

MACURH

MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS

THE MIDWEST AFFILIATE **POLICY BOOK**

Cole Keiper

MACURH ADAF

ma_adaf@nacurh.org

Last modified: May 27, 2020



REGIONAL CHARTER

THE MIDWEST AFFILIATE OF COLLEGE & UNIVERSITY RESIDENCE HALLS, INC.

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

As a recognized regional affiliate, MACURH shall be comprised of NACURH member institutions located in the states of North Dakota, South Dakota, Minnesota, Iowa, Nebraska, Missouri, and Kansas. The MACURH region will also welcome schools from other states or countries that wish to affiliate. MACURH shall abide by the Articles of Incorporation, bylaws, and policy book of NACURH, Inc, as well as MACURH's regional bylaws. As such, MACURH shall hold at least one annual Regional Leadership Conference and one annual Regional Business Conference.

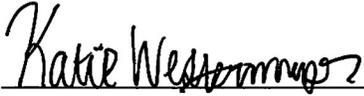
At the Regional Business Conference, the MACURH National Communications Coordinators (NCCs) or other representatives as designated shall democratically elect by a majority vote a Regional Director, Associate Director(s), and Coordinating Officers (COs) to compose the MACURH Regional Board of Directors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

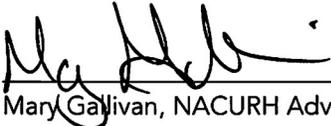
A quorum of the affiliated regional membership, as outlined in the regional bylaws, must be present in either physical or electronic form in order to elect the RBD. All members of the RBD shall reside in an on-campus housing unit during their term of office, as outlined in the NACURH policy book. The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

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

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


Megan Jimmerson, NACURH Chairperson


Katie Westermeyer, Regional Director


Mary Gullivan, NACURH Advisor

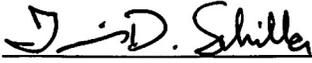

Travis D. Schilla, Regional Advisor

TABLE OF CONTENTS

<u>TITLE 1</u>	Regional Bylaws	05
<u>TITLE 2</u>	Regional Conferences	35
<u>TITLE 3</u>	Finances	52
<u>TITLE 4</u>	Positional Bids	65
<u>TITLE 5</u>	The MACURH Brand	69
<u>TITLE 6</u>	Regional Technology	72
<u>TITLE 7</u>	Risk Management	75
<u>TITLE 8</u>	Inclusivity and Equality	81
<u>TITLE 9</u>	Alumni Relations	84
<u>TITLE 10</u>	Leadership and Training	88
<u>TITLE 11</u>	Regional Awards	92
<u>TITLE 12</u>	Resolutions	135
<u>TITLE 13</u>	Appendix	138

TITLE 1

REGIONAL BYLAWS

Article I

Statements of Purpose

Article II

Regional Structure and Governance

Article III

Regional Meetings

Article IV

Regional Member Positions

Article V

Regional Governing Documents

Article VI

Committees

Article I. Statements of Purpose

Section 1. Name

The name of this organization shall be the Midwest Affiliate of College and University Residence Halls (MACURH), an affiliate of the NACURH Association of College and University Residence Halls, Inc. (NACURH, Inc.). The NACURH, Inc. Policy documents shall take precedence over these regional policies and bylaws.

Section 2. Mission Statement

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

Section 3. Vision Statement

In providing resources, the Midwest Affiliate of College and University Residence Halls values diversity, advocacy, integrity, recognition, service, development, and community in on campus learning environments.

Article II. Regional Structure and Governance

Section 1. Membership

1. The membership of MACURH shall consist of traditional and non-traditional housing representatives from a college or university.
2. Colleges and universities with residential student governments are eligible for membership by completion of the annual affiliation.
 - a. Payment of annual dues as specified by the NACURH Board of Directors (NBD) in one of the following categories.
 - i. Full membership: schools with a full membership affiliation shall pay the full member school fee set by the NBD.
 - ii. New Affiliate Membership: schools seeking new membership with NACURH and MACURH may pay a one-year, one-time trial membership fee as set by the NACURH Corporate Office (NCO).
 - iii. Submit NACURH Affiliation Information
 - b. Remain in good standing with the MACURH and NACURH.
3. All benefits and services of the NACURH and MACURH are available with Full and New Affiliate Memberships.
4. Eligible member schools shall be entitled to one (1) vote at any regular or special meeting or election of the region.
 - a. To be eligible for voting rights, institutions must be in good standing with

MACURH and NACURH, Inc.

