the NAD for further guidance in terms of NACURH issues.
13. Shall attend all CO chats put on by the NAD and all catalyst chats.

## SECTION 6. (CORN)

### Coordinating Officer for Recognition and NRHH Development

1. Duties of the Coordinating Officer for Recognition and NRHH Development
  - a. Philanthropy
    - i. Shall oversee the Philanthropy Task Force to select a regional philanthropy
    - ii. Direct and supervise the Regional Philanthropy Project
    - iii. Shall be responsible for and coordinate all Regional philanthropy efforts within the SWACURH region excluding NRHH specific Opportunities.
    - iv. Will work with the Philanthropy task force to select a regional philanthropy every 2 years.
  - b. Service
    - i. Shall lead the RBD to collaborate to create Service Initiatives that can be prepared for NRHH.
    - ii. Shall lead the creation of a Regional Service Guide every 2 years, alternating with the 2 year schedule of the regional philanthropy selection
    - iii. Educate the region on service opportunities
  - c. Archive
    - i. Shall work alongside the ADNRRH and COBN to maintain the NRHH and Bid Vaults
    - ii. Shall maintain the Minute's Vault for all NRHH Business which shall be a subsection of the NRHH Vault
  - d. Development
    - i. Shall work alongside The Diamonds to prepare resources around the values of NRHH
    - ii. Shall work alongside The Diamonds to prepare resources around the NACURH Residence Hall Month (NRHM).
    - iii. Shall work alongside the ADNRRH to create and provide specific developmental resources in the following categories but not limited to:
      1. OTMs
        - a. Shall oversee the OTM Resources Taskforce every year
      2. Regional Recognitions Resources for Campuses
      3. How to start/revive an NRHH Chapter
  - e. Bidding
    - i. Shall work alongside the ADNRRH on the Regional NRHH Advisor Selection process
    - ii. Shall support the COBN in all award bid processes as directed.
    - iii. Work alongside the COBN to work on the regional award bidding process for both regional conferences.

- iv. Maintain and review the NRHH Resource Bid Vaults and SWACURH Regional Bid Vaults.
  - v. Shall oversee the bidding process for the vacancy of the ADNRRH.
    - 1. Shall assume the responsibility of the ADNRRH until the vacancy is filled.
  - vi. Shall chair the Election process for the CORN Position unless a conflict of interest exists.
- f. Communication
- i. Shall attend all CO chats put on by the NACURH Executives and all catalyst chats.
  - ii. Participate in NACURH Level Coordinating Officer Business (CO Chats, CO Catalysts, and anything else deemed by the NACURH Executive Team).
  - iii. Shall maintain 2 business day communication on all electronic correspondence.
  - iv. Assume any other duties assigned by the Director and/or the Associate Director for NRHH.
  - v. Shall assist the regional and national boards and the annual conference staff before and during the annual conference.
  - vi. Serve as the recording secretary for all SWACURH NRHH Business.
  - vii. Shall interpret all SWACURH NRHH Policy

## SECTION 7. Coordinating Officer for Bidding and NCC Support (COBN)

1. Duties of the Coordinating Officer for Bidding and NCC Support (COBN)
  - a. Bidding
    - i. Oversee the entire bidding process for SWACURH
    - ii. Update and maintain the SWACURH Bidding Handbook, and ensure that it is consistent with the SWACURH Policy Book and NACURH Policy Book.
    - iii. Oversee and implement SWACURH plagiarism policies and violations.
  - b. Archive
    - i. Maintain an archive of winning regional bids of the three (3) previous years as a resource for member schools.
  - c. Program
    - i. Present and organize a program on bidding at the Regional Leadership Conference.
      1. Referred to as MALTO's Meeting
    - ii. Shall work with the CORN and COPR in collaborating with NACURH for the implementation of the Leadership Education & Development (LEAD) Program
    - iii. Shall present a SWACURH-U program (virtually, or at RLC, RBC, or the NACURH annual conference) about philanthropic topics.
  - d. Resources
    - i. Create, update, and maintain comprehensive bidding resources.
  - e. Awards

- i. Prepare awards for regional bid winners in collaboration with the Regional Director, ADNRHH, and COPR
- f. Communication
  - i. Participate in NACURH Level Coordinating Officer Business (CO Chats, and anything else deemed by the NACURH Associate for Engagement).
  - ii. Shall maintain 2 business day communication on all electronic correspondence.
  - iii. Assume any other duties assigned by the Director.
  - iv. Shall assist the regional and national boards and the annual conference staff before and during the annual conference.
- g. NCC Support
  - i. Host at least one monthly NCC chat, or more frequent at the request of the NCCs
    - 1. Note that these are for social and question-based business, and that any legislation designated for joint decisions shall be chaired by the Regional Director.
  - ii. Be the main avenue for support for NCCs in relation to bidding and conference based questions
  - iii. Shall act as chair within the NCC Boardroom at the Regional Leadership and Regional Business Conferences

## SECTION 8. Coordinating Officer for Marketing and Technology (COMT)

- 1. Duties of the Coordinating Officer for Marketing and Technology
  - a. Spirit
    - i. Shall oversee the Regional Recognition initiatives including but not limited to:
      - 1. Conference Snap forms
      - 2. Shall oversee the SWACURH Spirit Duck
      - 3. Shall be responsible for maintaining the SWACURH Spirit Guide
      - 4. Shall oversee the RBD Roll Call
      - 5. SWACURH Spirit Guide
  - b. Online Management
    - i. Handle all social media regarding SWACURH including but not limited to SWACURH Facebook, Instagram, and Twitter.
    - ii. Maintain the SWACURH website and regional listserv working closely with other members of the RBD to post relevant information.
    - iii. Create, maintain, and ensure accessibility of the Boardroom website prior to and during the Regional Leadership Conference and the Regional Business Conference.
  - c. Conference
    - i. Coordinate the annual programming contest at the SWACURH regional conference.

- ii. Coordinate a training session at the SWACURH conferences. The training session (known as SWACURH U) shall consist of the RBD training the NCCs, NRHH Reps, and RHA Presidents in a programming-style training session.
  - iii. Serve as the recording secretary for all SWACURH Presidential Business.
- d. Newsletter
- i. Be responsible for the compilation and editing of the regional bi-weekly newsletter the What's Quakin' Wednesday correspondence.
    - 1. This bi-weekly correspondence shall include but not be limited to all current applications of the region, pressing news of the region, upcoming chats of the region, regional recognition, and all other information.
- e. Communication
- i. Shall maintain 2 business day communication on all electronic correspondence.
  - ii. Assume any other duties delegated by the Director.
  - iii. Shall assist the regional and national boards and the annual conference staff before and during the annual conference.
  - iv. Shall create a recap video at the Regional Leadership Conference and Regional Business Conference.
  - v. Coordinate with the ADAF and Advisor to design, order, and distribute regional merchandise, including, but not limited to, pins and t-shirts.
  - vi. Shall look toward the NACURH Executive Committee for guidance in terms of NACURH issues.
  - vii. Shall attend all CO chats put on by the NACURH executive committee and all other chats.

## SECTION 9. SWACURH Regional Conference Chairs

1. Responsible to the member schools to host the annual conference or sub-regional conference.
2. Work with the Director to make arrangements for the annual meeting.
3. Responsible for distributing materials needed for registration
4. Responsible for other duties as prescribed in the section of the NACURH Policy Book entitled, "NACURH Policies Governing Regional Conference.
5. Ensure that a check containing the delegate add-on and ADA fees are given to the Associate Director for Administration and Finance before the close of conference. If this requirement is not met, the ADAF shall contact the NCO regarding suspending the host school's voting privileges.
6. Transition their position from the Board upon submission of their respective conference wrap up report.
7. Submit monthly budgets to the Associate Director for Administration and Finance, Associate Director for NRHH, Director and Regional Advisors for approval.
8. Be a liaison between the Regional Board of Directors and the conference team.



9. Collaborate with the Director, Associate Director for Administration, Associate Director for NRHH, and Regional Advisors to host the Regional Board Directors retreat.
10. Shall maintain 2 business day communication on all electronic correspondence.
11. Assume any other duties delegated by the Director.

## SECTION 10. Regional Advisor

1. Assist the RBD to assure that the policies of the region are carried out and provide historical information and perspective when interpreting those policies.
2. Shall have a two-year term commencing with the close of the NACURH Annual Conference.
3. Shall organize and implement Advisor-U at the NACURH Annual Conference in conjunction with other Regional Advisors as well as host an advisor training session during the Regional Leadership and Regional Business Conferences.
4. Maintain close communication with the Regional Board including submitting monthly informal reports and a formal semi-annual and annual report to the Regional Board.
5. Communicate with other Regional Advisors to develop advisor resources as well as collaborate on regional and NACURH issues.
6. Assist with Regional Board of Directors transitioning to ensure a smooth process.
  - a. Collect positional resources from each member of the RBD.
  - b. Distribute these resources to each of the incoming RBD-Elect during their period of transition.
  - c. Determine in consultation with the Director the required transition training for each position and provide this information to the current RBD member.
  - d. Provide advisor and current RBD member contact information (e-mail, phone, etc.) to RBD-Elect for each position.
  - e. In the case of a sudden vacancy, the Advisor will work with the Director in order to retrieve the positional resources deemed appropriate by the Advisor and Director.
7. Serve as the “supervisor” of the budget and the region’s finances, making every effort to ensure association solvency.
8. Be knowledgeable and aware of ART (Advisor Resource Training) and its accompanying benefits while also serving as the primary ART resource within SWACURH, tracking ART-related progress, providing ART programming at NACURH affiliated conferences, and supporting the continued development of ART.
9. Shall maintain 2 business day communication on all electronic correspondence.

## Section 11. Regional Advisor for NRHH

1. Served as an NRHH Chapter Advisor for at least one year
2. Serve a two-year term commencing with the close of the national conference.
3. Be elected in the opposite year of the Regional Advisor so that terms are not concurrent.

4. Participate in NACURH level advisor business (NACURH Pre-conference and advisor chats).
5. Shall serve as advisor on regional NRHH matters and as a liaison to NRHH advisors within SWACURH.
6. Attend all SWACURH NRHH Business related chats or meetings.
7. Coordinate with the ADNRRH and CO-RN to accomplish regional goals.
8. Assist the RBD to ensure that the policies of the region are carried out and provide historical information and perspective when interpreting those policies.
9. Serve as a resource for all regional interests and concerns.
10. Organize and implement Advisor-U at the national conference in conjunction with other Regional Advisors as well as host an advisor training session during the SWACURH Leadership and Business Conferences.
11. Maintain close communication with the Regional Board including submitting monthly informal reports and a formal semi-annual and annual report to the Regional Board.
12. Assist with Regional Board of Directors transitioning to ensure a smooth process.
13. Shall serve in the absence of the Regional Advisor where appropriate.
14. Shall assist the Regional Advisor in their assigned duties when appropriate.
15. Shall maintain 2 business day communication on all electronic correspondence.

## **ARTICLE III. RBD Bidding Process**

### **Section 1. RBD Bid Construction**

1. All bids submitted for RBD positions must contain the following:
  - a. Only affiliated schools in good standing with NACURH and SWACURH are eligible to submit bids for and be selected for RBD positions.
  - b. All bids must be no more than a maximum of 16 pages.
2. Accessibility
  - a. Accessibility
    - i. All bids must be universally color accessible.
    - ii. All bids must be screen-reader accessible.
    - iii. All text must be on solid color backgrounds.
    - iv. The body text for any award bid shall be a minimum of 12 point font size.
    - v. Bid content fonts must come from the following list:
      1. Arial
      2. AvantGarde MD BT
      3. Avenir LT Std
      4. Century Gothic Regular
      5. Franklin Gothic
      6. Frutiger LT
      7. Futura Std
      8. Futura MdCn BT
      9. Gill Sans Std
      10. Helvetica
      11. Interstate-Regular

12. Myriad Pro
13. Rotis
14. Sans Serif Std
15. SansSerif
16. Stone Sans
17. ITCSwis721 BT
18. Trebuchet
19. Verdana
20. Vag Rounded

vi. Any pictures used must include alternative text (alt-text) or image descriptions

3. Required components

- a. All bids shall contain page numbers on all pages counting toward the page limit.
- b. A page of a bid is defined as a side of print including appendices, letters of recommendation, text, images, etc. unless otherwise noted. Pages shall be formatted to 8.5 by 11 inches. Cover, citation pages, and table of contents are not included in the page count. Dividers are included in the page count.
- c. Tables of Contents must not have any bid content on them to not be counted towards the page limit.
- d. Title pages must include the following:
  - i. Position name
  - ii. Candidate name
  - iii. Region
  - iv. Institution
  - v. Chapter Name (for NRHH positions)
- e. A citation page must consist of a list of citations attributing copyright materials to their sources.
- f. All sources shall be cited in APA but at minimum citations should consist of the URL and title of the source material with the corresponding page number(s) that the material is presented on
  - i. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
- g. Letter of support from a Housing official
- h. Letter of support from a residential student governing unit (i.e. RHA or NRHH)
- i. Letters of support must still occupy the same page size as if they were placed in the bid as text.
- j. No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video.

4. Candidates shall consider adding the following content:

- a. Relevant experience
- b. Showcasing ability to conduct RBD duties
- c. Serving as a resource to member schools.
- d. Supporting fellow RBD members

- e. Upholding all SWACURH and NACURH governing documents, including but not limited to policy books, bylaws, and strategic plans.
  - f. Goals relevant to position
    - i. Taskforce addressing issues in the region
    - ii. New forms of communication with the region
5. Submission
- a. A bid will be submitted in a .pdf format with the file being named CANDIDATE NAME.BID TITLE.INSTITUTION.AFFILIATION YEAR
  - b. The bid will be submitted to the Regional Director and Regional Advisor by the deadline established by the Regional Director pursuant to requirements from the SWACURH Bylaws.

## Section 2. Election Proceedings

1. Elections
- a. The Regional Advisor, Regional Advisor for NRHH, or an appointed ad-hoc advisor must be present.
  - b. There must be an explanation of protocol prior to nominations.
  - c. In the event that a candidate is unable to physically attend the conference, they will be allowed to video conference for their presentation, and the Question and Answer period of the election. The candidate will be notified of the results via e-mail at the end of the election process.
  - d. The Director, Associate Director for Administration and Finance, and Coordinating Officer for Marketing and Technology shall run independently and be elected by a majority vote of the votes cast by member schools present. This election shall take place in Joint Boardroom.
  - e. The Coordinating Officer for Presidential Relations shall run and be elected by a majority vote of the votes cast by RHA Presidents (or Equivalent). This election shall take place in Presidents' boardroom.
  - f. The Associate Director for NRHH and Coordinating Officer for Recognition and NRHH Development shall run independently and be elected by a majority vote of NRHH Representatives present. These elections shall take place in NRHH Boardroom.
  - g. The Regional Advisor Candidates shall be confirmed with a majority vote of the institutions in attendance and shall take place in Joint Boardroom.
  - h. The Regional NRHH Advisor shall be confirmed with a majority vote of the NRHH Representatives in attendance and shall take place in NRHH Boardroom.
  - i. Each candidate must have a professional housing official from their host school declare their "good standing" in either written or an oral statement to be given at the time of election or appointment.
  - j. Each school shall vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
  - k. Nominations must be seconded and stated in the minutes.
  - l. The vote must be done by secret ballot.
  - m. Ballots must be folded in such a way as specified by the Director.
  - n. In the event that no candidate or the option no confidence receives a majority, the lowest candidate will be dropped until such a time when a

candidate or no confidence receives a majority vote. Should a tie occur in the low vote, neither candidate shall be dropped from the first subsequent ballot. Should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting. A discussion period shall precede each vote.

- o. Presentation time: Speech maximum of ten minutes, Q&A of 10 minutes, and discussion of 10 minutes. Q&A and discussion may be extended by no more than 10 minutes and only up to 3 times each.
  - p. The Regional Director shall announce which bids have been received for each election immediately prior to its respective election.
2. RBD Host School Acknowledgement Form
- a. This form can be obtained from the Regional Director.
  - b. This form is an agreement between the person bidding for RBD and their host institution in terms of support if they were to get elected to the RBD.
  - c. Members running for RBD positions have to submit this form to the Regional Director and Regional Advisor via email or before gavel drops on the first day of conference.
    - i. If this form is not turned in, members will not be allowed to continue with the election process.
  - d. In the case of a bidding from the floor situation, a special election, or application process; the Regional Director will set a deadline for the bidding member to turn in the RBD Host School Acknowledgement Form to the Regional Director and Regional Advisor via email or the next in person meeting.
    - i. If this form is not turned in by the date set by the Regional Director, then this member will be removed from their RBD position.
  - e. Any changes made to the RBD Host School Acknowledgement Form must be approved by a simple majority of the NCCs.
  - f. In the event that a graduating senior (if switching schools) or a transfer student intending to attend a NACURH affiliated school is bidding for a Regional Board of Directors position the letter of support requirement from a Housing Official from the current institution be waived for the written bid.
  - g. If a graduating senior (if switching schools) or transfer student moving onto a NACURH affiliated school is elected, a letter of support from a Housing Official at the incoming institution must be submitted by a designated date of the Regional Director and Regional Advisor no later than April 15th of the same calendar year.
  - h. If for any reason the letter is not submitted at the appropriate time, a new election for that particular position must take place at the NACURH Annual Conference
  - i. Those interested in the office of AD-NRHH, CORN, or NRHH Advisor must have a letter of support from their individual NRHH Chapter, in addition to the letters previously mentioned, and must fulfill any additional requirements outlined in the SWACURH NRHH Policy Book.

# TITLE 4

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## CONFERENCE PROCEDURES

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CONFERENCE HOST SITE BIDDING

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CONFERENCE FINANCES

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CONFERENCE PROCEDURES

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# CASE STUDY COMPETITION

# ARTICLE I. CONFERENCE HOST SITE BIDDING

## SECTION 1. SWACURH Conference Information Prior to Bidding

### Information for Schools Interested in Bidding for a Conference

1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC).
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services they have available to assist in bidding for the conference.
3. The CRC will then contact the Regional Director of the region in which the school is located and inform that Director of the school's intention to bid. The Regional Director will then contact that school to offer any assistance in preparation of the bid.
4. Letters of Intent will be sent to the Regional Director prior to the conference at which the bid will be presented according to the timeline established by the region.
5. Once a conference bid has been awarded, the incoming conference host is required to forward an electronic copy or a notarized letter to the CRC, verifying the school is insured.
  - a. The electronic copy or notarized letter must state the amount the host school is insured for.
  - b. The electronic copy or notarized letter must be submitted to the CRC no later than thirty (30) days after the conference bid has been awarded.
6. At least ninety (90) days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Finance the CRC, and the Regional Advisor. A Delegation Bracket budget will minimally include the break-even point. At the discretion of the Regional Finance Officer and Regional Director additional delegate attendance increments may be added.
7. All bids submitted for regional conferences should include one electronic copy, in a format dictated by the NCO and the respective RBD, for the purposes of record-keeping, further outlined in Title 4, Article IV, Section 3



## SECTION 2. Election Process of Conferences

The following procedures will be followed in regards to the election process of the SWACURH Leadership and Business Conference:

1. The election shall take place within Joint Boardroom with the Regional Director and Advisor present.
2. There must be an explanation of protocol prior to the beginning of the election process.
3. Each candidate must be nominated followed by a second and recorded within the minutes.
4. In addition to the written bid, the conference team shall present a bid presentation in Joint Boardroom. The entire presentation will be no more than thirty (30) minutes in length, followed by no more than fifteen (15) minutes of question and answer and by extended once. The thirty (30) minute presentation shall include a video tour of campus, highlighting the facilities that would be used for conference.
  - a. The presentation should contain at minimum:
    - i. Conference timeline including registration dates and conference information
    - ii. Highlights special events and speakers
    - iii. Showcases hotel room accommodations
    - iv. Showcases rooms for programming, boardrooms, and social events
    - v. Shows dining options for conference attendees
    - vi. Conveys conference theme
    - vii. Showcases conference staff and duties
5. Each institution shall submit a ballot via Single Transferable Vote that includes each candidate that was nominated, no confidence, or abstain. Each institution will rank their choice beginning with their first choice until their ballot is exhausted. Incomplete ballots shall be considered exhausted once all votes are transferred.
6. In order for a conference host site to be selected by a majority of the NCCs. The winner will be announced at the awards banquet during the conference.