- b. In the event a voting representative is not able to vote on behalf of their institution, the individual may proxy their vote.
 - i. Proxy voting must occur prior to the beginning of business, whether that be business entirely or for a specific portion of business.
 - ii. The individual serving as a proxy must be any individual from the same institution except those serving as advisors.

Section 2. Regional Board of Director Definition

A Regional Board of Director (RBD) member is defined as an individual elected by their regional constituents or appointed to serve on their region's RBD. This also includes any ex-officio members of the Regional Board.

Section 3. Regional Board of Director Responsibilities

1. General Regional Board Responsibilities
 - a. Submit articles and monthly updates for the MACURH regional newsletter and alumni newsletter.
 - b. As an entity, submit one article to the NACURH LINK for each issue of the LINK.
 - c. Make a formal report to the member schools at all regional business meetings.
 - d. Abide by the NACURH Articles of Incorporation, bylaws, and policy book.
 - e. Maintain and keep all MACURH files associated with their respective position.
 - f. Communicate all award, application, and legislation deadlines to MACURH member schools.
 - g. Properly transition successors between the Regional Business Conference (RBC) and NACURH Annual Conference.
 - h. Maintain timely communication on all electronic correspondence and respond to electronic communication within two business days.
 - i. Sign a technology liability form within thirty (30) days of taking office.
 - j. Remain distinct from host institutions and not represent as a voting member at regional business meetings or act as any proxy for any voting member.
 - k. Plan and execute the RBD roll call at the Regional Leadership Conference (RLC) and the regional roll call at the NACURH Annual Conference.
 - l. Hold a minimum of three regional board retreats, with it recommended that one precede the RLC, one precede the RBC, and one precede the NACURH Annual Conference. The retreat preceding the NACURH Annual Conference will be a summit of current RBD and the RBD-elect.
2. Affiliation Responsibilities
 - a. Recruitment
 - i. Recruit institutions to affiliate housing representatives and National

Residence Hall Honorary (NRHH) Chapters to the region of MACURH.

- b. Retention
 - i. Serve as a resource to member schools in regards to their affiliation or other NCO required reports.
 - ii. Serve as a regional resource for the student leaders and advisors at all MACURH affiliated institutions.
 - iii. Assist with any National Communications Coordinator (NCC), NRHH Representative, RHA President, Programming Representative (PR), or Advisor transition occurring in the region.
- c. Communication
 - i. Collect contact information, including email addresses of institutional student leaders and advisors.
 - ii. Solicit bids, nominations, and applications for conference sites, awards, regional board positions, and regional and NACURH scholarships.
 - iii. Be a point of communication for the assigned schools of MACURH.

3. Regional Board Positional Responsibilities

- a. Regional Director
 - i. Administer the affairs of MACURH.
 - ii. Preside over the meetings of MACURH and at all special meetings and prepare agendas in consultation with the Regional Board.
 - iii. Represent, act, and vote on behalf of the affiliate at all applicable events or meetings, including meetings of the NBD.
 - iv. Be responsible for the implementation of any NACURH policies and measures.
 - v. Vote in the case of a tie at any regional business meeting.
 - vi. Maintain the region's good standing with NACURH.
 - vii. Read and sign a copy of the "Liabilities of the Board of Directors" form.
 - viii. Attend the annual Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO) conference or designate a representative if unavailable to attend.
 - ix. Communicate actively with the NCO to ask about or confirm items such as member institutions' affiliation status, standing members institutions, the NCO's role with the region including information regarding conferences and affiliation, and the regional appropriation of member institution dues.
 - x. Be responsible for sending out at least eight (8) regional newsletters, with it recommended that these appear on average once per month during the school year, with one preceding the regional leadership

- conference.
 - xi. Coordinate all regional three-year service awards and four-year service pin awards.
 - xii. Attend chats or designated forms of communication between NCCs, RHA Presidents, and NRHH Representatives at least once a month.
 - xiii. Oversee the operations of the Friends and Alumni Related to MACURH (FARM).
 - xiv. Compile bi-annual alumni newsletters written in coordination with the RBD.
 - xv. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- b. Associate Director for Administration and Finance (ADAF)
- i. Be responsible for the financial records of MACURH, including budget maintenance, checkbook balancing, check writing, and all other financial reporting.
 - ii. Promote and facilitate all regional scholarships and grants in coordination with the RBD.
 - iv. Be responsible for sending monthly financial statements to the NACURH Associate for Finance, NACURH Advisor, Regional Director, and Regional Advisor.
 - v. Submit a financial report at all regional business meetings.
 - vi. Represent on behalf of the affiliate, in coordination with the Regional Director, at all applicable events or meetings of the NBD.
 - vii. Be responsible for the MACURH bylaws and policy book, and for maintaining and updating the MACURH governing documents, specifically following all regional and NACURH conferences where legislation takes place.
 - viii. Serve as the interpreter of all official MACURH regional governing documents and policy.
 - ix. Be responsible for contacting the NCO to confirm member schools' voting rights at regional business meetings.
 - x. Keep accurate records of all proceedings at regional business meetings and present minutes for approval at the following regional business meeting. A transcript will be kept for any Regional Board retreat or business meeting where four or more board members are present.
 - xi. Be responsible for the coordination of the Legislation and Development Committee, as well as all standing committees and task forces.

- xii. Be responsible for ordering all regional awards for the regional conferences and business meetings in coordination with the Regional Advisor and the Coordinating Officer for Recognition & Service (CORS).
 - xiii. Be responsible for ordering plaques for FARM inductees and collecting FARM monetary contributions prior to the NACURH Annual Conference in coordination with the Regional Advisor.
 - xiv. Archive information such as past award bids, legislation, financial reports, and NACURH documents.
 - xv. Assist the Coordinating Officer for Marketing and Publications (COMP) in the coordination of all regional bid responsibilities as needed.
 - xvi. Develop and update the Finance Officer Transitional document.
 - xvii. Make an updated budget available to the region each month.
 - xviii. Shall work in coordination with the COMP to advertise and create MACURH branded merchandise each affiliation year, such as spirit packs.
 - xix. Be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- c. Associate Director for NRHH (ADNRHH)
- i. Recruit and retain NRHH Chapters within the region.
 - ii. Responsible for maintaining, updating, and creating NRHH resources and NRHH governing documents.
 - iii. Inform the region of regional and NACURH winning OTMs monthly.
 - iv. Maintain communication with current NRHH chapters.
 - v. Coordinate the regional OTM grading efforts.
 - vi. Actively communicate with the NCO to ask about or confirm items such as merchandise, timelines for orders, member institution's issues with orders, and other recognition initiatives.
 - vii. Serve as the liaison between the NCO and the regional NRHH chapter presidents or NRHH representatives in coordination with the CORS.
 - viii. Coordinate all NRHH awards on both the regional and NACURH level in coordination with the CORS.
 - ix. Prepare and communicate resources around the values of NRHH and the NACURH Residence Hall Month (NRHM).
 - x. Submit at least one publication per year to The NACURH LINK.
 - xi. Chair the NRHH Boardroom at all regional business meetings.
 - xii. Coordinate the NRHH social at regional conferences.
 - xiii. Facilitate the FARM Mentorship Program in coordination with the CORS

and the Regional NRHH Advisor.

- xiv. Be responsible for coordinating the Recognition and Service Engagement Committee in conjunction with the CORS.
 - xv. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- d. Coordinating Officers (CO)
- i. There shall be three coordinating officers that shall be responsible for the development of the Midwest Affiliate. Each CO will be responsible for one main area of growth and development. The COs will follow all NACURH CO guidelines including training at the NACURH level.
 - ii. Coordinating Officer for RHA Development (CORD)
 - 1. Serve as the consultant to the RLC Educational Sessions Chair in order to ensure high-quality and diverse educational sessions are offered.
 - 2. Actively encourage member schools to submit award winning educational sessions at regional and NACURH conferences.
 - 3. Work with conference delegates to submit their educational sessions to be reviewed by FARM members prior to each RLC and NACURH Annual Conference.
 - 4. Host an on-campus programming-related chat for members of the region at least once per semester.
 - 5. Produce at least eight (8) on-campus programming newsletters throughout their term.
 - 6. Chair the President Boardroom at the RLC and RBC.
 - 7. Coordinate RHA Presidential Relations in the region, including hosting RHA President Chats or other designated forms of communication at least twice a month, coordinating the RHA President's social at regional conferences, and facilitating communications between RHA Presidents.
 - 8. Coordinate educational sessions for MACURH-U with the help of the RBD.
 - 9. Create and update resources pertaining to education sessions, RHA relations, and member development.
 - 10. Promote and facilitate the process and selection of all regional educational session grants in coordination with the ADAF.
 - 11. Survey the region to assess the member needs in collaboration with the RBD prior to the RLC.
 - 12. Shall be responsible for all other positional responsibilities