## SECTION 3. Online Selection of Conferences

1. All conferences should be selected during in-person meetings of the region's voting representatives.
2. Should a conference site not be selected after two (2) in-person meetings of the region's voting representatives, SWACURH may elect to enter online selection of a conference host site.
3. The Regional Director shall notify both the Chairperson and CRC of their plans to enter online selection of a conference host site prior to doing so.

4. Online conference selection shall follow all applicable regional and NACURH guidelines.

## SECTION 4. SWACURH Leadership Conference Host Site

Host Site bids shall follow the conference policies in the NACURH, Inc. Policy Book which are stated below:

1. Purpose: The purpose of this award is to select a host site for the SWACURH Leadership Conference the following year.
2. Pages: There is not a page limit to this bid.
3. Content of the Bid

- i. A Signed Regional Host Acknowledgement, which can be obtained from the Regional Director or the NACURH CRC.
- ii. 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.
- iii. A brief introduction and overview of the school including its RHA, NRHH, regional and NACURH-level activities, awards, and involvement.
- iv. Profile of the conference staff, including advisor(s).
- v. Conference timeline, including but not limited to, mailing, registration deadline, late registration, and conference information.
- vi. Conference schedule.
- vii. Description of special events and keynote speakers.
- viii. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If the school has a conference cap, this must be included.
- ix. Description of conference accommodations
  1. Sleeping rooms
  2. Program rooms/facilities
  3. NCC, NRHH, Sub-regional meeting rooms
  4. Social gathering rooms
- x. Dining and banquet options
- xi. Safety and security plans and/or staffing pattern
- xii. Budget should include, but not be limited to, the following:
  1. Add-On Fees
  2. Regional Add-On Fee
  3. ADA Compliance Add-On Fee
  4. ADA Expenses
  5. Administrative Costs - phone, copies, postage, office supplies, reports (including wrap-up report)

6. Awards
  7. Bank Fees
  8. Conference Booklets
  9. Dining/Food
  10. Entertainment
  11. Facilities
  12. Hospitality
  13. Housing
  14. Insurance
  15. Nametags
  16. Philanthropy
  17. Programming
  18. Safety
  19. Signage
  20. Socials
  21. Speakers
  22. Spirit
  23. Transportation
  24. T-Shirts/Souvenirs
  25. Website
  26. Volunteers
  27. Compensated Spot/Special Guest Expenses (RBD, NACURH Executive, NCO, Corporate Partners, etc.)
    - a. Dining/food
    - b. Housing
    - c. Must not include any fixed expenses covered by paying delegates and advisors since special guests are not included in the break-even point
  28. Conference Staff Compensated Expenses
    - a. Dining/food
    - b. Housing (only if needed)
    - c. Apparel (only if needed)
    - d. Recognition
    - e. Must not include any fixed expenses covered by paying delegates and advisors since conference staff are not included in the break-even point
- xiii. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.

- xiv. Appendix – include registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used.

## SECTION 5. Regional Business Conference Host Site

1. Purpose: The purpose of this award is to select a host site for the SWACURH Business Conference the following year.
2. Pages: There is not a page limit to this bid.
3. Content of the Bid
  - i. A Signed Regional Host Acknowledgement, which can be obtained from the Regional Director or the NACURH CRC.
  - ii. 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.
  - iii. A brief introduction and overview of the school including its RHA, NRHH, regional, and NACURH activities, awards and involvement.
  - iv. Profile of the conference staff, including advisor(s).
  - v. Conference timeline, including but not limited to, mailing, registration deadline, late registration, and conference information.
  - vi. Conference schedule.
  - vii. Description of special events.
  - viii. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If the school has a conference cap, this must be included.
  - ix. Description of conference accommodations:
    1. Sleeping rooms
    2. NCC, NRHH, Advisor, RHA President meeting rooms
  - x. Dining and Banquet options
  - xi. Safety and security plans and/or staffing pattern
  - xii. Budget should include, but not be limited to, the following:
    1. Conference add-on fee
    2. Housing costs
    3. Dining/food
    4. Banquet – food, awards, decorations
    5. Regional Board compensation
    6. Corporate Partner compensation
    7. VIP/NBD Compensation (optional)

- 8. Transportation (airport, train, bus, and necessary shuttle info.)
- 9. Meeting rooms, A/V rental, supplies, etc.
- 10. Hospitality
- 11. Awards
- 12. Insurance
- 13. Administrative costs – phone, copies, postage, office supplies, reports (including wrap-up report)
- 14. Communication/publicity costs
- xiii. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
- xiv. Appendix – include registration forms, program proposal forms, and estimates of travel/shuttle costs from various locations, map of campus or facilities being used.

## **ARTICLE II. CONFERENCE FINANCES**

### **SECTION 1. Add-On Fee**

The Regional Leadership Conference shall have a minimum of \$15 and a maximum of \$30 per delegate fee to be included as a line item in the regional conference budget. The Regional Business Conference shall have a minimum of \$5 and a maximum of \$15 per delegate fee to be included as a line item in the conference budget. This fee includes delegates and advisors, excluding the SWACURH RBD, special guests, conference host staff, and conference volunteers. This shall be paid to the regional organization prior to the last day of conference.

### **SECTION 2. Technology Add-On Fee**

The Regional Leadership Conference shall have a \$5 per delegate fee to be included as a line item in the regional conference budget. The Regional Business Conference shall have a \$5 per delegate fee to be included as a line item in the conference budget. This fee includes delegates and advisors, excluding the SWACURH RBD, special guests, conference host staff, and conference volunteers. This shall be paid to the regional organization prior to the last day of conference. This will be used to cover any expenses for GuideBook, JotForm, and any other technology used by the region.

### **SECTION 3. Americans with Disabilities Act (ADA) Compliance Fund**

The regional leadership conference shall have a \$15 per delegate fee to be included as a line item in the regional conference budget. The Regional Business

Conference shall have a \$5 per delegate fee to be included as a line item in the conference budget. This fee includes delegates and advisors, excluding the SWACURH RBD, special guests, conference host staff, and conference volunteers. This shall be paid to the regional organization prior to the last day of conference.

1. Fund Management
  - a. An add on fee of \$10 at each regional leadership conference shall be added to the registration fees for both conferences to be placed in the SWACURH savings account under the line item "ADA Compliancy". This shall be paid to the regional organization prior to the last day of conference.
  - b. Once the line item exceeds \$12,000, the RBD shall have the ability to lower or eliminate the ADA fee. However, if the line item drops below \$10,000, the fee must be reinstated until the line item again reaches \$12,000.
2. Request and Use of Funds
  - a. Conference attendees requesting ADA compliance must submit a request to the host school at the time of registration. This request must provide appropriate documentation of needed services for the conference attendee.
  - b. Requests will be approved on the basis of the Americans with Disabilities Act.
3. The conference staff shall make a good-faith effort to be fiscally responsible in using ADA Compliance fees to meet the needs of the conference attendee. All funds that are utilized for ADA purposes by the conference staff shall be noted in the respective conference budget. After accommodations have been arranged, the Conference Chair shall contact the Associate Director for Administration and Finance who will coordinate reimbursement for ADA accommodations by the close of conference.

#### **SECTION 4. Conference Insurance Policies**

Conference Hosts are required to purchase a special event liability policy covering the cost of their affiliated conference or provide proof that the purchase is being processed within the next 30 days of being selected. Coverage includes but is not limited to: Facilities Damage, States of Emergencies, Weather Related Incidents, etc.

1. In the event that a special event liability policy is not purchased for the affiliated conference or proof of purchase being in progress within 30 days after selection, the conference in question is subject to removal.

#### **SECTION 5. Conference Staff Recognition**

The Regional Leadership Conference and Regional Business Conference shall have a line item in their budgets for Conference Staff Recognition, not to exceed a

cost per delegate at break-even of \$5. This fee includes delegates and advisors, excluding the SWACURH RBD, special guests, conference host staff, and conference volunteers.

## SECTION 6. Conference Hotel Budgeting and Reservation

Regional conference staff will be required to reserve a hotel block of rooms in the hotel selected for the regional conference.

1. The Conference team will work in conjunction with the Director, Associate Director for Administration and Finance, Regional Advisor, and NACURH Conference Resource Consultant (CRC) to determine how many rooms to block for the conference.
2. Schools may choose to utilize and pay for the hotel rooms through the assigned hotel block or may find separate accommodations.
  - a. Schools may be given the option to share rooms with other institutions upon request.
3. By request of individual institutions, the host site or RBD may purchase hotel rooms for an institution within the hotel block.
  - a. This cost will be applied to the registration cost of the requesting institution.

## SECTION 7. Host School Benefits

1. Regional conference host institutions may open top 10 programming to other on-campus student leaders involved in the school's RHA & NRHH organization equivalents.
  - a. The student leaders who plan to attend the programming must be accounted for by conference staff prior to the start of the conference.
  - b. Each additional person attending the top ten programming must sign the delegate waiver in advance.
  - c. It will be up to the discretion of conference staff and the Regional Board of Directors of what is appropriate in terms of attendance numbers for the top ten programs.
2. If there is a delegation cap for a conference, the host school may exceed it.
  - a. The NACURH Affiliation Fees for the Conference Host School shall be paid for through the SWACURH Regional Budget
    - a. SWACURH will pay for the NACURH affiliation fee for the host school of the Regional Leadership Conference and the Regional Business Conference. SWACURH shall pay the affiliation fee for the affiliation year following a school hosting the RLC and RBC if all closing conference deadlines are met. The Associate Director for Finance shall pay the affiliation fees directly to the NACURH Information Center prior to the close of the NACURH Annual Conference. As the budget allows.

## SECTION 8. Conference Budget Break-Even Point

The SWACURH Regional Board of Directors may submit a request to the NACURH Executive Committee to increase the break-even factor for an individual regional conference up to 95%.

1. In order to make this request, the region must have at least 10% of the average cost of the last three regional conferences unencumbered in the savings and Vanguard accounts.
2. The request must be submitted at least 120 days prior to the conference to the NACURH Chair and must include the following information:
  - a. Conference excess for the last three conferences
  - b. Conference attendance for the last three conferences
  - c. Updated Regional Budget and Account Totals
  - d. A tentative conference budget
3. The NACURH Chair shall discuss the request with the NACURH Executive Committee and respond to the regional director within 25 days.
4. In the case of an emergency, the Regional Board may reduce the break-even factor for an individual conference any time prior to the finalization of a conference budget.

## SECTION 9. Conference Deficits

1. NACURH policy requires that the Regional Leadership and Regional Business conference deficit be shared in the same manner as the NACURH Annual Conference deficits.
2. The host school shall pay the first \$500, with the remainder of the debt being shared equally between the host school and the regional affiliate.
3. If a host school fails to follow regional conference budget monitoring procedures with the Regional Director, Advisor, and ADAF, the host school will be responsible for any debt it incurs.

## SECTION 10. Conference Excess

1. In the event that a conference excess exists, it shall be considered property of SWACURH and turned over to the ADAF no later than sixty days after the conclusion of the regional conference. If the conference excess is greater than or equal to \$500.00 in value, the excess shall be divided as the following:
  - a. 30% shall remain in the SWACURH Checking Account
  - b. 20% shall be given to the host site of the next regional conference in the form of a scholarship to help lower delegate cost
  - c. 20% shall be placed in the SWACURH Scholarship Fund to be allocated to SWACURH scholarships and grants
  - d. 15% shall be placed in the SWACURH Contingency Fund
  - e. 10% shall be placed in the SWACURH General Savings Fund
  - f. 5% shall be placed in the SWACURH Technology Savings Fund



2. If the conference excess is less than \$500.00 in value, the excess shall remain solely in the SWACURH Checking Account as a general revenue line item.

## **SECTION 11. Conference Fee Refunds**

If a school wishes to receive a refund for delegates who did not attend the conference, they must request a refund from the SWACURH AD-AF prior to the start of conference check-in. The refund will only be available if the conference experiences an excess and will not be refunded if the conference experiences a deficit. Only variable costs of each delegate will be refunded and fixed costs will not be refunded.

1. If a school wishes to receive a refund, the institutional advisor must notify the SWACURH AD-AF and the Conference Chair prior to the start of check-in.
2. The advisor of the institution will then be notified if a refund is available due to the outcome of the conference prior to the submission of a conference wrap-up and be sent a refund request form.
3. Once a request is submitted the request can be denied or approved by the SWACURH Director, AD-AF, and Conference Chair based upon the information present.

## **SECTION 12. Conference Loan**

The SWACURH Regional Leadership Conference, Regional Business Conference and sub-regional conference host schools may take out an interest-free loan not to exceed \$1000, \$500 and \$300 respectively, from the SWACURH regional budget to cover pre-registration conference expenses to be paid back in full no later than five business days after the close of conference. This loan must be taken out no later than 90 days before the conference is to be hosted.

## **SECTION 13. Regional Board of Directors Registration Fees**

The registration fees for all Regional Board of Directors (herein referred to as RBD) members shall be built into the conference budgets for both the Regional Business Conference and the Regional Leadership Conference. Pursuant to NACURH Policy, the conference staffs shall work with the Regional Director to ensure that the fees are waived for corporate sponsors, NACURH office representatives and any members of the NBD/NNB wishing to attend the conference.

## **SECTION 14. Waiving of Affiliation Fees for Conference Host Schools**

SWACURH will pay for the NACURH affiliation fee for the host school of the Regional Leadership Conference and the Regional Business Conference.

SWACURH shall pay the affiliations fee for the affiliation year following a school hosting the Regional Leadership Conferences and Regional Business Conferences if all closing conference deadlines are met. The ADAF shall pay the affiliations fee directly to the NACURH Corporate Office prior to the closing of the NACURH Annual Conference.

## **SECTION 15. Non-Member School Delegate Fee Surcharge**

Non-affiliated schools and NACURH schools not in good standing shall pay a \$50.00 USD per delegate surcharge on delegate fees at all Regional Conferences.

## **SECTION 16. Monitoring the Regional Conference Budget**

1. Conference Advisor and Regional Advisor will work in conjunction with the ADAF and the Conference Financial Chair, and together will be responsible for monitoring the Conference Budget.
2. Any increase or decrease in the conference budget of \$250.00USD or more must be reported to the Regional finance officer for approval.
3. The Conference Chair shall be required to submit to the ADAF, Director, and Regional Advisor, a fully updated conference budget each month beginning at most 30 days after winning the conference bid and continuing all the way through the conference closing. The conference budget will minimally include the break-even point. At the discretion of the Regional Finance Officer and Regional Director additional delegate attendance increments may be required.
4. A Conference Host should create their budget in the host institution's currency.

## **SECTION 17. Setting Conference Fees**

1. At least 60 days prior to the Conference, a break-even point must be set and maximum conference fees must be established. Between the time the maximum fees are chosen and the opening of Conference Registration, the fees for the conference may be reduced, but cannot exceed the maximum fees that were established. All regular policies requiring approval of the ADAF for changes to the conference budget must be followed during this period. Conference fees may only be increased by a 2/3 majority of the region's Director, ADs, and COs. These must be set and disbursed to the region prior to registration opening.
2. At least 45 days prior to the Conference, registration must be opened
3. Finalized Conference Fees must be set prior to the opening of registration
4. Conference Fees should be set and advertised in all currencies used by current member schools, using the current day's exchange rate on the day the fees are set, in consultation with the ADAF.
5. Conference Fee Payments should be accepted in any currency used by current member schools, unless explicitly prohibited by the policies of the conference host institution. If a Conference host cannot accept Conference Fee payments in

all of the currencies used by current member schools, then they will advertise this when opening registration

6. A Regional Conference Budget will include a Bank Fees Line Item to cover the cost of depositing conference fee payments into the bank account used for the conference's finances, including the cost of credit card processing fees, the cost of exchanging currencies other than the currency used by the conference host, as well as any other bank fees associated with receiving funds into the conference's accounts.

## **ARTICLE III. CONFERENCE PROCEDURES**

### **SECTION 1. Conference Fair Housing Policy**

Physically challenged, hard of hearing or deaf, and visually challenged students shall be housed on floors other than the traditionally accessible floors (first floor) at regional conferences. If, however, the host school does not have the facilities, the host school will work together with the student to discuss the student's options.

### **SECTION 2. Conference Wrap-Up Report**

1. All bills should be paid, accounts closed out, and the conference excess turned over to the RBD within 60 days of the close of the conference. Any bills discovered after this period must be paid by the host school. Conference host schools who do not comply with the 60-day policy shall be declared "not in good standing" with NACURH, Inc. and the relevant regional affiliate until the wrap-up is complete.
2. A complete wrap-up, including the written report outlined below, of each regional conference is required within sixty days of the close of the conference. Six copies of the final conference report should contain the following information, in order:
  - a. Introductory letter of the report by the Conference Chair;
  - b. Table of Contents, with page numbers;
  - c. Conference Schedule;
  - d. Total number of delegates in attendance, further broken down by number of delegates per school;
  - e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school;
  - f. Awards presented at the conference;
  - g. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
  - h. Conference Chair'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 Chairperson's Job Reports with the following format:

- i. General statement of committee responsibilities
  - ii. Description of committee activities
    - 1. Number of people on the committee or in positions;
    - 2. Timeline of activities, month by month, as accomplished;
    - 3. Problems with timeline;
    - 4. Communication problems that hindered the committee's purpose;
    - 5. An outline of successful procedures in organizing the committee and the activity;
  - iii. Description of Conference Responsibilities
    - 1. What happened to the conference;
    - 2. What activities the committee planned that occurred;
    - 3. A listing of critical reminders for the future planners;
  - iv. Recommendation for the future
    - 1. Suggested solutions to timeline problems;
    - 2. Suggested solutions to conference responsibility problems;
    - 3. Evaluation of personal participation level, with suggestions for better time utilization;
    - 4. Outline of ideas considered but not utilized with explanations of why they were not utilized;
  - v. Forms or form letters used
  - vi. Blank Conference Evaluation and final conference evaluation results tabulated.
3. The Conference Wrap Up Report must be approved by the Regional Director before it can be considered complete. The only reason the regional director may deny a conference wrap up report is if it is missing content required by Regional or NACURH Policy. In the event that a Wrap Up Report is denied, the Director must provide a list of what is missing.
  4. The six copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NCO, 1 copy to the CRC, 1 copy to the Regional ADAF, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.

### SECTION 3. Conference Wrap Up Financial Procedures

1. The completed financial section of the wrap-up report, including a written report outlined below is due to the NACURH Policy on wrap up report deadlines
2. All bills should be paid, accounts closed out, and the conference excess should be turned over the ADAF.
  - a. Any outstanding invoices or unpaid bills in any SWACURH Conference Staff's possession at the time of submitting the wrap-up report shall be simultaneously forwarded to the ADAF with the following document:
    - i. Copy of an itemized purchase order (if available)

- ii. Copy of an itemized invoice (if available)
  - 1. Upon receipt of an official invoice, the Regional Conference staff shall forward the document to the ADAF within five business days.
- iii. The estimated total cost of the invoice
- iv. Explanation of invoice lateness including any digital communications with vendor regarding the invoicing timeline.
- b. The entire amount of the Regional Conference excess shall be given to the SWACURH region.
  - i. The host institution will be responsible for paying the bill.
  - ii. SWACURH will reimburse the host institution upon proof of payment of the unpaid bill.
- c. Failure to comply with the above policies will result in the full responsibility of paying an deficit occurred by the Regional Conference Host Site.
- 3. Conference host institutions who do not comply with the NACURH Wrap-Up Report Policies shall be declared in "bad standing with NACURH, INC. and the SWACURH Region until the wrap-up report is complete.

## SECTION 4. SWACURH Delegate Disclaimer Statement

The statement below must bear the signature of each conference attendee, as well as one witness, and be dated. This statement must be signed by each person attending each regional conference to be recognized as an officially registered delegate of the conference. I, \_\_\_\_\_(Name) in consideration of the \_\_\_\_\_ Affiliate of College and University Residence Halls, Inc. and the \_\_\_\_\_ (Conference Host School) allowing me to participate in the \_\_\_ACURH \_\_\_\_ (year) Conference hereby agree to the following: I release \_\_\_ACURH 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 \_\_\_ACURH 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 in the \_\_\_ACURH \_\_\_\_ (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 \_\_\_ACURH, their officers and agents, including acts of omission constituting negligence.

## SECTION 5. SWACURH Drug and Alcohol Policy for Attendee

1. All SWACURH sponsored events during the conference shall be designated as “drug and alcohol free.” However, if the policy of the conference’s host school is more restrictive than the stated policy, the Conference Chair will relay this information to the SWACURH Director, and the policy of the host school will override the Conference Drug and Alcohol Policy.
2. This agreement shall be explicitly stated on the Delegate Release Form (preferably in bold print) and during opening session of every regional conference. The method of enforcement will be at the discretion of the SWACURH Director, SWACURH Advisor, host school advisor, and NCC of the affected student’s host school.
3. The statement below must bear the signature of each conference attendee and be dated. This statement must be signed by each person attending each regional conference to be recognized as an officially registered delegate of the conference.
4. “As a delegate of the South West Affiliate of College and University Residence Halls Regional Conference, I understand that I am a representative of both my university and of the National Association of College and University Residence Halls, Inc. With the intent of positively representing my institution as well as gaining from the opportunities offered during the conference, I agree to the following:
  - a. To conduct myself in a responsible manner that reflects positively on my university and SWACURH.
  - b. To take full financial and personal responsibility for my conduct during the conference.
  - c. To comply with NACURH policy, SWACURH will be an alcohol and drug free conference.

## SECTION 6. RBD Retreats

The Regional Board of Directors’ Summer and Winter Retreats shall be hosted at the SWACURH Leadership Conference and SWACURH Business Conference Host Sites, respectively.

1. This will be planned out with the collaboration of the Regional Director, ADAF, and Conference Chairs to find the best arrangement for housing.
2. The conference site will be responsible for ensuring that the funds for housing are covered.
1. In the event that a Host Site cannot host the Retreat, they must host a site visit from the Directorship.

## **ARTICLE IV. BUSINESS MEETING**

### **SECTION 1. Boardroom procedure**

1. Legislation
  - a. Upon being brought to the floor, the legislation shall be read unless waived by a majority of members present.
  - b. The author will give a proponent speech with a maximum of 10 minutes.
  - c. Question and answer
    - i. Period of 5 minutes, extendable 3 times by 5 minutes
    - ii. Must have a minimum of three questions asked and answered before assembly is eligible for a motion to close Q&A
  - d. Discussion
    - i. Period of 5 minutes, extendable 3 times by 5 minutes
    - ii. Must have a minimum of three discussion points to be eligible for a motion to close discussion
2. Award bids
  - a. Pro/Con
    - i. Period of 5 minutes, extendable 2 times by 5 minutes
    - ii. Must have at least three pros or cons before assembly is eligible to close pro/con
    - iii. Ends automatically after the 3<sup>rd</sup> consecutively unanswered pro or con
    - iv. All bids must enter into a period of pro/con
  - b. Discussion
    - i. Period of 10 minutes, extendable 3 times by 5 minutes
    - ii. Must have a minimum of three discussion points to be eligible for a motion to close discussion

### **SECTION 2. Online Business Meetings**

1. Meetings outside of a conference setting shall follow the same procedures outlined in section 1.

## **ARTICLE V. LEADERSHIP CONFERENCE AWARDS**

## SECTION 1. Best Delegation

The best large and small delegation awards will be given by the conference staff through the Conference Chair(s) for the Regional Conference. Large and small schools will be split by determined by the median delegation size as determined by the Director. The criteria shall be as follows:

1. Punctual registration
2. Communication with the Regional Board and the conference staff prior to the conference
3. Program presentation
4. Attendance at all programs, meetings, and other functions
5. Unity among the delegation and the region
6. Participation in Roll Call
7. Display
8. Support of other delegations, conference staff, and Regional Board members
9. Participation in business meetings
10. Adherence to the rules and regulations of the conference as well as SWACURH

## SECTION 2. Best School Display

The award is to be selected by the RHA Presidents present during boardroom at the Regional Leadership Conference. The criteria shall be as follows:

1. Best showcase of the activities and achievements of RHA and school
2. Best incorporation of conference theme
3. No use of distasteful and/or offensive language, symbols, etc.
4. Promotion of regional spirit without negative remarks toward other schools, people, or places
5. Following all criteria set by Conference Staff

## SECTION 3. Record Keeping

1. All respective vaults shall be kept in an accessible storage medium, chosen by the RBD, for all affiliated member schools.
2. Unless specifically mentioned, all historical documents and resources released to the region shall be uploaded and/or filed to the storage medium within 7 days of being released to the regional member schools.

## SECTION 4. Best School Banner

1. The award is to be selected by the RHA Presidents present during boardroom at the Regional Leadership Conference. The criteria shall be as follows:



- a. Best showcase of the activities and achievements of RHA and school
- b. Best incorporation of conference theme
- c. No use of distasteful and/or offensive language, symbols, etc.
- d. Promotion of regional spirit without negative remarks toward other schools, people, or places
- e. Following all criteria set by Conference Staff

## SECTION 5. Best School Duckoration

1. The award is to be selected by the RHA Presidents present during boardroom at the Regional Leadership Conference. The criteria shall be as follows:
  - a. Best showcase of the activities and achievements of RHA and school
  - b. Best incorporation of conference theme
  - c. No use of distasteful and/or offensive language, symbols, etc.
  - d. Promotion of regional spirit without negative remarks toward other schools, people, or places
  - e. Following all criteria set by Conference Staff
2. Small school/large school deemed app by conf staff (do for other awards too)

## SECTION 6. Best Clothespin (or equivalent)

1. This award is to be selected through a process established by the Conference Chair and Regional Director. The criteria shall be as follows:
  - a. Best promotion of the institution
  - b. Best incorporation of the conference theme
  - c. Following all criteria set by Conference Staff (if any)
  - d. In order to participate, institutions must turn in a clothespin when they get to conference.

## SECTION 7. Most Spirited Delegation

There will be a large and small delegation award, selected by a committee. The committee will consist of one representative, not an NCC, from 8 randomly selected affiliated schools; 3 from Texas, 2 from Oklahoma, 1 from Arkansas, 1 from Louisiana and 1 at large. The Director shall compute the average delegation size and use that in assigning delegations to large or small school status. The committee shall consult with the RBD before breaking any ties. The criteria shall be as follows:

1. Shows spirit through cheers, banners, flyers, overall enthusiasm, and energy
2. Yells, cheers, banners, and flyers are tasteful and inoffensive

3. Uplifts the spirit of the school, subregion, and region without negative remarks toward other schools, people, or places
4. All postings shall conform to the guidelines and regulations of the host school

## SECTION 8. Roll Call

The selections of the winner for roll call shall be at the discretion of the Regional Board of Directors and one member of the conference staff. The criteria shall be as follows:

1. Uplift the spirit of the region and university without negative comments toward other regions, schools, or people
2. Roll Call should be tasteful and inoffensive; keeping in mind other's views, beliefs, and lifestyles
3. No objects should be thrown (this is to protect the facility and to prevent possible injury)
4. Must follow all criteria set by Conference Staff

# ARTICLE VI. CONFERENCE PROGRAMMING

## SECTION 1. General Programming Guidelines

1. Programming Timeline
  - a. A timeline shall be set and released to the region no later than a week following the opening of conference registration.
  - b. Timeline should include
    - i. Application Release Date
    - ii. Deadline for Program Submission
    - iii. Date on which member schools will be notified of program acceptance/denial
  - c. The programming timeline must be sent out no later than a week prior to the release of the programming application.
  - d. This timeline will be set in coordination with conference staff, and the Coordinating Officer for Presidential Relations.
2. Ponds and Tracks
  - a. Each program should be outlined in such a way that both the intended audience (pond) and topic (track) of the program are clearly defined. The following ponds and tracks shall be used when grouping programs. Each program will be classified into one (1) pond and one (1) track.
    - i. Ponds

1. Advisor - Only ART programs will belong to this programming pond.
  2. Exec Board Member - Programs in this pond should focus on developing those delegates that serve as executive board members on their RHA or NRHH.
  3. General - Programs in this pond should focus on general skills and information that any delegate at the conference can benefit from.
  4. New Member - Programs in this pond should focus on developing those delegates that are new to RHA or new to SWACURH.
  5. NRHH - Programs in this pond should focus on developing those delegates that are members of NRHH and should refer back to the values of NRHH.
- ii. Tracks
1. ART
  2. Diversity
  3. Leadership Development
  4. Miscellaneous
  5. Service/Recognition
  6. Social
  7. Sustainability
2. Types of Programming
- b. Active Programming
- i. Purpose
1. To share programming ideas, exchange information and develop leadership skills within our region.
- ii. Criteria
1. Outline of Program - Your program should be outlined so that each section of your program is well thought out, has presenters assigned to facilitate each section, and has time limits for each section. Your outline should be descriptive enough and include key points of your program so that we can clearly understand what your presentation will include.
  2. Outline of Learning Outcomes - You should have at least two (2) learning outcomes developed for your program.
  3. Program Description - Provide a brief description of the program for the Guidebook.
  4. Citation - you should provide a list of sources, if any, that you used when developing your program.
- iii. Selection
1. All conference programs will be selected by the conference staff.

2. The selection team will use the active program rubric to evaluate information provided in the program application.
- c. Billboard Programming
- i. Purpose
    1. To provide an opportunity for the exchange of programming ideas at the Regional Business Conference. All billboard programs will describe active programs that you have held on your campus.
  - ii. Criteria
    1. Description of program - What is the program? How much did it cost? This should be a brief summary of the program.
    2. How to put it on - This should be a detailed process on how to put on the program. The program should be able to be replicated on different campuses. Include any and all supplies that you used for your program.
    3. Learning outcomes - What learning outcomes did you have for the program? If you didn't have any learning outcomes, what possible learning outcomes would you suggest for the program?
    4. Short evaluation of the program - What went well with your program? What did not go well? How would you improve the program?
    5. Program Description - Provide a brief description of the program for the Guidebook.
    6. Citation - you should provide a list of sources, if any, that you used when developing your program.
  - ii. Selection
    1. All conference programs will be selected by the conference staff.
    2. The selection team will use the billboard program rubric to evaluate information provided in the program application.
- c. Passive Programming
- i. Purpose
    1. To provide an opportunity for those delegates who are not comfortable or are not able to present in front of a group of participants to share ideas and information.
    2. Passive programs include bulletin boards, newsletters, door decs and other creative

programming and initiatives that are not actual events.

- ii. Criteria
  - 1. Outline of Learning Outcomes - You should have at least two (2) learning outcomes developed for your program.
  - 1. Supplies - Include a list of supplies that you used to create your passive so that it can be replicated on other campuses.
  - 2. Program Description - Provide a brief description of the program for the Guidebook.
  - 3. Citation - you should provide a list of sources, if any, that you used when developing your program.
- iii. Selection
  - 1. All conference programs will be selected by the conference staff.
  - 2. The selection team will use the passive program rubric to evaluate information provided in the program application.

### 3. Rubrics and Evaluation Forms

#### a. Program Rubrics

- i. Conference Staff in coordination with the Coordinating Officer for Presidential Relations shall develop a rubric for each programming type, to be released in conjunction with the program application form. Rubrics should uphold both the mission and vision of the region, as well as, the mission and vision of the conference's host institution.
- ii. Rubrics should be completed no later than a week from the date of program application release.

## SECTION 2. RLC Programming

### 1. Types of Programming

#### a. Active Programming

- i. Ponds - Advisor, Exec Member, General, New Member, and NRHH
- ii. Tracks - ART, Diversity, Leadership Development, Miscellaneous, Service/Recognition, Social, and Sustainability

#### b. Passive Programming

- i. Ponds - General and NRHH
- ii. Tracks - Diversity, Leadership Development, Miscellaneous, Service/Recognition, Social, and Sustainability

## SECTION 2. RBC Programming

1. Types of Programming
  - a. Billboard Programming
    - i. Ponds - General and NRHH
    - ii. Tracks - Diversity, Leadership Development, Miscellaneous, Service/Recognition, Social, and Sustainability
  - b. Passive Programming
    - i. Ponds - General and NRHH
    - ii. Tracks - Diversity, Leadership Development, Miscellaneous, Service/Recognition, Social, and Sustainability

## ARTICLE VII. CONFERENCE CASE STUDY

### SECTION 1. Case Study Guidelines

1. Purpose: SWACURH strives to provide member schools with resources and services geared towards assisting with organization development through problem solving tactics via the Case Study Competition. This competition allows participants to address a potential situation of concern within their organization, in order to gain an insight on how to address the circumstances should they ever find themselves within the provided scenario.
2. Pages: All participants must submit a written document entailing their responses to case study questions. Responses will be no longer than four pages (there must be a minimum of at least 10 point type). Responses may only include literature designed to answer the questions posed, any non-written information media (i.e. multi-media, photos, publications, video tapes, etc.) is not allowed.
3. Criteria:
  - a. Summary
    - i. The response must include a one-paragraph summary of how their approach to each question will affect the outcome of the situation, being sure to provide a definitive stance on the result (i.e. would the approach provide a favorable outcome for all involved?)
  - b. The response must include a reply of at least 150 words to every question asked within the case study.
    - i. Each response should clearly showcase which question is being addressed.
4. Presentation at SWACURH Leadership Conference

- a. Each participant within the Case Study Competition will be allowed up to ten minutes for a presentation followed by a period of question and answer.
  - b. Please use the following questions in preparing for the presentation:
    - i. What Case Study was chosen?
    - ii. How was this Case Study approached?
    - iii. Who all was involved in the resolution planning process? Was everyone given an equal say in the outcome?
    - iv. Did you contemplate approaching the Case Study in multiple ways?
    - v. Was there any cost associated with your plan of action?
    - vi. What are the steps following the decision made?
    - vii. Is there anything you would have done differently? Why or why not?
    - viii. How does your plan of action affect your campus organization in the long run?
    - ix. Were you able to solve the problem? Did you make provisions to avoid this problem re-occurring in the future?
  - c. Should include:
    - i. Brief summary of responses to the questions posed in the study.
    - ii. Title page should include all the names of those involved in the case study.
5. Selection:
- a. The competition committee shall be comprised of members assigned through a committee application released by the SWACURH Coordinating Officer for Presidential Relations, in coordination with the Regional Director
6. Timeline:
- a. The case study contest timeline will be set and decided by the SWACURH Coordinating Officer for Presidential Relations, in coordination with the Regional Director.

# TITLE 5

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## FINANCES

### ARTICLE I - p.45

REGIONAL ACCOUNTING

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BUDGETING PROCEDURES

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SPENDING POLICIES

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FINANCIAL ACCOUNTABILITY

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MEMBER SCHOOL POLICIES



# ARTICLE I. REGIONAL ACCOUNTING

## SECTION 1. Authority and Responsibility

1. The ADAF and Regional Advisor shall serve as the authorized signers on the SWACURH financial accounts.
2. The SWACURH regional signature card must have two signatures: ADAF and Regional Advisor.
3. The ADAF shall primarily serve as the individual who signs checks for the region, but the Regional Advisor shall also hold this power and responsibility.
4. A completed purchase order form, provided by NACURH or the ADAD as needed, must accompany any purchase, and the appropriate entries must be made in the online finance software, and the regional budget.
5. Failure to complete these procedures will result in an individual evaluation by the Regional Board of Directors, and that individual may be subject to the consequence of having their name removed from all regional financial accounts
6. If discrepancies are found during the review of the regional budget and bank statements by the regional advisor, the ADAF, NAO, and NACURH Advisor shall be contacted immediately.

## SECTION 2. Regional Accounting

1. The SWACURH fiscal year shall be defined as April 1 to March 31.
2. Regional Bank Accounts
  - a. The regional bank account must be opened by the NACURH Advisor in the state that the Advisor is hosted in.
  - b. The bank statements will be distributed to the ADAF, Regional Director and Regional Advisor. The bank statements along with any voucher records shall be retained as part of the regional files for at least seven (7) years before being destroyed.
  - c. The checking account shall have at least two signatures: the ADAF and the Regional Advisor.

# ARTICLE II. BUDGETING PROCEDURES

## SECTION 1. Preparation of the Budget

1. The ADAF shall present the next fiscal year's budget to the NCCs at the Regional Business Conference. This shall be emailed to member schools two weeks prior to conference.
2. The RBD shall provide recommendations to the ADAF in the creation of the budget.
3. Before the final regional budget is released to the region it shall have the approval of the NAO prior to a date set forth by the NAO.
4. The regional budget shall also ensure that it has a zero balanced budget prior to approval.
5. The regional budget shall be made available by the ADAF in United States Dollars (USD) and, on request, Mexican Pesos at the exchange rate current at the time the budget is passed.
6. The budget shall include columns for "Budgeted Last Year", "Current Balance", and "Proposed Budget" as well as a description of the line items and any legislated changes made to line items during the current fiscal year.
7. The budget approved by the region will be made available on request to member schools throughout the entire fiscal year.
8. The ADAF will submit the approved budget to the NAO no later than two weeks after the closing of the Regional Business Conference.

## SECTION 2. Voting Requirements

1. For approval of the Regional Budget, a (2/3) majority of those NCCs voting shall be required.
2. For approval of all monetary legislation or policy changes, a (2/3) majority of those NCCs voting shall be required.

## SECTION 3. Budget Line Items

1. Funds within the region's budget are divided into line items. The ADAF can authorize the transfer of funds from one line item to another not to exceed \$100.00 per line item per fiscal year. A majority vote of the RBD can authorize any change in the line item distribution up to \$250.00. Any transfer of funds exceeding \$250.00 shall require a two-thirds (2/3) majority vote by NCCs. Funds may be transferred between line items at the ADAF's discretion.
  - a. The ADAF can authorized the transfer of funds between line items with accordance to the following procedures:

- i. \$0.00 - \$100.00 USD: At the ADAF's Discretion
- ii. \$100.01 - \$250.00 USD: Majority vote of RBD
- iii. \$250.01+ USD:  $\frac{2}{3}$  NCC Approval required

## SECTION 4. General Fund

1. Any income that is not already committed in the Regional Budget shall be placed in a fund called the general fund. From this general fund, the RBD can make any allocations it deems necessary while respecting the regional spending limits.