required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.

- ii. Coordinating Officer for Marketing and Publications (COMP)
 - 1. Update and oversee the maintenance of the MACURH website.
 - 2. Maintain and update the regional email lists to help facilitate the exchange of information and ideas between member schools.
 - 3. Work on digitizing necessary information and pursue sustainability initiatives.
 - 4. Ensure that all applications, forms, resources, guides, publications, etc. made by MACURH are available to the region electronically.
 - 5. Serve as a resource to member institutions for all positional, conference, and award bids throughout the bid writing process at both the regional and NACURH level.
 - 6. Actively work to increase bidding participation and submissions in the region, and update bid resources to ensure they are consistent with regional and NACURH policies.
 - 7. Maintain and digitally store all bids (award, conference, and positional) and legislation from all regional business sessions on the MACURH website in coordination with the ADAF.
 - 8. Maintain and digitally store all minutes related to the discussion of bids and legislation on the MACURH website in coordination with the ADAF.
 - 9. Maintain the list of FARM members on the MACURH website in coordination with the CONCCs.
 - 10. Be responsible for the advertising and branding efforts of MACURH.
 - 11. Maintain all MACURH social media accounts.
 - 12. Create and maintain the regional quarterly publications after the Regional Leadership Conference and Regional Business Conference, before the NACURH Annual Conference, and at the beginning of the school year.
 - 13. Create the MACURH Member Book at the beginning of the affiliation year and maintain the book during the affiliation year.
 - 14. Maintain and update the regional spirit point system.
 - 15. Take and archive photos of all regional conferences and events.
 - 16. Support conference staffs in the development and promotion of all conference marketing materials, specifically through the MACURH website, social media, and regional publications.

17. Shall work in coordination with the ADAF to advertise and create MACURH branded merchandise each affiliation year, such as spirit packs.
 18. Maintain the MACURH alumni email list.
 19. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- iii. Coordinating Officer for NCCs (CONCCs)
1. Be responsible for the recruitment and expansion of MACURH.
 2. Maintain a current record of regional member affiliation statuses.
 3. Support the affiliation process for member institutions, including maintenance of information on both affiliated and unaffiliated institutions in the region in coordination with the Regional Director and NCO.
 4. Serve as a resource to all new and current NCCs.
 5. Host chats or other designated forms of communication between the NCCs at least twice a month.
 6. Assist NCCs in conference delegation preparation.
 7. Provide resources and assistance related to NCC-IT transition.
 8. Oversee the voting process for selecting the Regional Inductees as well as the maintenance of the FARM nomination forms.
 9. Maintain the list of FARM members on the MACURH website in coordination with the COMP.
 10. Develop and implement a pre-affiliation year assessment to be distributed after the NACURH Annual Conference.
 11. Develop and implement an institutional needs assessment to help the Regional Board meet the needs of member institutions at least once a year, with the recommendation that it be done following each regional conference.
 12. Compile results from both institutional needs assessment and the pre-affiliation assessment to be presented to the region, outlining trends and relevant goals created by the Regional Board.
 13. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- i. Recognition and Service (CORS)
1. Serve as a resource to member institutions for all positional, conference, and award bids throughout the bid writing process at both the regional and NACURH level in conjunction with the

COMP.