## SECTION 5. Fiscal Year Carryover

1. In the event that a regional account ends a fiscal year with a carryover greater than \$500.00 USD in value, it is required that the carryover as a whole be utilized as the following:
  - a. 25% - shall remain in the entity's checking account to be used within "the general fund"
  - b. 25% - shall be placed in the entity's savings account or contingency fund. If the regional savings account satisfies NACURH policy minimums, this amount shall be allocated to fund regional scholarships and grants.
  - c. 25% - shall be allocated to fund regional scholarships and grants, in accordance with scholarship and grant policy, or at the discretion of the Regional Board of Directors
  - d. 20% - shall be invested in the region's Vanguard investment account
  - e. 5% - shall be allocated to fund charitable contributions by the region.
    - i. Such charitable contributions could be made in the form of donations to a regional philanthropy or NACURH level philanthropic partner. Any charitable contribution made by the region shall be first approved by the NACURH Associate for Operations.
2. In the event that there is a Fiscal Year Carryover that is less than or equal to \$500.00 USD in value, this amount shall be utilized at the discretion of the Regional Board of Directors.
3. Fiscal year carryovers must be determined and approved by the NACURH Associate for Operations before spending occurs for the following Fiscal Year. Regional Officers cannot expend monies from their carryover without first getting approval from the NACURH Associate for Operations.

## ARTICLE III. SPENDING POLICIES

### SECTION 1. Regional Spending Limits

1. When spending regional funds above their respective budgeted line items it shall adhere to the following:
  - a. \$0.00 - \$100.00 USD: At the ADAF's Discretion
  - b. \$100.01 - \$250.00 USD: Majority vote of RBD
  - c. \$250.01+ USD:  $\frac{2}{3}$  NCC Approval required

### SECTION 2. Regional Purchasing

1. All purchases made using SWACURH regional funds must adhere to the policies stated in the SWACURH Governing Documents and must benefit the SWACURH Region and member schools.
2. Only the ADAF, Regional Advisor, and Regional NRHH Advisor are allowed to place orders on behalf of the SWACURH region. Should the ADAF position be vacant, the regional director shall assume this responsibility.
3. Before any orders are placed for items on behalf of the SWACURH region, the order must have written permission from the ADAF. Upon approval of an order, the ADAF shall notify the Regional Director, Regional Advisor, and Regional NRHH Advisor.
4. In the case of orders or purchases taking place without adhering to the above guidelines, the following may take place:
  - a. Individuals and/or host institutions may be deemed financially responsible.
  - b. Member schools may be placed in bad standing with SWACURH.

### SECTION 3. Travel Spending

1. Any trip that is taken by one of the Regional Board of Directors must be specifically authorized by the RBD in the Regional Budget.
2. The individual RBD member will make arrangements for travel. It is expected that selected arrangements will be the ones that are most inexpensive as well as the most reasonable for the region. Travel arrangements must be communicated to the ADAF as soon as possible after travel plans are confirmed.
3. The individual RBD member will be reimbursed for travel made from their host institution or from their starting location, whichever is less expensive.
4. Each individual RBD member will be reimbursed for one meal en route to a NACURH or SWACURH sponsored conference and one meal the day of departure from a conference en route to their destination upon presentation of receipts, up to a maximum of \$15.00 per meal.

5. The ADAF shall reimburse the cost of travel for vehicular travel through the regional budget to and from NACURH/SWACURH sanctioned events. Reimbursements may not exceed their respective line item in the current budget, except in extraordinary circumstances to be determined by the ADAF, Regional Director, and Regional Advisor. Receipts must be submitted to the ADAF within two weeks of the close of a conference in order for them to be processed for reimbursement, unless granted an extension by the ADAF. Renting a university vehicle may be reimbursed by the ADAF if communicated to the ADAF and approved at least 21 days before the date of travel.
6. If the individual RBD member is unable to submit receipts or if procedures are not followed, the ADAF shall default to the current IRS business/non-profit mileage reimbursement rate for vehicular travel. The IRS reimbursement rates will be updated on a yearly basis.
7. Travel Booking
  - a. All flight, train, and bus tickets financed by SWACURH must be booked at least twenty-eight (28) days prior to departure, excepting extreme circumstances. Failure to adhere to this policy is grounds for denial of reimbursement as determined by the Director, Advisor, or ADAF.
  - b. Flights are eligible for checked bag reimbursement of at most one (1) bag each flight direction.
  - c. Airport parking lot fees will be reimbursed only for the days required to be at conference or traveling to and from conferences or retreats.

## SECTION 4. Equipment and Technology

1. Any equipment utilized by the Regional Board of Directors throughout an affiliation year such as: iPads, Tablets, Laptops, or Scanners, will be expended from the Regional Savings Technology Account and must be approved by the NCCs with a majority (2/3) vote.
2. Equipment purchases that are above \$300.00 must have three different options and be presented to the Associate Director for Administration & Finance, Regional Advisor, and Regional NRHH Advisor for final approval.
3. Laptop purchases should utilize the remaining funds set aside in the Technology Line Item to purchase all software that is needed for the laptop. This is limited to software such as Microsoft Office, security software, or any professional editing software needed.
  - a. Any software expected to be purchased for laptop purchases, must be outlined in the legislation presented to the region.
  - b. The RBD is able to purchase any additional software/equipment for the laptop which is necessary for the RBD member to which the laptop is assigned to complete their positional duties.

## SECTION 5. No Pay, No Pin

1. The SWACURH Regional Board of Directors shall adopt a NO PAY NO PIN policy, which is to include NRHH pins.

## SECTION 6. Transactions in Alternative Currencies

1. SWACURH will accept payments by check in any currency used by a current member school.
2. In a situation where cash payments are permitted, they will be permitted in any currency used by a current member school.
3. SWACURH will cover the cost of any bank fees resulting from the need to exchange money between currencies used by SWACURH member schools in order to process a deposit into SWACURH's account.
4. The Financial Deposit Form for a deposit in a currency other than the US Dollar deposited into SWACURH's account shall indicate both the original amount in the alternative currency and the actualized amount in US Dollars.
5. Receipts submitted for reimbursements in currencies other than the US Dollar shall indicate clearly the currency on the receipt.
6. Reimbursement for purchases in currencies other than the US Dollar shall be issued in US Dollars using the current day's exchange rate. The Financial Transaction Forms for such reimbursements shall clearly indicate the amount in both the alternative currency and in US Dollars.
7. Each individual financial transaction form may contain only receipts from one currency. If multiple receipts are submitted for the same financial transaction form, they must use a single currency; otherwise multiple financial transaction forms must be used.
8. It will be the responsibility of the person or organization being reimbursed to cover the cost of converting the reimbursement into another currency should that be required.

## SECTION 7. Compensation of Conference Guests

1. The official NBD representative to a regional conference shall have their conference fees waived, provided three weeks prior notice is given to the conference staff by the representative. The Regional Director and Conference Chair will be the individuals responsible for granting fee waivers.

## SECTION 8. Distribution of Funds

1. Any RBD member can request a disbursement of SWACURH funding. They must complete a check request form and present it to the ADAF. Upon receipt of the check request, the ADAF shall determine if funds are available for that purpose. If funds are available, the ADAF shall present a check to the requesting individual. If funds are not available, the individual is personally liable for any costs incurred.
2. After receiving a check, the individual spending regional funds must present receipts accounting for the funds. This must be done before the ADAF can disburse any more funds to that individual. The individual presenting receipts should retain copies of such receipts.
3. Should the individual spending money be reimbursed by the region but not provide the ADAF with receipts within thirty days, that individual will be required to return any and all funds to the region and may not be reimbursed for the expenditure.
4. The individual writing a check (ADAF, Regional Advisor) may never write checks to direct family members or themselves.
5. The individual writing a check (ADAF, Regional Advisor) may never write checks to themselves.
6. No regional funds shall be used to purchase apparel items unless considered to be inventory, which will be completely sold and exhausted to member schools immediately.
7. Individuals who are issued a reimbursement check from NACURH, Inc. or any of its affiliated entities are required to deposit by March 20th of each Fiscal Year to ensure proper closeout for their entity's books unless otherwise approved by the NACURH Associate for Operations.
  - a. Should a-check fail to be deposited prior to the March 20th deadline, the Finance Officer, in Coordination with the NACURH Associate for Operations, shall have the ability to deny any pertaining reimbursement of funds.

## ARTICLE IV. FINANCIAL ACCOUNTABILITY

## SECTION 1. Financial Reports

1. The SWACURH Associate Director for Administration & Finance shall be responsible for reporting the financial state of the region monthly to the NCC's and NACURH Inc.
  - a. The Associate Director for Administration & Finance shall be responsible for preparing a comprehensive monthly financial statement to be sent to the NACURH Associate for Operations, Regional Director, Regional NRHH Advisor and SWACURH Regional Advisor.
2. The SWACURH Associate Director for Administration & Finance shall be responsible for reporting the financial state of the region to the NBD and NAO at each NACURH Business conference.

## SECTION 3. Review of Finances

1. The Regional Advisor shall audit all financial records kept by the Associate Director for Administration & Finance at the SWACURH Leadership and Business Conferences.
2. SWACURH financial records are subject to review by any member school(s) at any time.

## SECTION 4. Xero

1. The SWACURH region shall be required to use the same version of Xero as the other regional affiliates / offices.
  - a. This will be used to keep financial accountability on all regional spendings and should be reflected within the operating budget.
  - b. Upgrades are to be made upon the recommendation of the NACURH Associate for Operations.
2. A Xero backup from the region is to be submitted to the NAO in a manner specified by the NAO at the end of each fiscal year. This backup is to include all transactions from the previous fiscal year.
3. The ADAF shall be responsible for backing up all Xero files to a regional flash drive or hard drive every month. This backup should be completed within one week of the completion of each monthly financial reconciliation report



## SECTION 5. Engagement of Financial Contracts

1. Regional Board members cannot engage in oral or written contracts that involve any sort of financial transaction with an outside vendor, business, etc. without prior written approval by the ADAF and Regional Advisor.
2. In order for a Regional Board member to engage in an oral or written contract that involves a financial transaction, a written quote must be submitted to the ADAF and Regional Advisor.
3. If any individual knowingly engages in an oral or written contract that involves a financial transaction, they are liable for all costs incurred, as this will not be viewed as a valid contract for the region.

## SECTION 6. Regional Cash and Coin Policies

1. In the event that the region collects cash or coin, the ADAF and Regional Advisor or Director must both count, confirm, and sign/verify the total amount of currency on the Regional Currency Verification Form.
2. Should the ADAF, Regional Advisor, or Regional Director receive cash while not with one another, a professional staff member of that individual's respective host school may count, confirm, and verify the total amount of currency on the Regional Currency Verification Form in addition to the individual board member.
3. All currency must be converted into a negotiable financial instrument before being sent as a deposit to NACURH, Inc.'s financial institution. This instrument may be a money order or cashier's check. The cost of converting currency into this instrument may be covered by the Bank Fees line item of the regional budget.
4. No cash or coin may ever be sent in the mail to NACURH, Inc.'s financial institution. It will be the responsibility of the ADAF, Regional Advisor, or Regional Director to have this currency converted into a negotiable financial instrument before sending the deposit via mail.

# ARTICLE V. MEMBER SCHOOL POLICIES

## SECTION 1. Outstanding Debts

1. On April 15, schools having outstanding debts to NACURH or Regional Offices shall be notified by that office that they are on probation and that the debt must be paid prior to the NCC informational meeting to vote at the corporate meeting.
2. Any school found to have an outstanding debt to the region shall be placed on probation and have their voting rights at all regional conferences or business meetings removed until the disputed debt is settled.
3. Any debts not paid after May 31 will be added to next year's billing statement. The office is responsible for informing the Regional Director and ADAF of these debts.

## SECTION 2. Payment of Bills & Outstanding Debts

1. The offices and officers of the previous year must notify the ADAF and Regional Advisor of any bills and outstanding debts that are to be paid no more than thirty days after the conference at which they leave office. Any bill or debt not explicitly declared by the previous officers within thirty days will not have to be paid by the ADAF.

## SECTION 3. Member Benefits Cut-Off Date

1. October 15 will be the publicized date of benefit cut-off for schools that have not paid their membership dues for that fiscal year. Benefits cut-off will commence on November 15 of that year and the school will be placed on a prospective member school list and removed from all active member lists.

## SECTION 4. New Member Fees

1. Any new member schools dues received after April 1, shall receive NACURH Annual Conference member school fees at the conference but shall receive no other benefits and then will be considered members for the following fiscal year.

# TITLE 6

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## REGIONAL LEADERSHIP CONFERENCE AWARDS

ARTICLE I - p.56  
ELIGIBILITY

ARTICLE II - p.56  
ONLINE BIDDING PROCESS

ARTICLE III - p.58  
GENERAL BIDDING PROCESS

ARTICLE IV - p.59  
BIDS AWARDED AT REGIONAL LEADERSHIP CONFERENCE

ARTICLE V - p.65  
PLAGIARISM

## **ARTICLE I. ELIGIBILITY**

### **SECTION 1. Eligibility**

Regional Board members, excluding COs for Conference, are ineligible for awards other than those that specifically state that these members are eligible. In the case where vacancy of normally elected position is appointed and the appointment term overlaps with the award timeline, that person is also deemed ineligible. Any ineligible person may not write or participate in the presentation of award bids.

## **ARTICLE II. ONLINE BIDDING PROCESS**

### **SECTION 1. Online Bidding Processes**

1. Each school has the chance to submit bids to be voted on at the SWACURH Regional Conferences. The bid timeline varies for each conference, determined at the discretion of the Regional Board of Directors. The general timeline is as follows, but specific dates will be set by the RBD.
  - a. A bid timeline must be sent out to the region no later than 2 months before the start of the conference.
  - b. Bid intents are due online.
  - c. Bids are due for the Regional Board of Directors for initial policy check to review for any missing criteria, and to give feedback to the bidding school.
    - i. In order to submit bids for the initial policy check, the bids must fulfill or address all of the requirements outlined in the policy book.
    - ii. This does not include letters of support or letters of good standing.
  - d. Bids are returned within the given timeline with corrections and feedback
  - e. Final bids are due back to the RBD by the given deadline in the bidding timeline.
  - f. Bids, along with bid spreadsheets, are released to the region no later than 7 days before the Conference.
  - g. Bid spreadsheets are due to the RBD no later than two days prior to the conference for policy check.
    - i. Bid spreadsheets must be approved prior to the gaveling in

of the conference in order for institutions to have voting rights within boardroom spaces.

2. Each school participating in the award bidding process must meet policy review guidelines set by the SWACURH Policy Book listed below.
  - a. Bids must be submitted for mandatory policy review, in order to be brought to the floor during boardroom, and returned within a specified time set by the Regional Board of Directors.
  - b. Each Bid must meet all bidding criteria and guidelines as listed in the SWACURH policy book in order to be seen in boardroom spaces.
  - c. The RBD can implement other guidelines for policy review as they see fit, but these guidelines must be released to the region along with the bid timeline.
3. Bids not following the policy review guidelines can be removed from the process after policy review is over. As well, bids not meeting bid criteria guidelines within the SWACURH Policy Book after being resubmitted, after the mandatory policy review, are subject to being removed from the bids that are sent out to the region.
4. Institutions with the intentions of submitting a positional bid or award bid shall submit a letter of intent to the CO for Recognition and NRHH Development at a date set by the CO for Recognition and NRHH Development.
5. Bids shall be submitted to the CO for Recognition and NRHH Development at least 10 days prior to the starting date of a given regional conference at the RBD's discretion. Bids shall be submitted in PDF format. Each NCC shall receive an email confirmation from the CO for Recognition and NRHH Development upon receipt of their bids. The submitted bids are to be posted on the regional website for viewing no later than 7 days prior to the conference starting date. In the event that the server on which the SWACURH website is posted malfunctions during the viewing period, the CO for Recognition and NRHH Development will find an alternate server on which to post the bids. The CO for Recognition and NRHH Development will notify the NCCs of all member schools if there is such an occurrence via email or telephone.
6. The bids shall be posted with the original formatting submitted by the university, to be presented at the conference. Graphics are allowed in bids. If the original bids submitted are too large, web based file-sharing service shall be utilized when bids are distributed.
7. Schools who have experienced technical complications or unforeseen events that have prevented them from submitting their bids online and on time may request from the Director to petition the NCC's of the region to allow their bids to be accepted for voting at the appropriate regional conference. The petitioner will submit a formal proposal explaining their case to the region within five days of the missed deadline. The Director will then facilitate a simple majority vote from the NCC's without a period of

discussion on whether or not the bid should be allowed to be presented at conference. The Director will notify the petitioner within two business days once the majority vote has been reached. If there is a tie vote, the Director may reserve the right to be the tiebreaker.

8. Any bid containing information outside of the bid year is removed by the Regional Board of Directors between the time that bids are re-submitted after mandatory policy review and the bids are sent out to all schools.

## SECTION 2. Selection Processes

1. An online vote will be taken for all award bids. The forms shall be created ahead of the conference in order to assure a smooth process.
  - a. The vote will be conducted via Single Transferable Vote through an online ballot that is specified by the Regional Director.
  - b. Each institution shall submit a ballot that includes each candidate that was nominated, no confidence, or abstain. Each institution will rank their choice beginning with their first choice until their ballot is exhausted. Incomplete ballots shall be considered exhausted once all votes are transferred.
  - c. In the event of a tie, the boardroom chair shall conduct a revote. Before revoting begins, boardroom representatives may initiate an additional period of discussion by a simple majority vote.
  - d. The bid shall be considered selected once a majority has been reached after all votes have been transferred
2. In the event that there are more votes submitted than eligible voters, the Chair of the boardroom has the option to create a new online vote or transition to paper ballots. If there are any issues complicating the voting process, the Chair has the right to transition to paper votes.
3. Any motion made to strike a specific bid from the floor shall not be permitted in any business meeting.
  - a. A motion may be made to narrow the field of bids to any number greater than 1.

## SECTION 3. Bid Spreadsheets

1. Bid spreadsheets is the system of guidelines and examination of a bid with the intent to guide decisions and help reps further form a sentiment towards bids and accomplish a final vote using bid spreadsheets.
  - a. Policy review criteria will be set by the RBD with the exclusion of the following which will be required for all bids receiving policy review.
    - i. The criteria is set as follows
      1. Must be submitted by 5:00 pm the day of

- pre-conference
- 2. Must have a minimum of three pros or cons
- 3. Must have a minimum of two discussion points
- 2. Institutions do not have to perform policy review on their own school's bids but must complete all other policy review requirements for other institutions

## ARTICLE III. GENERAL BIDDING PROCESS

### SECTION 1. Award Bidding Policies

1. Policies Affecting Award Bids
  - a. Only affiliated schools in good standing with NACURH and SWACURH are eligible to submit bids for and be selected for SWACURH Awards.
  - b. Only one nominee per school, per award is allowed
  - c. All bids must be a minimum of 8 pages and no more than a maximum of 16 pages unless stated otherwise.
  - d. Accessibility
    - i. All bids must be universally color accessible.
    - ii. All bids must be screen-reader accessible.
    - iii. All text must be on solid color backgrounds.
    - iv. The body text for any award bid shall be a minimum of 12 point font size.
    - v. Bid content fonts must come from the following list:
      1. Arial
      2. AvantGarde MD BT
      3. Avenir LT Std
      4. Century Gothic Regular
      5. Franklin Gothic
      6. Frutiger LT
      7. Futura Std
      8. Futura MdCn BT
      9. Gill Sans Std
      10. Helvetica
      11. Interstate-Regular
      12. Myriad Pro
      13. Rotis
      14. Sans Serif Std
      15. SansSerif
      16. Stone Sans
      17. ITCSwis721 BT
      18. Trebuchet
      19. Verdana
      20. Vag Rounded

- vi. Any pictures used must include alternative text (alt-text) or image descriptions
- e. Content
  - i. All bids shall contain page numbers on all pages counting toward the page limit.
  - ii. A page of a bid is defined as a side of print including appendices, letters of recommendation, text, images, etc. unless otherwise noted. Pages shall be formatted to 8.5 by 11 inches. Cover, citation pages, and table of contents are not included in the page count. Dividers are included in the page count.
    - 1. Tables of Contents must not have any bid content on them to not be counted towards the page limit.
  - iii. Title pages must include the following:
    - 1. Award Name
    - 2. Nominee Name
    - 3. Institution (if different from the nominee name)
    - 4. Region
    - 5. Chapter Name (for NRHH Awards)
  - iv. A citation page must consist of a list of citations attributing copyright materials to their sources.
    - 1. All sources shall be sighted in APA but at Minimum citing should consist of the URL and title of the source material with the corresponding page number(s) that the material is presented on
      - a. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
  - v. Letters of support must still occupy the same page size as if they were placed in the bid as text.
  - vi. No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video
- f. Submission
  - i. A bid will be submitted in a .pdf format with the file being named INSTITUTION.BID TITLE.AFFILIATION YEAR
- g. Timeline
  - i. The timeline for these awards is the beginning of SWACURH Regional Leadership Conference to the beginning of SWACURH Regional Leadership Conference unless otherwise specified.
  - ii. Information used explicitly to demonstrate the growth, improvement, or change in a bid will be allowed as long as it is followed with information regarding the same subject that is within the bidding timeline.



## ARTICLE IV. BIDS AWARDED AT RLC

### SECTION 1. Community of the Year

1. Purpose: This award recognizes the accomplishments of a specific community at any member school for outstanding programming and community atmosphere.
2. Required Elements:
  - a. Nominees must show involvement with their residence hall, on campus, and within other organizations.
  - b. Nominees must include at least one letter of support from a professional staff member who has supervised the community.
  - c. Nominees must include number of students living in the community as well as information on the type of structure and explanation of the community government structure.
  - d. Nominees must include a summary of expenses of community programs or sponsored events.
  - e. Refer to the general bidding guidelines listed in Title XI article 3 section 1 for more information on eligibility, page limits, and required criteria.
3. Criteria for selection:
  - a. Term for award purposes shall be the previous academic year of the current SWACURH Regional Leadership Conference.
  - b. List of programs and their descriptions.
  - c. Community's goals and how they were met during the year.
  - d. level of student involvement within the community.
  - e. Community's involvement on campus and within the surrounding community.
  - f. Participation in the NRHH of the Month program, if NRHH Chapter present on campus.
  - g. Recognition the community has received.
4. Selection: The bid selection committee shall be comprised of one representative from each school at the SWACURH Regional Leadership Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 2. Program of the Year

This award is given at both a NACURH and regional level; schools interested in submitting to the NACURH level should review the NACURH Policy for NACURH-level specifics about Program of the Year submissions.

1. Purpose: SWACURH recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. Each year, all members in NACURH must submit a report to the NACURH Corporate Office to fulfill one of the requirements necessary for the privilege of voting. These reports deal with various aspects of residence hall life and its improvement. This award seeks to recognize outstanding student planning and implementation of programming within the residence halls. For a bid to be considered at the NACURH level, it may be of a community service, leadership development, diversity, educational, or social nature.
2. Pages: All entries must submit a written document of their program. Bids will be no longer than twenty (20) pages. Entries may also include additional information with their program of non-written media (i.e. multi-media, photos, publications, video tapes, etc.) However, this non-written information must be part of the actual substance and implementation of the specific program being submitted. It cannot be used in the presentation of the program report (similar to a conference bid presentation).
3. Required Elements:
  - a. The bid 's Table of Contents must clearly list, at minimum, the following required sections.
  - b. Each section and elements included below must be labeled; failure to properly label sections and elements below will result in bid disqualification.
  - c. Section One: Introduction & Overview (30%)
    - i. Summary
      1. The bid must include a one-paragraph summary of the program nomination that could be used in describing the nomination as a conference program session.
    - ii. Origination
      1. The bid must describe how the program originated
    - iii. Educational component

1. The bid must describe the educational benefits of the program.
- iv. Audience
  1. The bid must describe the target audience for whom the program was designed.
- v. Goals
  1. The bid must describe the goals and objectives of the program.
- vi. Student needs
  1. The bid must describe the specific and demonstrated student needs that the program is designed to address.
- d. Section Two: Planning & Implementation(45%)
  - i. Program Basics
    1. The bid must describe the program (who, what, why, when, where and how).
  - ii. Student Involvement
    1. How many students were involved in the conception, planning, and implementation of the program?
    2. What were the roles of the students involved?
  - iii. Marketing
    1. The bid must describe how the program was marketed.
  - iv. Resources
    1. The bid must describe the resources used in developing and implementing the program, including information on the following:
      - a. Budget and Supplies
        - i. The bid must include a line item budget and funding sources.
        - ii. The bid must include a list of supplies used to implement the program.
    2. Campus/Community Resources:
      - a. The bid must describe any campus and/or community resources used to develop and implement the program

- b. The bid must include information on the number of students involved and their specific roles in the program conception, planning, and implementation
    - e. Section Three: Evaluation of the Program (20%)
      - i. Evaluation Tools
        - 1. The bid must describe the program (who, what, why, when, where, and how).
      - ii. Successes
        - 1. The bid must describe the successes of the program.
      - iii. Challenges
        - 1. The bid must describe the challenges faced in developing and implementing the program, how the challenges were addressed, and suggestions for overcoming challenges in the future.
      - iv. Student Impact
        - 1. The bid must describe the effect on students who attended the program and the lasting impact on the student and campus community.
    - f. Refer to the general bidding guidelines listed in Title XI article 3 section 1 for more information on eligibility, page limits, and required criteria.
4. Selection Criteria
  - a. The following criteria will be considered when selecting the Program of the Year bid winner:
    - i. Relatedness to residence hall students
      - 1. For who is the program designed?
      - 2. How does it relate to the residence hall setting?
      - 3. Is it practical and applicable to other residence hall settings?
      - 4. What were the goals of the program?
    - ii. Uniqueness
      - 1. How new is the concept of the program in dealing with general residence hall programming?
      - 2. 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)?
      - 3. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
    - iii. Overall quality of information presented
    - iv. Demonstration of achievement of goals and objectives

- v. Relevance of nomination to other schools as a resource for program adaptation and implementation
  - vi. Program impact on residents and campus community
5. Selection: The bid selection committee shall be comprised of one representative from each school at the SWACURH Regional Leadership Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

### SECTION 3. Student Staff Member of the Year

1. Purpose: This award recognizes an outstanding on-campus housing student staff member who is employed by a SWACURH member school.
2. Required elements:
  - a. The bid must include at least one letter of support from a supervisor who oversaw the nominee during their time as a staff member and during the bidding timeline.
  - b. The bid must include a letter of good standing.
  - c. Refer to the general bidding guidelines listed in Title XI article 3 section 1 for more information on eligibility, page limits, and required criteria.
3. Criteria for selection:
  - a. Nominee must be currently employed as a student staff member and enrolled as a full-time student at the time of nomination.
  - b. Must show involvement with their residence hall, on campus, and within other organizations.
  - c. Show how nominee has encouraged community development.
  - d. Show outstanding service and impact to their university and local community, whether that is in the residence halls, or through the work that their position does.
  - e. Includes official job description that is published by nominee's housing office, which shall be printed as an appendix and shall not count towards the page limit provided it is printed in the same or similar manner as is regularly printed by the housing office.
4. Selection: The bid selection committee shall be comprised of the NRHH representatives at the SWACURH Regional Leadership Conference. The NRHH representative from host chapters in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 4. Volunteer of the Year

1. Purpose: This award recognizes the outstanding contributions of volunteerism throughout the region.
2. Required elements:
  - a. Bid shall include letter of support from an advisor.
    - i. This letter must also include a statement that the nominee is in good academic and conduct standing.
  - b. Refer to the general bidding guidelines listed in Title XI article 3 section 1 for more information on eligibility, page limits, and required criteria.
3. Criteria for selection:
  - a. Must show outstanding involvement within the community (i.e campus and the city).
  - b. Should contain a detailed outline of the nominee's activities.
  - c. Nominee should show outstanding service to the community through volunteer work.
4. Selection: The bid selection committee shall be comprised of the NRHH representatives at the SWACURH Regional Conference. The NRHH representative from host chapters in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## ARTICLE V. PLAGIARISM

All formatting, structure, content, and/or theme of a bid is expected to be original work, and not plagiarized.

- a. Plagiarism shall be defined as the practice of taking someone else's work or ideas and passing them off as one's own and will not be tolerated.
- b. All plagiarism identified based on the above definition will be considered a policy violation for all submitted work to NACURH or its regional affiliates.
- c. Plagiarism for all award bids submitted at the NACURH level will be addressed at the discretion of the NACURH Chairperson.

# TITLE 7

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## REGIONAL BUSINESS CONFERENCE AWARDS

ARTICLE I - p.61  
ELIGIBILITY

ARTICLE II - p.61  
ONLINE BIDDING PROCESS

ARTICLE III - p.70  
GENERAL BIDDING POLICY

ARTICLE IV - p.71  
BIDS AWARDED AT REGIONAL BUSINESS CONFERENCE

ARTICLE V - p.97  
PLAGIARISM

## **ARTICLE I. ELIGIBILITY**

### **SECTION 1. Eligibility**

Regional Board members, excluding COs for Conference, are ineligible for awards other than those that specifically state that these members are eligible. In the case where vacancy of normally elected position is appointed and the appointment term overlaps with the award timeline, that person is also deemed ineligible. Any ineligible person may not write or participate in the presentation of award bids.

## **ARTICLE II. ONLINE BIDDING PROCESS**

### **SECTION 1. Online Bidding Processes**

1. Each school has the chance to submit bids to be voted on at the SWACURH Regional Conferences. The bid timeline varies for each conference, determined at the discretion of the Regional Board of Directors. The general timeline is as follows, but specific dates will be set by the RBD.
  - a. A bid timeline must be sent out to the region no later than 2 months before the start of the conference.
  - b. Bid intents are due online.
  - c. Bids are due for the Regional Board of Directors for initial policy check to review for any missing criteria, and to give feedback to the bidding school.
    - i. In order to submit bids for the initial policy check, the bids must fulfill or address all of the requirements outlined in the policy book.
    - ii. This does not include letters of support or letters of good standing.
  - d. Bids are returned within the given timeline with corrections and feedback
  - e. Final bids are due back to the RBD by the given deadline in the bidding timeline.
  - f. Bids, along with bid spreadsheets, are released to the region no later than 7 days before the Conference.
  - g. Bid spreadsheets are due to the RBD no later than two days prior to the conference for policy check.
    - i. Bid spreadsheets must be approved prior to the gaveling in



of the conference in order for institutions to have voting rights within boardroom spaces.

2. Each school participating in the award bidding process must meet policy review guidelines set by the SWACURH Policy Book listed below.
  - a. Bids must be submitted for mandatory policy review, in order to be brought to the floor during boardroom, and returned within a specified time set by the Regional Board of Directors.
  - b. Each Bid must meet all bidding criteria and guidelines as listed in the SWACURH policy book in order to be seen in boardroom spaces.
  - c. The RBD can implement other guidelines for policy review as they see fit, but these guidelines must be released to the region along with the bid timeline.
3. Bids not following the policy review guidelines can be removed from the process after policy review is over. As well, bids not meeting bid criteria guidelines within the SWACURH Policy Book after being resubmitted, after the mandatory policy review, are subject to being removed from the bids that are sent out to the region.
4. Institutions with the intentions of submitting a positional bid or award bid shall submit a letter of intent to the CO for Recognition and NRHH Development at a date set by the CO for Recognition and NRHH Development.
5. Bids shall be submitted to the CO for Recognition and NRHH Development at least 10 days prior to the starting date of a given regional conference at the RBD's discretion. Bids shall be submitted in PDF format. Each NCC shall receive an email confirmation from the CO for Recognition and NRHH Development upon receipt of their bids. The submitted bids are to be posted on the regional website for viewing no later than 7 days prior to the conference starting date. In the event that the server on which the SWACURH website is posted malfunctions during the viewing period, the CO for Recognition and NRHH Development will find an alternate server on which to post the bids. The CO for Recognition and NRHH Development will notify the NCCs of all member schools if there is such an occurrence via email or telephone.
6. The bids shall be posted with the original formatting submitted by the university, to be presented at the conference. Graphics are allowed in bids. If the original bids submitted are too large, web based file-sharing service shall be utilized when bids are distributed.
7. Schools who have experienced technical complications or unforeseen events that have prevented them from submitting their bids online and on time may request from the Director to petition the NCC's of the region to allow their bids to be accepted for voting at the appropriate regional conference. The petitioner will submit a formal proposal explaining their case to the region within five days of the missed deadline. The Director will then facilitate a simple majority vote from the NCC's without a period of

discussion on whether or not the bid should be allowed to be presented at conference. The Director will notify the petitioner within two business days once the majority vote has been reached. If there is a tie vote, the Director may reserve the right to be the tiebreaker.

8. Any bid containing information outside of the bid year is removed by the Regional Board of Directors between the time that bids are re-submitted after mandatory policy review and the bids are sent out to all schools.

## SECTION 2. Selection Processes

1. An online vote will be taken for all award bids. The forms shall be created ahead of the conference in order to assure a smooth process.
  - a. The vote will be conducted via Single Transferable Vote through an online ballot that is specified by the Regional Director.
  - b. Each institution shall submit a ballot that includes each candidate that was nominated, no confidence, or abstain. Each institution will rank their choice beginning with their first choice until their ballot is exhausted. Incomplete ballots shall be considered exhausted once all votes are transferred.
  - c. In the event of a tie, the boardroom chair shall conduct a revote. Before revoting begins, boardroom representatives may initiate an additional period of discussion by a simple majority vote.
  - d. The bid shall be considered selected once a majority has been reached after all votes have been transferred
2. In the event that there are more votes submitted than eligible voters, the Chair of the boardroom has the option to create a new online vote or transition to paper ballots. If there are any issues complicating the voting process, the Chair has the right to transition to paper votes.
3. Any motion made to strike a specific bid from the floor shall not be permitted in any business meeting.
4. A motion may be made to narrow the field of bids to any number greater than 1.

## SECTION 3. Bid Spreadsheets

1. Bid spreadsheets is the system of guidelines and examination of a bid with the intent to guide decisions and help reps further form a sentiment towards bids and accomplish a final vote using bid spreadsheets.
  - a. Each boardroom representative must complete a policy review followed by the final submission of an institutions bid once released to the region.
  - b. Policy review will be set by the criteria below with the exception of the RBD can raise the requirements with a

- majority vote to appease the most people
2. There is no maximum number of pros, cons, or discussions points a boardroom rep may have just a minimum. The criteria listed below must be met for all bids receiving a policy review. The criteria is set as follows:
    - a. Must be submitted by deadline set by RBD
    - b. Must have a minimum of three pros or cons
    - c. Must have a minimum of two discussion points
    - d. Although the minimum is set as three pros or cons, policy encourages at least one pro and con out of the three but is not required
  3. Institutions do not have to perform policy review on their own school's bids but must complete all other policy review for other institutions.

## ARTICLE III. GENERAL BIDDING PROCESS

### SECTION 1. Award Bidding Policies

1. Policies Affecting Award Bids
  - a. Only affiliated schools in good standing with NACURH and SWACURH are eligible to submit bids for and be selected for SWACURH Awards.
  - b. Only one nominee per school, per award is allowed
  - c. All bids must be a minimum of 8 pages and no more than a maximum of 16 pages unless stated otherwise.
  - d. Accessibility
    - i. All bids must be universally color accessible.
    - ii. All bids must be screen-reader accessible.
    - iii. All text must be on solid color backgrounds.
    - iv. The body text for any award bid shall be a minimum of 12 point font size.
    - v. Bid content fonts must come from the following list:
      1. Arial
      2. AvantGarde MD BT
      3. Avenir LT Std
      4. Century Gothic Regular
      5. Franklin Gothic
      6. Frutiger LT
      7. Futura Std
      8. Futura MdCn BT
      9. Gill Sans Std

10. Helvetica
  11. Interstate-Regular
  12. Myriad Pro
  13. Rotis
  14. Sans Serif Std
  15. SansSerif
  16. Stone Sans
  17. ITCSwis721 BT
  18. Trebuchet
  19. Verdana
  20. Vag Rounded
- vi. Any pictures used must include alternative text (alt-text) or image descriptions
- e. Content
- i. All bids shall contain page numbers on all pages counting toward the page limit.
  - ii. A page of a bid is defined as a side of print including appendices, letters of recommendation, text, images, etc. unless otherwise noted. Pages shall be formatted to 8.5 by 11 inches. Cover, citation pages, and table of contents are not included in the page count. Dividers are included in the page count.
    1. Tables of Contents must not have any bid content on them to not be counted towards the page limit.
  - iii. Title pages must include the following:
    1. Award Name
    2. Nominee Name
    3. Institution (if different from the nominee name)
    4. Region
    5. Chapter Name (for NRHH Awards)
  - iv. A citation page must consist of a list of citations attributing copyright materials to their sources.
    1. All sources shall be cited in APA but at Minimum citing should consist of the URL and title of the source material with the corresponding page number(s) that the material is presented on
      - a. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
  - v. Letters of support must still occupy the same page size as if they were placed in the bid as text.
  - vi. No award bid shall include links or references to material outside of the bid file, embedded audio, animation, or video
- f. Submission
- i. A bid will be submitted in a .pdf format with the file being named INSTITUTION.BID TITLE.AFFILIATION YEAR
- g. Timeline

- i. The timeline for these awards is NACURH to NACURH unless otherwise specified.
- ii. Information used explicitly to demonstrate the growth, improvement, or change in a bid will be allowed as long as it is followed with information regarding the same subject that is within the bidding timeline.