2. Actively work to increase bidding participation and submissions in the region, and update bid resources to ensure they are consistent with regional and NACURH policies in coordination with the COMP.
3. Coordinate the awards presentation ceremony at all regional conferences.
4. Work in coordination with the ADNRRH to carry out recognition initiatives in the region.
5. Work in conjunction with the ADNRRH to support the Recognition and Service Engagement Committee.
6. Support the ADNRRH in planning and executing all NRHH boardroom sessions at regional conferences and events.
7. Work in coordination with the ADNRRH and Regional NRHH Advisor to carry out NRHH goals and initiatives.
8. Be responsible for overseeing and carrying out all Regional Philanthropy initiatives.
9. Serve as a resource to the regional conference staffs in promoting the Regional Philanthropy.
10. Facilitate the FARM Mentorship Program in coordination with the ADNRRH & Regional NRHH Advisor.
11. Work with the conference staff to prepare and administer the case study competition at regional conferences.
12. Maintain a contact list of all NRHH representatives, chapters, and chapter institutions for MACURH affiliated institutions.
13. Host chats or other designated forms of communication between the NRHH representatives at least twice a month.
14. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.

e. Conference Chairs

- i. Regional Leadership Conference Chair (RLC Chair) and Regional Business Conference Chair (RBC Chair).
 1. The RLC Chair and RBC Chair will sit on the RBD from the selection of their conference until the submission and approval of their conference wrap up report.
 2. The time following the close of the outgoing chair's conference shall be utilized to train and transition the incoming conference chair.
 3. In the event that no incoming chair has been selected, the outgoing chair shall update and compile a comprehensive transition manual to be utilized once an incoming chair has been selected.

4. In the event that a conference elects to have co-chairs, only one co-chair will sit on the RBD to represent each conference.
 5. The conference chairs will communicate with the RBD and attend RBD functions including the transitional retreat and the NACURH Annual Conference.
 6. Be responsible to member schools to host the RLC or RBC that was bid for by their host school.
 7. Work with the Regional Director on arrangements for the conference business meetings.
 8. Compile and send a conference wrap-up report to the Regional Director, ADAF, and Regional Advisor within the timeline outlined in regional policy for their respective conference.
 9. Close out the conference finances and forward the conference excess to the ADAF or notify the Regional Director of the conference deficit within the timeline outlined in regional policy for said conference.
 10. Transition all accounts associated with the conference chair position upon acceptance of the conference wrap-up report by the Regional Director.
 11. Ensure the conference add-on fees are paid to the ADAF by the close of the conference.
 12. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
- f. MACURH Advisors
- i. General Responsibilities
 1. Serve as a nonvoting, ex-officio, member of the RBD.
 2. Be responsible for the consultation at all times with regional officers, NCCs, PRs, NRHH Representatives, Presidents, and personnel at all member schools.
 3. Relay historical information to and assist the RBD in maintaining an accurate historical perspective.
 4. Be responsible for seeing that the policies of the region are carried out.
 5. Serve as the coordinator for any special meetings that may be needed or requested.
 6. Attend the RLC, RBC, and NACURH Annual Conference.
 7. Shall be responsible for all other positional responsibilities required as a member of NACURH leadership, as outlined in Title 3, Article I of the NACURH Policy Book.
 - ii. Regional Advisor
 1. Serve a three and a half (3.5) year term, to begin at the close of the RLC following their election. The first half of the year from

the RLC to the NACURH Annual Conference is in training (if the current Regional Advisor is re-elected for another term, they still go through this training portion). The remaining three (3) years are from the NACURH Annual Conference to NACURH Annual Conference.

2. Be responsible to the member schools regarding the financial condition of the Region and officers' fulfillment of duties.
3. Be responsible for ordering plaques for FARM inductees and collecting FARM monetary contributions prior to the NACURH Annual Conference in coordination with the ADAF.
4. Be responsible for consultation with the RBD on matters of recruitment of new member schools.
5. Be responsible for consultation with the conference teams.

iii. Regional NRHH Advisor

1. Serve a two and a half (2.5) year term, to begin at the close of the RLC following their election. The first half of the year, from RLC to NACURH Annual Conference is in training (if the current Regional NRHH Advisor is re-elected for another term, they will still go through this training portion). The remaining two (2) years are from the NACURH Annual Conference to NACURH Annual Conference.
2. Advise the NRHH Boardroom at all regional business meetings.
3. Be knowledgeable and aware of Advisor Resource Training (ART) and its accompanying benefits while also serving as the primary ART resource within MACURH, tracking ART-related progress, providing ART programming at NACURH affiliated conferences, and supporting the continued development of ART.
4. Assist in the management of the FARM organization.
5. Assist in the facilitation of the FARM Mentorship Program in coordination with the ADNRRH & CORS.
6. Be responsible for seeing that the branding and bidding operations of the region and NACURH are carried out.
7. Assist in the development of bids for submission at the regional and NACURH levels.