## ARTICLE IV. BIDS AWARDED AT RBC

### SECTION 1. RHA Building Block of the Year

1. Purpose: The SWACURH Building Block RHA of the Year Award was created to recognize an RHA that has made significant steps in the development of its organization. The award honors the RHA that displays tremendous effort and improvement in its residence hall environment from the previous academic year to the present.
2. Pages: Bids will be no longer than twenty (20) pages.
3. Required elements:
  - a. The bid must include demonstrable comparisons between the previous and current academic years in all criteria.
  - b. The bid must include a letter of support from an upper-level professional staff member of the institution's Housing or Residence Life department.
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
4. Criteria for selection:
  - a. Campus Level (65%)
    - i. Goals and Purpose
      1. Achievement of organization purpose
      2. goals and objectives of the organization
      3. measurable results of goal achievement.
    - ii. Structure
      1. structure of the organization, executive officers, and membership
      2. Changes and improvements to the organization structure
    - iii. Resident Involvement
      1. Recruitment methods and achievements
      2. role of residents in developing the organization's vision, goals, and objectives
      3. role of residents in activities and achievements of the organization
    - iv. Programming, Initiatives, and Accomplishments

1. List of new and traditional programs, including challenges and results
2. List of development of new initiatives, including challenges and results
3. program and initiatives evaluation tools
4. Other accomplishments and successes
- v. Challenges
  1. challenges were faced by the organization and results
- vi. Communication
  1. Communication with residents
  2. communication with NRHH Chapter (if one exists) and other organizations on campus
  3. Communication with residence hall staff and administration
- vii. Budget
  1. Source, structure, and use of organization budget
  2. Budget growth, change, and improvements
- b. Regional level (25%)
  - i. Regional Conferences
    1. representation at regional conferences in and out of boardroom
    2. impact of conference attendance on organizational growth and campus level achievement
  - ii. Regional Communication
    1. Communication with regional representatives and institutions
    2. impact of regional communication been on the growth of the organization
  - iii. Involvement in regional projects/initiatives/committees
    1. Level of involvement in regional projects/initiatives/committees?
    2. impact of involvement on organizational growth
- c. NACURH level (10%)
  - i. NACURH Annual Conference
    1. Representation at the NACURH Annual Conference in and out boardroom
    2. impact of conference attendance on organizational growth and campus level achievement
  - ii. NACURH Communication

1. Communication with NACURH representatives, institutions, and the NCO.
2. Participation in projects/ initiatives/committees
3. Impact of NACURH communication on organizational growth
- iii. NRHH (if a chapter exists)
  1. relationships between RHA & NRHH
  2. Impact of NRHH Chapter on organizational growth
  3. Schools bidding for the NACURH RHA Building Block of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.
5. Selection: The bid selection committee will be comprised of those RHA Presidents present at the Regional Business Conference.

## SECTION 2. Commitment to Advocacy

1. Purpose: The Commitment to Advocacy Award recognizes a year long student initiated commitment to advocating for their residents. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community-wide level.
2. Pages: Bids will be no longer than sixteen (16) pages.
3. Eligibility: Any year long student-initiated advocacy initiative is eligible for this award Required elements:
4. Required Elements:
  - a. The bid must include a letter of support from a representative of the organization or group that initiated the advocacy initiative.
  - b. The bid must include a letter of support from a professional-level advisor, residence hall staff member, or administrator.
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Introduction
    - i. Campus and organization needs and characteristics relevant to the area of advocacy.
    - ii. Origin of advocacy initiative.

- iii. Method of identifying the area of advocacy for this initiative.
  - iv. Organization's approach to and support of this advocacy effort.
  - v. Level of student involvement in the advocacy initiative.
- b. Goals
- i. Organization goals for the initiative.
  - ii. Level of student involvement in goal creation.
  - iii. Measurable results of goal achievement.
  - iv. Goals not achieved by the advocacy initiative.
- c. Implementation
- i. Step-by-step process for the execution of this initiative.
  - ii. Detailed timeline of the initiative.
  - iii. Initiative budget requirements and uses.
  - iv. Level of student, group, and professional involvement in initiative implementation.
  - v. Degree to which advocacy efforts met the needs of the student population.
- d. Evaluation
- i. Evaluation methods and tools.
  - ii. Successes and failures of the initiative.
  - iii. Level of student participation in the initiative.
  - iv. Short- and long-term impact of the advocacy initiative and campus.
  - v. Publicity and notoriety received from the initiative.
- e. Conclusion
- i. Organizational achievement and growth as a result of the initiative.
  - ii. Suggestions for improvement in future initiatives.
  - iii. Suggestions for implementing similar initiatives at different institutions.
6. Eligibility: Any student-initiated advocacy initiative is eligible for this award.
7. Selection: The bid selection committee shall be comprised of one representative from each school at the SWACURH Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 3. Commitment to Service

1. Purpose: The Commitment to Service Award recognizes a year long commitment to service or single service initiative that shows commitment to community service/philanthropy on the institutional level. Community Service is defined as as a selfless act, work, or initiative to better improve a member of the community or the community. Service can be in the forms



of service projects, campaigns, donations, fundraisers or service that betters the environment of the local community, this includes both the school and surrounding community.

2. Pages: The bid can be no longer than sixteen (16) pages.
3. Required elements
  - a. The bid must demonstrate an impact based upon the community service initiative.
  - b. Letters of Support
    - i. RHA or NRHH President, if applicable
    - ii. Advisor
    - iii. A leader from any organization that was partnered with, if applicable
4. Criteria for selection:
  - a. Introduction:
    - i. What was the meaning of the service initiative?
    - ii. What need from the local community was present?
    - iii. How would this initiative help impact the community and improve their needs?
    - iv. What does service mean to your organization or campus?
  - b. Goals:
    - i. What was the goal of the initiative?
    - ii. What were the steps that were taken to address or achieve this goal?
    - iii. Were there any obstacles to this goal and how did you overcome them?
    - iv. How did you measure your progress on your goal?
  - c. Implementation:
    - i. Describe how you achieved these goals and who was involved within your initiative.
    - ii. Describe how the service initiative had played out.
    - iii. Describe any challenges that were faced during the service initiative and how you overcame them.
  - d. Effects On and Off Campus:
    - i. How did the service initiative impact the local community?
    - ii. Were the goals of this initiative met? If not what could have been done differently?
    - iii. How did this service initiative impact your organization?
    - iv. Has this service initiative left a footprint on your local community?
  - e. Conclusion:
    - i. How was this initiative successful?
    - ii. What have you learned about this initiative and how can it be applied to other institutions?

- iii. How do you plan on further implementing service in your institution?
  - f. Optional Appendix: (4 Pages Maximum)
    - i. Recognition of the Service Initiative
    - ii. Publicity
    - iii. Other applicable items
- 5. Selection: The bid selection committee shall be comprised of one representative from each school at the Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 4. Commitment to Sustainability

1. Purpose: The Commitment to Sustainability Award is given to recognize a school for involving student-directed year-long and campus-wide commitment to awareness and education of residential students addressing ecological issues to sustaining our environment.
2. Pages: Bids will be no longer than twenty (20) pages.
3. Required Elements
  - a. The bid must demonstrate an impact based upon the community sustainability Initiative.
  - b. Letters of Support:
    - i. RHA or NRHH President, if applicable
    - ii. Advisor or other housing official
    - iii. A leader from any organization that was partnered with, if applicable
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
4. Criteria for selection:
  - a. Introduction
    - i. What does "sustainability" mean on your campus and within your organization?
    - ii. What is the campus' approach to sustainability and to environmental issues?
    - iii. What are the goals for the campus' approach to sustainability?
    - iv. Who was involved in establishing the goals?
    - v. How was the approach developed?
    - vi. How were students involved in the development?
    - vii. How were university officials involved in the development?
    - viii. Were the goals achieved?

- ix. Were the goals realistic with respect to sustainability and the student body?
  - x. Were these goals established this year or are the goals the same from year to year?
  - xi. How long has the sustainability initiative been present on the university campus?
- b. Programs
- i. List and provide a brief description on the various sustainability programming at your campus.
  - ii. Choose a maximum of five programs to discuss in length.
  - iii. For each program discuss the following:
  - iv. Relatedness
    - 1. Who was the target population?
    - 2. How did it relate to the needs of your campus?
    - 3. What was the goal of the program?
  - v. Description
    - 1. What was the planning process?
    - 2. How much time was spent planning the program?
    - 3. If other organizations were involved, what role did they play in the program?
  - vi. Proven effectiveness
    - 1. How successful was the implemented program?
    - 2. Number of participants?
    - 3. How was the evaluation of the program or concept carried out?
    - 4. Is there any feedback you can provide from students?
  - vii. Effects of the program
    - 1. What was the effect?
    - 2. Was policy implemented to establish a procedure to address the targeted ecological issue?
    - 3. Are the effects still existent on campus today?
- c. Optional Appendix: (4 Pages Maximum)
- i. Recognition of the Service Initiative
  - ii. Publicity
  - iii. Other applicable items
5. Selection: The bid selection committee shall be comprised of one representative from each school, the NCC, at the Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 5. Dan Hallenbeck Lifetime Service Award

The award will consist of a plaque and induction into the Association of Alumni and Friends of NACURH with funds from the regional budget. A maximum of one award per year may be given out. This may only be given once to any person in a 5-year period, and is not required to be awarded each year.

1. Purpose: Named after Dr. Dan Hallenbeck, former NACURH Advisor, this award recognizes outstanding and continuous service to NACURH of a full-time housing or student affairs professional.
2. Pages: Bids will be no longer than sixteen (16) pages.
3. Eligibility: Only full-time housing or student affairs professionals with more than ten (10) years of full-time professional-level experience are eligible for this award.
4. Required elements:
  - a. The bid must include a letter of support from a student/students directly impacted by the nominee.
  - b. The bid must outline all professional roles held by the nominee.
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria:
  - a. Campus level role, goals, achievements, and long-term impact.
  - b. Regional and NACURH level involvement, achievements, contributions, and participation in services.
  - c. Recognition received through awards: campus, regional, and NACURH.
  - d. Attendance and participation in leadership conference
  - e. Roles and contributions in housing or student affairs professional organizations.
6. Selection: The bid selection committee shall be comprised of the Regional Board of Directors at the Regional Business Conference.

## SECTION 6. First Year Experience

1. Purpose: The FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on campus.
2. Pages: Bids will be no longer than eight (8) pages.
3. Eligibility: Only residential students in their first year of college, or residential students who are living in a residence hall for the first time are eligible for this award.

4. Required elements:
  - a. The bid must outline the nominee's plans to return to the residence halls or university housing for the following semester.
  - b. Shall have one letter of recommendation from an advisor or residence hall staff member.
    - i. This letter must also include a statement that the nominee is in good academic and conduct standing
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Includes a list of collegiate accomplishments and involvement including Academic Honors and Community involvement.
  - b. Shows involvement at the campus, sub-regional, regional or NACURH level (i.e. Community service, NRHH, program presentations at conferences, programming, etc.).
  - c. Goals and objectives.
  - d. Personal and professional growth and development through experiences.
  - e. Plans and goals for the nominee's future in residential leadership.
  - f. Motivation for involvement in residential leadership
6. Selection: The bid selection committee shall be comprised of one representative from each school, the NRHH Representative, at the Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 7. Mita Musik Advisor of the Year

1. Purpose: Recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising capacity to a residence hall leadership group
2. Pages: Bids will be no longer than eight (8) pages.
3. Eligibility: Only housing or student affairs professionals who serve in an advising capacity for a student leadership group with a primary focus in the residence halls are eligible for this award.
4. Required elements:
  - a. The bid must include the position description for the nominee's advisor role.
  - b. The bid must include a letter of support from a student representative of the residence hall student leadership group that the nominee advises.

- c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
- 5. Criteria for selection:
  - a. Nominee’s approach to advising and advising style.
  - b. Nominee’s experience advising students and groups as they face challenges.
  - c. Campus level involvement goals, and achievements
  - d. Regional, and NACURH involvement as an advisor
  - e. Recognition through awards: campus, regional, and NACURH
  - f. Training and certifications by campus, regional, national, or international organizations.
- 6. Selection: The bid selection committee shall be comprised of one representative from each school, the NCC, at the Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 8. Graduate Student Advisor of the Year

- 1. Purpose: Recognizes outstanding service by a graduate student above and beyond their job description while serving in an advising capacity to a residence hall leadership group.
- 2. Eligibility: Only graduate students who serve in an advising capacity for a student leadership group with a primary focus in the residence halls are eligible for this award.
- 3. Required elements:
  - a. The bid must include a letter of support from a student representative of the residence hall student leadership group that the nominee advises
  - b. The bid must include a letter of good academic and conduct standing
  - c. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
- 4. Criteria for selection:
  - a. Nominee’s approach to advising and advising style.
  - b. Nominee’s experience advising students and groups as they face challenges.
  - c. Campus level involvement goals, and achievements
  - d. Regional, and NACURH involvement as an advisor
  - e. Award shall include the nominee’s job and/or position description as an advisor.
  - f. Recognition through awards: campus, regional, and NACURH
  - g. Training and certifications by campus, regional, national, or international organizations.

5. Selection: The bid selection committee shall be comprised of one representative from each school, the NCC, at the Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 9. NRHH Building Block Chapter of the Year

1. Purpose: The NRHH Building Block Chapter of the Year award is awarded to a chapter that shows outstanding growth and development on the campus, sub-regional, regional, and NACURH levels during the year of nomination.
2. Pages: Bids will be no longer than twenty (20) pages.
3. Required elements:
  - a. Letter of Support
    - i. The bid must include a letter of support from at least one of the following:
      1. Chapter Advisor
      2. RHA President
      3. Professional Housing Staff
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
4. Criteria for selection:
  - a. Goals and objectives:
    - i. What is the purpose of the chapter?
    - ii. What were the goals and objectives?
    - iii. How were the goals and objectives accomplished?
    - iv. What was learned?
    - v. How was the purpose met and/or exceeded?
  - b. Chapter Structure
    - i. How are the general membership and executive board structured?
    - ii. How have the general membership and executive board changed over the last year?
    - iii. What are the officer positions and what are the duties of each position?
  - c. Membership
    - i. How has membership grown? How does the chapter recruit new members?

- ii. How do general members help meet the goals of the chapter?
  - iii. How has the strategy toward membership adapted and improved?
  - iv. What is the role of Candidate, On-Campus, Off-Campus, and Lifelong members in the chapter? How have these roles improved or otherwise changed during the past year(s)?
- d. Programming
- i. What programs has the chapter participated in?
  - ii. How have programming efforts improved over the last year?
  - iii. How have programming efforts been evaluated?
  - iv. How has programming reflected the values of recognition and service?
  - v. How has the chapter demonstrated a commitment to the NRHH values (service and recognition) to its membership and the campus community?
  - vi. How has the chapter improved in its efforts with respect to campus programming, initiatives, and other achievements? How is this improvement measured?
  - vii. Has the chapter created new programming or leadership initiatives?
  - viii. Has the chapter created new recognition programs, services, or award?
  - ix. Has the chapter expanded and built existing programs and initiatives? What tools has the chapter used to evaluate programmatic efforts?
- e. Challenges and Growth
- i. What challenges has the chapter had to overcome the last year? How did it accomplish doing so?
  - ii. How has the chapter grown over the last year?
  - iii. How has the chapter advanced during the past year?
  - iv. How is this advancement witnessed by the chapter's membership and campus community?
- f. Challenges
- i. What challenges were faced by the chapter this year?
  - ii. How did the chapter address these challenges? What were the results?
  - iii. What challenges will the chapter face in the future?
- g. Communication
- i. How has the chapter cultivated communication with members, residence hall government, residence hall staff, and administration?
- h. Regional Conferences



- i. What conferences has the chapter attended over the last year?
  - ii. How has conference participation benefited the chapter?
  - iii. Did the chapter have representation in boardroom?
  - iv. Has the chapter submitted any regional bids?
  - v. How has the chapter improved bid submissions over the last year?
  - vi. How has attendance at regional conference assisted in the growth of the chapter this year?
- i. Regional Involvement
  - i. How has the chapter worked with other schools in SWACURH? How has this benefited the chapter and/or region?
  - ii. How has the chapter been involved with SWACURH committees and/or initiatives? How has the chapter and/or the region benefited from this involvement?
  - iii. How has the chapter grown as a result of regional communication?
- j. NACURH Annual Conference
  - i. Has the chapter attended the most recent NACURH Annual Conference? If so, did the chapter have representation in boardroom? How did participation benefit the chapter?
- k. NACURH Involvement
  - i. How has the chapter worked with other schools in NACURH?
  - ii. How has the chapter communicated with the NCO?
  - iii. How has the chapter been involved with NACURH committees and/or initiatives? How have the chapter and/or NACURH benefitted from this involvement?
  - iv. How has the chapter grown as a result of regional communication?
- l. Of The Month Recognition
  - i. Did the chapter participate in the OTM program? If so, how many OTM submissions were made?
  - ii. Were OTMs submitted to the region?
  - iii. Were there any regional OTM recipients? If so, how many?
  - iv. Were there any national OTM recipients? If so, how many?
  - v. Was there any sort of recognition for OTM winners; locally, regionally, and/or nationally?
  - vi. Is any of this an improvement from the previous year?
  - vii. How has the chapter met and/or exceeded OTM goals?
- m. Other Resources

- i. Has the chapter implemented guides, newsletters, or other resources throughout the year?
  - ii. Has the chapter received press coverage over the last year?
  - iii. Has the chapter successfully implemented forms for membership, programming, or other initiatives?
  - iv. Does the chapter have any additional resources or materials that are of use to other developing chapters?
5. Selection: The bid selection committee will consist of the NRHH Reps at the Regional Business Conference. The NRHH Reps from host chapters in good standing with the NACURH Corporate Office will vote on the selection of the award.

## SECTION 10. NRHH Outstanding Chapter of the Year

1. 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, regional, and NACURH levels. If an NRHH chapter is to qualify for this award they therefore are not eligible to submit a bid in the NRHH Building Block Chapter of the Year Award category within the same bid year.
2. Pages: The written bid shall not exceed thirty (30) pages in length. The title page shall not be included in the thirty (30) pages but must include the award name, chapter, institution, and region name.
3. Eligibility: Nomination shall come from member chapters that are in good standing with NACURH inc.
4. Required Elements:
  - a. Letters of Recommendation.
    - i. The bid must include a letter of support from at least one of the following:
      1. Chapter Advisor
      2. RHA President
      3. Director of Housing
      4. Professional Housing Staff
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Purpose of the NRHH Chapter
    - i. What is the purpose of the chapter?
    - ii. How was the purpose met?
    - iii. How was the purpose exceeded?
  - b. Goals and Objectives of the NRHH Chapter
    - i. What were the goals and objectives?

- ii. Were the goals and objectives achieved? Why or why not?
  - iii. What was learned from setting these goals and objectives?
- c. Structure and organization of chapter
  - i. How is the chapter, executive officers, and membership structured?
  - ii. How does the structure contribute to the purpose and goals of the chapter?
- d. Embodying the values of NRHH
  - i. Has the chapter provided recognition to those who have been of outstanding service and leadership on their campus?
  - ii. Has the chapter advanced its local chapter through activities, OTMs, regional communication, etc
  - iii. How has the chapter provided service to the on-campus and surrounding community?
- e. Membership
  - i. How does the chapter recruit new members?
  - ii. How are members selected?
  - iii. How does the chapter retain member involvement?
  - iv. What resources and development does the chapter provide for its members?
  - v. What role do members play in the development of the chapter's vision, goals, and objectives?
  - vi. What is the role of Candidate, On-Campus, Off-Campus, and Lifelong members in the chapter?
- f. Leadership
  - i. How has the chapter provided leadership in the on-campus community?
  - ii. How does the chapter's members demonstrate a capacity for leadership development and involvement?
- g. Growth
  - i. How has the chapter grown during the past year?
- h. Challenges
  - i. What challenges did the chapter face? How were they addressed?
  - ii. What challenges will the chapter face in the future?
- i. Collaboration
  - i. How has the chapter collaborated to benefit members and the campus community?
  - ii. What other organizations, departments, and/or community partners has the chapter collaborated with?
- j. Communication

- i. How does the chapter communicate with members, other residential organizations, residence hall staff, and administration?
- k. Budget
  - i. What is the budget limit? What is the source of the budget?
  - ii. How does the chapter utilize its budget to achieve its purpose and goals?
- l. Regional Involvement
  - 1. How many members attended the regional conferences?
  - 2. Did the chapter have representatives in boardroom?
  - 3. Has the chapter communicated with regional schools and chapters?
  - 4. How has the chapter benefited from the regional involvement?
  - 5. What regional projects/initiatives and committees have the chapter participated in?
  - 6. Has the chapter submitted any regional bids? Has this number increased from last year?
  - 7. How has the chapter benefited from regional communication?
  - 8. How has the chapter participated in regional communication platforms? (e.g. chats, forums, reports, etc.).
  - 9. Have chapter members been involved on regional committees or task forces?
- m. NACURH Involvement
  - i. How many members attended the NACURH Annual Conference?
  - ii. Did the chapter have representatives in boardroom?
  - iii. How has the school communicated with schools and chapters in NACURH?
  - iv. What NACURH task forces or initiatives/projects have members participated in?
  - v. How has the chapter benefited from NACURH communication and involvement?
  - vi. How has the chapter communicated with the NCO?
- n. OTMs
  - i. Has the chapter participated in the OTM program?
  - ii. Has the chapter met and/or exceeded any set OTM goals?
  - iii. How many submissions, campus, regional, and NACURH winners does the chapter have?

- iv. How does the chapter incorporate OTMs into its purpose and goals?
- o. Other Resources
  - i. Has the chapter used and/or been featured in any publications?
  - ii. What guides or resources has the chapter developed?
  - iii. Has the chapter utilized any forms for membership, programming, or other initiatives?
  - iv. Has the chapter utilized or written any newsletters throughout the year?
  - v. Has the chapter received press coverage?
  - vi. Has the chapter developed any guides or resources that have contributed to its success?
  - vii. Does the chapter have any additional resources or materials that are of use to other chapters?
- 6. Selection: The bid selection committee will consist of the NRHH Reps at the Regional Business Conference. The NRHH Reps from host chapters in good standing with the NACURH Corporate Office will vote on the selection of the award.

## SECTION 11. NRHH Outstanding Member of the Year

1. Purpose: NRHH Outstanding Member of the Year Award recognizes the outstanding service to NRHH and SWACURH 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 NACURH levels. Nominees for this award may not have served as an NRHH Chapter President during the year of nomination.
2. Eligibility: Nominees for this award may not have served as an NRHH Chapter President during the year of nomination.
3. Pages: Bids will be no longer than eight (8) pages.
4. Required elements:
  - a. The bid must include a letter of support from the NRHH President or Advisor.
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Campus level content
    - i. In what ways is the nominee involved with their campus NRHH Chapter?
    - ii. How does the nominee participate in programming?
    - iii. Is the nominee an NRHH officer within their chapter? How did the nominee exceed officer duties?

- iv. How does the nominee exemplify the values of service and recognition to their chapter?
  - v. How has the nominee been a role model to the members of their chapter?
- b. Campus Involvement Outside of NRHH
- i. In what ways is the nominee involved on campus?
  - ii. How does the nominee exemplify the NRHH values through their campus involvement?
- c. Personal and Professional Development
- i. How has the nominee grown over the year?
  - ii. What challenges did the nominee face this year? How did they overcome these challenges?
  - iii. How has the member used their personal and professional development to benefit the chapter and campus community?
- d. Regional level content
- i. Has the nominee attended any regional conferences? If so, which conferences? How did the nominee represent their campus at these conferences?
  - ii. How has the nominee represented their chapter at the regional level?
  - iii. How has the nominee communicated with other chapters in their region?
  - iv. Has the nominee participated in regional committees and/or initiatives?
  - v. How has the chapter benefited from the nominee's participation in regional conferences?
- e. NACURH Level Content
- i. Has the member attended the NACURH Annual Conference? Did the member present programs, contribute to award bids, promote spirit, or contribute to the delegation?
  - ii. How has the chapter benefited from this member's attendance at the NACURH Annual Conference?
  - iii. Has the member represented their chapter on the NACURH level?
  - iv. How has the member been involved in communicating with other chapters in NACURH?
  - v. Has the member participated in NACURH initiatives/project/committees/task forces?
6. Selection: The bid selection committee will consist of the NRHH Reps at the Regional Business Conference. The NRHH Reps from host chapters in good standing with the NACURH Corporate Office will vote on the selection of the award.

## SECTION 12. Delton Gordon Distinguished Service Award

A maximum of one award may be given each year but it is not required to be given each year.

1. Purpose: This award was designed to recognize distinguished student leadership while serving NACURH, its Affiliates, and member schools over a several year period.
2. Pages: Bids will be no longer than sixteen (16) pages.
3. Eligibility: Any individual who has been an enrolled student during the year of nomination and who has lived in a residence hall is eligible for this award. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered
4. Required Elements:
  - a. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
  - b. The bid must include a letter of support from a resident directly impacted by the nominee.
  - c. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
  - d. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Campus level involvement, goals, and accomplishments.
  - b. Regional and NACURH involvement, goals, accomplishments, and participation in services. (i.e. Regional Board, Conference Staff, etc.).
  - c. Recognition received through awards: campus, regional, and NACURH.
  - d. Participation in conferences: attendance, presenting programs, etc.
  - e. Impact and legacy on the campus, regional, or NACURH levels.
  - f. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
  - g. The bid must include a letter of support from a resident directly impacted by the nominee.
  - h. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
6. Selection: The bid selection committee shall be comprised of the Regional Board of Directors at the Regional Business Conference.

## SECTION 13. Emily Gentry NCC of the Year

1. Purpose: This award recognizes outstanding service to SWACURH by an individual who has been directly affiliated with the organization.
2. Pages: Bids will be no longer than eight (8) pages (excluding the regional letter of support)
3. Eligibility: Only individuals who have completed or are currently completing an entire term as NCC as defined by the constitution of the host institution's governing body are eligible
4. Required elements
  - a. Must include a letter of support from a professional-level advisor or residence hall staff member
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. Campus level role, goals, and accomplishments
  - b. Regional level goals, involvement, and accomplishments
  - c. Participation in regional and NACURH services and correspondence.
  - d. Participation in regional and NACURH level leadership experiences and opportunities
  - e. Development of connections between the campus level and the regional and NACURH levels.
  - f. Recognition received through awards: campus, regional, and NACURH awards.
  - g. Participation in regional and NACURH conferences
  - h. Must include a letter of support from a professional-level advisor or residence hall staff member
6. Selection: The bid selection committee shall be comprised of one representative from each school at the Regional Business Conference. Schools in good standing with the NACURH shall each have one vote on the selection of the award.

## SECTION 14. RHA President of the Year

1. Purpose: The SWACURH President of the Year Award recognizes outstanding service to a campus organization, SWACURH, and NACURH by an individual who has been directly affiliated with the organization as an RHA president or equivalent.
2. Pages: Bids will be no longer than eight (8) pages
3. Eligibility: Only individuals who have completed or are currently completing an entire term as president as defined by the constitution of the host institution's governing body may bid for this award.
4. Required elements:



- a. The bid must include at least two letters of support:
    - i. A letter of support from a professional level advisor or residence hall staff member
    - ii. A letter of support from a student representative of the residential housing organization over which the nominee presides.
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
- a. Service to affiliated residential housing organization: including delegation, communication, goal-setting, execution of goals.
  - b. Connections formed with the nominee’s board and the residential housing community.
  - c. Demonstration of leadership, motivation, enthusiasm, and creativity.
  - d. Success or growth of the organization
  - e. Recognition received through campus, regional, and NACURH awards.
  - f. Regional and NACURH-level involvement
  - g. Participation in regional and NACURH conferences: spirit and attendance, and participation in meetings and programs.
6. Selection: The bid selection committee shall be comprised of one representative from each school at the Regional Business Conference. Schools in good standing with the NACURH shall each have one vote on the selection of the award.

## SECTION 15. RHA Executive Board Member of the Year

- 1. Purpose: This award recognizes outstanding service by an individual who has been directly affiliated with RHA (or its equivalent) and who has had the most outstanding contributions to their campus, to SWACURH, and to NACURH.
- 2. Eligibility: A current member of their institution’s RHA Executive Board, but does not hold the position of National Communications Coordinator (NCC), RHA President, or NRHH President.
- 3. Required Elements:
  - (1) The bid must include at least one letter of support from another RHA Executive Board Member or a supervisor who directly oversaw the nominee during their time as an RHA Executive Member during the bidding timeline.
  - (2) This bid must include a letter of good standing.
  - (3) Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
- 4. Criteria for selection:

A. RHA Involvement

1. In what ways is the nominee involved with their RHA?
2. How does the nominee participate in programming (i.e., do they actively attend/plan programs/events)?
  - (i) What role does the person play when it comes to programming?
3. A position description including duties, including but not limited to roles and responsibilities.
4. How did the nominee exceed officer duties?
5. How has the nominee been a role model to the members of their RHA?
6. Campus level involvement, goals, achievements, and impact.

B. Involvement outside of RHA

1. In what ways is the nominee involved on campus?

C. Personal and Professional Development

1. How has the nominee grown over the year?
2. Were there any challenges that the nominee faced this year? If so how did they overcome these challenges?
3. How has the member used their personal and professional development to benefit RHA and the campus community?

D. Regional and NACURH Involvement

1. Participation in conferences: spirit and attendance, participation in meetings and programs, presenting programs, etc.
2. How has the nominee represented their RHA at the regional level? Has the nominee participated in regional or NACURH task forces and/or initiatives?
3. How has their RHA benefited from the nominee's participation in conferences?

E. General/Miscellaneous

1. Any recognition received through their campus, SWACURH, or NACURH.
5. Selection: The bid selection committee shall be comprised of one representative from each school at the SWACURH Regional Business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 16. NRHH President of the Year

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

2. Pages: The written bid shall not exceed eight (8) pages in length.
3. Eligibility: Nominee must have completed or currently be completing a term of office as President of an NRHH chapter as determined by their chapter's governing documents
4. Required elements:
  - a. The bid must include at least one letter of support from one of the following:
    - i. A professional-level advisor
    - ii. A residence hall staff member
    - iii. A student representative of the NRHH chapter over which the nominee presides.
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
5. Criteria for selection:
  - a. NRHH Chapter
    - i. What goals has the nominee set for their chapter and were they completed?
    - ii. What programs did the nominee plan or take part in planning for their chapter?
    - iii. Has the nominee used their executive board to the fullest?
    - iv. Has the nominee gone above and beyond their duties?
    - v. How has the nominee worked to keep members active within their chapter?
    - vi. What challenges has the nominee faced and were they overcome?
    - vii. How has the nominee been a role model for the chapter?
  - b. Participation on Campus
    - i. How is the nominee involved on campus?
      1. What other leadership roles does the nominee hold?
    - ii. Did the nominee partner with other organizations to enhance their chapter?
    - iii. Has the nominee tried to work with their schools Residence Hall Association or equivalent?
  - c. Demonstration of Commitment to NRHH Values
    - i. How has the nominee worked to increase both service and recognition in their chapter?
    - ii. How has the nominee worked to increase both service and recognition across their campus?
  - d. Personal and Professional Development
    - i. How did the president grow over the year?
    - ii. What challenges did the president face this year? How were those challenges overcome?
    - iii. How has the president used their personal and professional development to benefit the chapter and campus community?
  - e. Recognition through awards: campus, regional, and NACURH services.

- f. Participation in campus, regional, and NACURH services for the benefit of NRHH.
    - i. How has the nominee increased OTM submissions for their chapter?
    - ii. Has the nominee communicated with the RBD and NBD?
  - g. Regional Involvement
    - i. Has the chapter been represented on regional and national conferences?
    - ii. Was the nominee on any regional task forces or committees?
    - iii. How did the nominee represent their school while attending subregional, regional, and national conferences?
6. Selection: The bid selection committee will consist of one representative from each school at the Regional Business Conference. Schools in good standing with the NACURH shall each have one vote on the selection of the award.

## SECTION 17. School of the Year

1. Purpose: The SWACURH School of the Year Award is the highest honor a member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and NACURH levels.
2. Pages: Bids will be no longer than thirty (30) pages.
3. Required elements:
  - a. The bid must include a letter of support from an upper-level professional staff member of the institution's Housing or Residence Life Department.
  - b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
4. Criteria for selection:
  - a. Campus level (45%)
    - i. Purpose and goals
      1. Achievement of organization purpose.
      2. Goals and objectives of the organization.
      3. Measurable results of goal achievement.
    - ii. Structure
      1. Structure of organization, executive officers, and membership.
      2. Benefits of organizational structure on organizational achievements.
    - iii. Resident Involvement
      1. Recruitment methods and achievements.
      2. Role of residents in developing the organization's vision, goals, and objectives.

3. Role of residents in activities and achievements of the organization.
- iv. Programming, initiatives, and accomplishments
  1. New and traditional programs, including challenges and results.
  2. Development of new initiatives, including challenges and results.
  3. Program and initiative evaluation tools.
  4. Community service and community partnerships.
  5. Benefit of residential community from programs, initiatives, and accomplishments.
  6. Resident perception of benefits from programs, initiatives, and accomplishments.
  7. Other accomplishments and successes (if applicable).
- v. Social justice and inclusion initiatives
  1. Tangible and intangible support provided to specific underrepresented identity students or student groups on campus.
  2. Goals and challenges related to organization's approach to social justice and inclusion.
  3. Educational initiatives around social issues nation and worldwide.
  4. Work with on campus student unions and alliances.
- vi. Challenges
  1. Challenges faced by the organization and results.
- vii. Communication
  1. Communication with residents.
  2. Communication with NRHH Chapter (if one exists) and other organizations on campus.
  3. Communication with residence hall staff and administration.
- viii. Budget
  1. Source, structure, and use of organization budget.
  2. Budget growth, changes, and improvements.
- b. Regional level (30%)
  - i. Regional Conferences
    1. Representation at regional conferences in and out of boardrooms.
  - ii. Regional Communication
    1. Communication with regional representatives and institutions.
  - iii. Involvement in regional projects/initiatives/ committees
    1. Level of involvement in regional projects and initiatives.
    2. Involvement and achievements in regional committees.
  - iv. Regional awards?
    1. Bids submitted for regional awards.

2. Regional award recognition and achievement.
3. Regional OTM submissions and successes.
- v. Hosting
  1. Hosting a regional officer.
  2. Hosting a regional conference.
- c. NACURH level (25%)
  - i. NACURH annual conference
    1. Representation at the NACURH Annual Conference in and out of boardrooms.
  - ii. NACURH Communication
    1. Communication with NACURH representatives and institutions.
    2. Communication with the NCO.
    3. Participation in NACURH projects/initiatives/committees.
    4. Impact of NACURH communication on organizational growth.
  - iii. NACURH Awards
    1. Bids submitted for NACURH awards.
    2. NACURH award recognition and achievement.
    3. NACURH OTM submissions and success.
  - iv. Hosting
    1. Hosting a NACURH officer.
    2. Hosting a NACURH office.
    3. Hosting a NACURH conference.
- d. NRHH Chapter (if applicable)
  - i. goals and achievements of the NRHH chapter
  - ii. relationship between the RHA & NRHH chapters
  - iii. impact of NRHH chapter on the organizational success
  - iv. Schools will not be penalized if an NRHH chapter does not exist on their campus.
5. Selection: The bid selection committee shall be comprised of one representative from each school at the Regional Business Conference and one vote from the entire Regional Board of Directors. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## SECTION 18. Student of the Year

1. Purpose: This award recognizes outstanding service to NACURH by an individual who has been directly affiliated with the organization.
2. Pages: Bids will be no longer than eight (8) pages.
3. Eligibility: Any student living in a residence hall that has not serves as an NCC, NRHH President, or RHA President during the year of nomination.
4. Required elements:
  - a. The bid must include a letter of support from a professional-level advisor or residence hall staff member.

- b. Refer to the general bidding guidelines listed in Title XII article 3 for more information on eligibility, page limits, and required criteria.
- 5. Criteria for selection:
  - a. Academic success, achievements, and honors.
  - b. Service to RHA, campus, region, and NACURH.
  - c. Recognition through awards: campus, regional, and NACURH.
  - d. Campus, regional, and NACURH level leadership involvement, goals, and achievements.
  - e. Participation in conferences: spirit and attendance, and participation in meetings and programs.
  - f. Roles and contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee's area of academic focus.
- 6. Selection: The bid selection committee shall be comprised of one representative from each school at the SWACURH Regional business Conference. Schools in good standing with the NACURH Corporate Office shall each have one vote on the selection of the award.

## **ARTICLE V. PLAGIARISM**

All formatting, structure, content, and/or theme of a bid is expected to be original work, and not plagiarized.

- a. Plagiarism shall be defined as the practice of taking someone else's work or ideas and passing them off as one's own and will not be tolerated.
- b. All plagiarism identified based on the above definition will be considered a policy violation for all submitted work to NACURH or its regional affiliates.
- c. Plagiarism for all award bids submitted at the NACURH level will be addressed at the discretion of the NACURH Chairperson.

# TITLE 8

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## MISCELLANEOUS AWARDS

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SCHOLARSHIP AND GRANTS

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PIN AWARDS

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OF THE MONTH AWARDS

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REGIONAL BOARD OF DIRECTORS AWARDS





# ARTICLE I. SCHOLARSHIPS AND GRANTS

## SECTION 1. SWACURH Leadership Conference Scholarship

1. The scholarship shall be awarded annually by SWACURH to help member schools pay for the registration costs of the Leadership Conference. This shall not exceed a maximum of \$500.00 USD dollars, and may not exceed its respective line item in the current budget. Should any amount be unused, SWACURH will retain those remaining funds.
2. Selection:
  - a. Recipients will be selected by the Regional Board of Directors.
3. Criteria:
  - a. Candidates will be judged on an application distributed by the Associate Director for Administration and Finance.
4. Timeline:
  - a. Applications will be due by a date chosen by the Associate Director for Administration and Finance but no later than the start of registration for the leadership conference. Recipients will be chosen no later than two weeks after the start of registration, and checks will be received at check-in of that conference.

## SECTION 2. SWACURH Business Conference Scholarship

1. The scholarship shall be awarded annually by SWACURH to help member schools pay for the registration costs of the Business Conference. This shall not exceed a maximum of \$300.00 USD dollars, and may not exceed its respective line item in the current budget. Should any amount be unused, SWACURH will retain those remaining funds.
2. Selection:
  - a. Recipients will be selected by the Regional Board of Directors.
3. Criteria:
  - a. Candidates will be judged on an application distributed by the Associate Director for Administration and Finance.
4. Timeline:
  - a. Applications will be due by a date chosen by the Associate Director for Administration and Finance but no later than the start of registration for the business conference. Recipients will be chosen no later than two weeks after the start of registration, and checks will be received at check-in of that conference.

## SECTION 3. Programming Grant

1. The SWACURH Programming Grant encourages member schools to implement programs that benefit residential life in their respective institutions. A maximum of \$300.00 USD dollars, not to exceed its respective line item in the current budget, will be awarded annually to assist affiliated member schools in programming that demonstrates a clear commitment to leadership,

diversity, community building/development, advocacy, safety and education. Programs should embody the mission and vision statement of SWACURH and NACURH.

2. Selection:
  1. Recipients will be selected by the RHA Presidents at the Regional Leadership Conference. The presidents shall divide up the funds between applicants however they feel best supports the mission and vision of SWACURH, and the purpose outlined in subsection 1, provided the total amount of money awarded does not exceed \$300.00 USD.
3. Criteria:
  - a. Applications for the Programming Grant will be judged on the basis of an application distributed by the SWACURH Coordinating Officer for Presidential Relations.
4. Timeline:
  - a. Applications for the Programming Grant will be due at a date decided by the SWACURH Coordinating Officer for Presidential Relations, in coordination with the Regional Director. All selected schools will be made aware that they need to cash their checks before March 31, the end of NACURH's Fiscal Year, even if the program is happening later in the year.

## **ARTICLE II. PIN AWARDS**

### **SECTION 1. Silver Pin**

The Silver Pin is a NACURH-endorsed award given at the discretion of the Regional Director. Only eight Silver Pins may be given in one year. The criteria shall be as follows: The award shall be presented to the individual(s) who have provided leadership and direction to the regional affiliates of NACURH, Inc.

1. Three of the Silver Pin awards shall be through delegate nominations at the director's discretion.
2. Two of the Silver Pin awards shall be through RBD nomination at the director's discretion.
3. Three of the Silver Pin awards shall be through director nomination.

### **SECTION 2. Mohammed Service Pin**

The Mohammed Service Pin is a NACURH-endorsed award given at the discretion of the ADNRHH. Only eight Service Pins may be given in one year. The criteria shall be as follows: The Service Pin shall be awarded to NRHH members that have provided outstanding leadership to their Regions NRHH by embodying the values of service and recognition. Any Individuals chosen for the award must be an NRHH member of an affiliated NRHH chapter.

### SECTION 3. Three Year Service Pin

The SWACURH Three Year Service Award recognizes those students who have spent three years of their collegiate careers living in the residence halls constantly striving to enhance their residential living environments and SWACURH.

Applications for the award will be accepted and awarded at each conference as directed by the Regional Director. All of the criteria shall be as follows:

1. Recipient must be a student of a NACURH, Inc. member school to be eligible. RBD members are eligible for this award.
2. Recipient must have been active in their campus residence life for at least three years. These need not be consecutive years, but three years total. All three years do not need to be at one institution, all of the following criteria must be met.
  - a. Must have had at least one year of involvement with their campus residence hall association. The other two years may have been served in other residence life capacities (RA, programming assistant, etc.)
  - b. Must have attended three SWACURH regional conferences (one may be a Regional Business Conference, sub-regional, or NACURH Annual Conference.)
    - i. Involvement with a SWACURH level task force or initiative may be substituted for a conference attendance, if the two SWACURH affiliated conference requirements are still met.
  - c. The NCC, RHA Advisor, and RHA President of the nominee's school must sign the application.
3. An application, created by the SWACURH Director, containing the qualifications, must be submitted to the SWACURH Director.
4. A representative from the recipient's school may receive the award if the recipient is not at the annual conference.
5. The recipient may have graduated within sixty (60) days of the award.

### SECTION 4. Silver Feather Pin

The Silver Feather Pin is SWACURH-endorsed award given at the discretion of the Regional Board. Each Regional Board Member, including Director, AD, CO, Advisor, and Conference Chair(s) may give out five (5) pins in one year in compliance with each of the entities that make up the Southwest Affiliate: Mexico, Arkansas, Louisiana, Texas and Oklahoma. The criteria shall be as follows: The award shall be presented to the individual(s) who have provided leadership and direction to the Regional Board Member during their term.

1. In the instance that a sitting Regional Board Member is elected to a new position on the Regional Board of Directors, they will be given the opportunity to award five (5) new silver feather pins in accordance with their new role.

## SECTION 5. Positional Bar Pins

The Positional Bar Pin Award is a NACURH-endorsed award given to individuals who hold specific positions as outlined below. The pins shall be awarded at the Regional Business Conference to individuals who have served in outlined roles by the Regional Director, Associate Director for NRHH, and the Coordinating Officer for Presidential Relations at their discretion.

1. NCC Bar Pin - The NCC Bar Pin is a recognition pin given to individuals who served one of NACURH's member institutions as a National Communications Coordinator.
2. RHA Bar Pin - The RHA Bar Pin is a recognition pin given to individuals who served one of NACURH's member institutions as an RHA President or equivalent.
3. NRHH Bar Pin - The NRHH Bar Pin is a recognition pin given to individuals who served one of NACURH's member institutions as an NRHH Representative or President.
4. In order to receive a positional bar pin, an individual must meet the following qualifications:
  - a. Must have attended 50% of positional chats since they started their position.
  - b. Must have represented their institution in a SWACURH business boardroom at either the NACURH Annual Conference, the Regional Leadership Conference, or Regional Business Conference.

# ARTICLE III. REGIONAL OF-THE-MONTH AWARDS

## SECTION 1. Of the Month Awards

Of The Months further referred to as OTMs shall serve as a way to recognize various groups within the college and university setting for each month for each category that is available at the regional level. All members of SWACURH affiliated institutions have the opportunity to write OTMs and have the esteemed efforts of the various impacts on their campus showcased. The OTM selection process will be spearheaded by the Associate Director for NRHH while working with the OTM Selection Committee which shall be announced by the ADNRRH. The OTM Selection Committee application shall be open to all members of NRHH and RHA. It shall be the responsibility of the OTM Selection Committee to select all Regional Winners that meet the following criteria:

1. A minimum of 300 words
2. In the right category
3. Little to no spelling or grammatical errors
4. Any other specifications that are determined by the Selection Committee and expressed to the region by the ADNRRH or Designee

This section shall be updated as the NRHH Policy Book section on OTMs is updated.

## **ARTICLE IV. ADVANCEMENT SOCIETY INDUCTIONS**

### **SECTION 1. Advancement Society Member Induction**

The Regional NACURH Advancement Society Induction is a means by which individuals that have made outstanding contributions to the SWACURH region can be recognized for their service. SWACURH will induct up to two people per year, not to exceed its respective line item in the current budget. Inductees must be selected prior to the NACURH Annual Conference. All of the criteria shall be as follows:

1. Nominees must have shown significant contribution to the SWACURH region and to NACURH.
2. Nominees must have held at least one of the following regional positions: RBD member, NCC, NRHH Representative, RHA President or equivalent, Conference Staff, Conference Advisor, RHA/NRHH Advisor.
3. Inductees will be inducted into the Gold Level of the Advancement Society.

## **ARTICLE V. REGIONAL BOARD OF DIRECTORS AWARDS**

The following are presented by members of the Regional Board of Directors at the SWACURH Regional Banquet held at the NACURH Annual Conference. Current RBD members are eligible to receive these awards.

### **SECTION 1. Davidson Award**

The ADAF may give two awards, not to exceed its respective line item in the current budget. This award was created at SWACURH 2000 and was named after DeWayne Davidson, who served two and half terms as SWACURH AD-Finance, and three terms as NACURH NAF. The criteria shall be as follows: the award(s) shall be presented to the person(s) and/or school(s) who shows outstanding service to the Associate's position and the region.

### **SECTION 2. Malone Award**

The CO for Recognition and NRHH Development may give one award, not to exceed its respective line item in the current budget. This award was created at

No-Frills 2010 and was named after Jamil Malone, former SWACURH Director. The criteria shall be as follows: The award shall be presented to the person and/or school who shows outstanding service to the CO's position and the region.

### **SECTION 3. Milo Award**

The SWACURH Leadership Conference Chair(s) may give one award and the SWACURH Business Conference Chair(s) may give one award, not to exceed its respective line item in the current budget. This award was created at No-Frills 1994 and was named after Michael Milo, former SWACURH Director. The criteria shall be as follows: The award shall be presented to the person and/or school who shows outstanding service to the Conference Chairs' position and the region. The SWACURH Leadership and Business Chair(s) of the affiliation year that leads up to the NACURH Annual Conference will select the recipient. In the event that the Conference Chairs are not present at the NACURH Annual Conference, the RBD will present the award to their recipient.

### **SECTION 4. Minor Award**

The Regional Advisor may give two awards, not to exceed its respective line item in the current budget. This award was created at No-Frills 2007 and was named after Valerie Russell-Minor, who served as Regional Advisor from 2005-2007 and helped oversee the growth and rebuilding of the region. The criteria shall be as follows: The award(s) shall be presented to advisor(s) who shows outstanding service to the Regional Advisors' position and to the region. The advisor(s) eligible for this award include: campus RHA advisors, conference advisors, other Regional Advisors, NCO Advisor, NACURH Advisor or CRC.

### **SECTION 5. Murphy Award**

The CO for Marketing and Technology shall give one award, not to exceed its respective line item in the current budget. This award was created at SWACURH 1998 and was named for Dana Murphy, former SWACURH Regional Communications Coordinator for Texas, Louisiana, and Mexico. The criteria shall be as follows: The award(s) shall be presented to the person(s) and/or school(s) who shows outstanding service to the CO position and the region.

### **SECTION 6. Bob Tattershall Award**

The CO for RHA Presidential Relations may give one award, not to exceed its respective line item in the current budget. This award was created at NACURH 2012 and was named after Bob Tattershall, former MACURH Director, who proposed the restructuring of the NACURH regions to create SWACURH. The criteria shall be as follows: The award shall be presented to the person and/or school who shows outstanding service to the CO's position and the region.

## SECTION 7. The Diamond Values Award

The Regional NRHH Advisor may give two awards, not to exceed its respective line item in the current budget. This award was created at No Frills 2014 in honor of NRHH's 50th Anniversary. The criteria shall be as follows: The award(s) shall be given to NRHH members (students or advisors) in the SWACURH region that exemplify and embody the values of NRHH.

## SECTION 8. NRHH Cornerstone Award

The Associate Director for NRHH may give up to two awards, annually, not to exceed its respective line item in the current budget. The criteria shall be as follows: the awards shall be given to those people and/or schools who show outstanding service to NRHH within the region and/or assistance to the Associate Director for NRHH.

## SECTION 9. Golden Duck Award

The Golden Ducks are a SWACURH-endorsed award that would be given out at each regional conference that highlights delegates\* hard work, involvement, and dedication to the region during conferences. The ADNRRH, COPR, COBN, Conference Chair(s), and Swap guests will each be given a golden duck to hand out during the conference in accordance with their positions at each regional conference.

1. ADNRRH - NRHH Rep
2. COPR - Presidents
3. COBN - NCC
4. Conference Chair(s) - Conference Staff and Volunteers
5. Swap Guest(s) - Delegates

The Director, ADAF, CORN, and COMT will be given the following number of golden ducks to hand out in accordance with their position at each regional conference:

1. Regional Leadership Conference - 3 golden ducks, Delegates
2. Regional Business Conference - 1 golden duck, Delegates

The Regional Advisors shall each be given the following number of Golden Ducks to hand out in accordance with their position at each regional conference:

1. Regional Leadership Conference- 2 golden ducks, Advisors, Graduate Advisors
2. Regional Business Conference- 2 golden ducks, Advisors, Graduate Advisors



\* A delegate shall be defined as any one that is registered for the conference regardless of the position that they hold.

## SECTION 10. Spirit Points

1. Purpose: SWACURH values the recognition of active participation from member schools within the region, and strives to offer acknowledgment of their efforts each time we convene as a group. The Spirit Points system allows for the Regional Board of Directors to keep an accurate record of member schools involvement during conferences, in order to provide recognition at SWACURH/NACURH gatherings as outlined below.
2. Shall be reevaluated each year by the Regional Director, in coordination with the Regional Board of Directors, at the annual summer retreat. The final criteria for the each conference's Spirit Points system must be released no later than 14 days prior to the relevant conference.
3. The following conferences shall each have a Spirit Points system:
  - a. Regional Leadership Conference
  - b. Regional Business Conference
  - c. NACURH Annual Conference
4. At each conference, the region will recognize the member school with the highest number of Spirit Points at the end of the conference. That member school will then be given the regional baton for the duration of the following conference.
5. The regional baton will be transferred from the current holder to the next holder following announcement of the Most Spirit Points Award at the final mass gathering or final regional breakout of each conference. The regional baton will be held by the regional board from the closing ceremonies of each conference until the opening ceremonies of the following conference.

# TITLE 9

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## RESOLUTIONS

### ARTICLE I - p.107

NACURH TRICKLE-DOWN RESOLUTION

### ARTICLE II - p.107

COMMITMENT TO HEALTHY LEADERSHIP

### ARTICLE III - p.108

COMMITMENT TO INCLUSIVITY

### ARTICLE IV - p.108

COMMITMENT TO CIVIC ENGAGEMENT

## **ARTICLE I. NACURH TRICKLE DOWN RESOLUTION**

### **SECTION 1. NACURH Trickle Down Resolution**

When the NACURH Board of Directors approve a policy change that affects regional policy in these governing documents, the formal amendment procedure shall be bypassed. The Associate Director for Finance and Administration, in coordination with the Regional Director and Regional Advisor, shall be empowered to update these governing documents immediately following such a change in NACURH policy, within two weeks. Following the update, the SWACURH Directorship shall update the region on the change in policy immediately following the change within one week. At the discretion of the Regional Director, a discussion of the policy change can be held at the next regional business meeting. A discussion of the policy change may be also be requested by a simple majority vote of the NCCs at the next regional business meeting.

## **ARTICLE II. COMMITMENT TO HEALTHY LEADERSHIP**

### **SECTION 1. Healthy Leadership**

We, the affiliated schools of the Southwest Affiliate of College and University Residence Halls (SWACURH), hereby commit to providing opportunities for and supporting healthy leadership habits. We recognize that having healthy habits is an important part of leadership and that we, as students, need to commit to living a healthy lifestyle in respect to all areas of our life.

Healthy Leadership shall be defined as maintaining a balance between academics, mental health, physical health, and emotional health. We understand that to maintain this balance, we, as students, must be able to effectively prioritize our commitments and turn down those that are not of utmost importance. We must also learn to limit ourselves and our commitments to a healthy quantity and depth of involvement.

As an organization we resolve to making healthy leadership a priority. We commit to education and training about healthy leadership and how to maintain an appropriate balance. We also commit to holding ourselves and one another accountable for healthy leadership habits. As a strong and prominent student leadership organization, it is important for us to role model healthy leadership habits and to provide support to students as they strive to find and maintain a balance in their own lives.

We resolve to select officers, including advisors, who will appropriately role model and provide guidance and support in the area of healthy leadership. We understand the importance of selecting the leaders of our organization to be those who will help our members maintain a healthy balance.

Because no one balance can be defined for every individual, students need to use this time of higher education to find what balance best works for them in order to be successful. It is important to note the individuality of this balance and the fact that SWACURH stands behind educating and assisting students in the process of finding a healthy balance that they will inevitably carry forward into their careers and professional lives.

We, the students and constituents of SWACURH, recognize the challenges this resolution puts forth, and greet them with open arms and excitement for the possibilities and learning opportunities. Through this, SWACURH will only become a better organization and increase service to all students beyond just leadership development and on a more complete and effective level.

## **ARTICLE III. COMMITMENT TO INCLUSIVITY**

### **SECTION 1. Section 1: Resolution for Gender Inclusivity**

We, the Southwest Affiliate of NACURH, Inc., hereby commit to providing safe and functional gender-inclusive facilities to all participants of SWACURH-related events. SWACURH affirms the right of all program participants, advisors, and SWACURH guests to safe and accessible restroom facilities, for both themselves and their dependents, regardless of their gender identity, disability status, or parental status.

In order to meet the needs of all conference participants and actively uphold the Diversity Statement, we shall support the designation of existing single-stall bathrooms on campuses from gender-specific to gender-neutral during the time of a conference. Furthermore, "designation" implies that large visual postings (and Braille posting, if possible) will exist on both the facility door and on all conference maps and materials.

In consultation and coordination with the host institution of the regional conferences, the conference host shall, when possible, work with their existing facilities to provide and visibly mark the location of a restroom to be temporarily designated as gender-neutral.

SWACURH also urges its conference host institutions to provide a gender-inclusive housing option for all conference participants to take part in. This should be done

through providing an option on the individual delegate registration form to select “gender-neutral housing”. The conference staff will provide an adequate number of rooms for conference participants who wish to room in gender-specific rooms and gender-neutral rooms.

## SECTION 2. Resolution for Inclusive Environments

We, as members of NACURH, Inc., shall always do our best to maintain inclusive environments in all SWACURH- related events; including, but not limited to, conferences, boardroom, and business meetings. Furthermore, all regional business and programming presentations taking place in a virtual setting will be required to utilize either Powerpoint or Google Slides and its closed captioning feature in the event that no live captioner is present. We shall strive to always be understanding of differences in thoughts and beliefs. We shall approach all disagreements and conflict with grace and care. It is our goal as a region to never exclude someone based on their thoughts, beliefs, or way of life, and we believe that a commitment to creating inclusive environments will help in working toward this goal.

# ARTICLE IV. COMMITMENT TO CIVIC ENGAGEMENT

## SECTION 1. Resolution for Civic Engagement

We the members of the Southwest Affiliate of College and University Residence Halls, do hereby commit to participate in civic engagement and to encourage civic engagement among the member schools within our region. SWACURH affirms the importance of civic engagement as a healthy aspect of student life and SWACURH culture.

Civic Engagement is being actively involved within one’s community in order to improve the quality of life for all its members. It requires both the development of relationships within the community and the combined dedication of its members to address concerns shared by all members. We understand that civic engagement can take a variety of forms and that both SWACURH and its members should engage civically in whatever way is best for them. We find it important to be civically engaged within our communities because it allows all members of the community to reach their fullest potential and ultimately shapes the future health of our communities.

SWACURH and its member institutions resolve to encourage civic engagement that may include, but not be limited to, being involved with campus initiatives, volunteerism, voting, assembling community organizations, or any other way that is best for them. We resolve to promote civic engagement by providing

opportunities to our members and encouraging political activity while creating a safe haven for all political ideologies. Members are encouraged to participate in civic engagement through philanthropy, education, and being an active voice in the community.

In order to foster the liberties which civic engagement offers, we commit to fostering active training with the intention of educating SWACURH members on civic engagement. The training should aim to define civic engagement in relation to SWACURH and provide educational resources which can be adapted for each member institution. In order to actively uphold the commitment to civic engagement, we commit to reevaluate and renew said training each year.

# TITLE 10

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RATIFICATION

ARTICLE I - p.112  
RATIFICATION

# ARTICLE I. RATIFICATION

## SECTION 1. Ratification

1. These policies must be ratified prior to the close of the NACURH, Inc. Annual Conference
2. Ratification of these policies becomes effective immediately after a  $\frac{2}{3}$  vote of the SWACURH member schools present.



# TITLE 11

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## AMENDMENTS

### ARTICLE I - p.114

AMENDMENTS TO THE SWACURH POLICY BOOK

### ARTICLE II - p.114

COMMITMENT TO INTERNATIONAL RELATIONS WITH  
MEXICO

# **ARTICLE I. Amendments to the SWACURH Policy Book**

## **SECTION 1. Definition**

1. Amendments to the SWACURH Policy Book may be proposed by any member of SWACURH.
2. Amendments to the SWACURH Policy Book must be approved by a simple majority vote of the NCCs.

# **ARTICLE II. Commitment to International Relations with Mexico**

We, the Southwest Affiliate of NACURH, Inc, shall do all that is in our power to bridge the gap between Mexico and the rest of the Southwest. We understand that Mexico is a large country, and may take some time to really understand the culture within Mexico and the types of institutions exhibited in Mexico. We also understand that international relations is a big concern that should be addressed within our region.

Through the help of affiliated institutions within our region, and through the regional board, we hope to improve our communications with Mexico institutions, and to fully develop a plan for what will happen once an abundance of research about the culture and institutions in Mexico have been gathered. We will use all of the resources in our power to include Mexico in our conversations. Moving forward, at each RBC, we will have updated conversations about what has been done to include institutions in Mexico. We will work on having a task force, if needed and when needed, until we have felt that we have done enough to communicate with Mexico institutions.