Section 4. Selection of the Regional Board of Directors

1. Eligibility

- a. All candidates must be in attendance at the MACURH or NACURH boardroom space where elections are taking place.
 - i. Candidates will only be required to be in attendance at a MACURH or NACURH boardroom space, rather than being required to have served as a voting representative.
 - ii. In the event that there are no interested regional members that meet

this qualification bidding for a regional board position, the Regional Director at the time will facilitate a special election to fill the vacant position (see Article VI, Section 4, Letter C in the policy book).

1. Candidates for the vacant position must have been in attendance in a boardroom space at at least one MACURH or NACURH affiliated conference prior to their election.
 - iii. Candidates for the ADNRHH and CORS positions must be NRHH members and belong to a member schools.
 - b. All board members, with the exception of the advisors, must have lived in an on campus housing unit as recognized by NACURH, or at the discretion of the RBD, at a member institution the current semester and during the duration of their term of office.
 - i. Graduating students are given a waiver of no more than three (3) months to complete their term of office.
 - c. To remain eligible to serve as a member of the regional board, a student must currently be living in an “on-campus” living unit.
 - i. This requirement may be temporarily waived by the NACURH Chairperson in coordination with the NACURH Executive Committee. Considerations for this exemption include, but are not limited to:
 1. The student’s academic program requires off campus living.
 2. Institutional policies outside of the students’ direct control that prohibit on campus living.
 - ii. In the event that a member of NACURH Leadership is permitted to live in off campus housing, they must demonstrate an alternative method for on campus communication and involvement.
 - d. The Regional Advisor and Regional NRHH Advisor must be employed full-time within the housing department or division of student affairs at their host institutions.
 - i. The Regional Advisor and Regional NRHH Advisor may not be an undergraduate student at the time of their bid.
 - ii. The Regional Advisor and Regional NRHH Advisor must show prior advising experience within their written bid or oral presentation.
2. Elections
- a. Time of Elections
 - i. The Director, ADAF, ADNRHH, and Coordinating Officers shall be elected at the annual RBC.
 - ii. The conference chairpersons are representatives of the conference host

school, which is chosen by the NCCs.

- iii. The Regional Advisor and Regional NRHH Advisor shall be elected at the annual RLC preceding the RBC marking the end of their current term.
- b. Intents to Bid
- i. Anyone choosing to bid for a RBD position must submit an intent to bid to the Regional Director thirty (30) days prior to the bid submission deadline via email.
 - ii. If no intents are submitted for a position by the appropriate date, the Regional Director may call for a second round of intents due fourteen (14) days prior to the bid submission deadline.
- c. Positional Bids
- i. Persons interested in bidding for the RBD must submit their completed bids to the Regional Director at least fourteen (14) days prior to the RBC. These bids will be posted online at least seven (7) days before the opening of the conference.
 - ii. Other requirements for written bids for office, for example page limits and presentation time limits shall be outlined in the MACURH Policy Book.
 - iii. Bidding Down
 1. In the event that an individual submits more than one positional bid, only the candidate's primary bid will be released initially to the region.
 2. In the event that an individual submits a bid for more than one Director or AD position, the candidate's primary bid must be the bid for the highest ranking position based on gavel order (i.e. Regional Director, ADAF, ADNRHH).
 3. In the event that an individual submits a bid for more than one CO position, the election order will be determined by the Regional Director.
 4. In the event that an individual is not elected for their primary position, the bid for the next highest position, based on gavel and election order, for which they have submitted a bid will be released to the regional voting members. This process will continue for as long as a candidate does not receive their position and has another position for which they have submitted a bid.
 - a. Voting representatives will have a minimum of fifteen

(15) minutes in order to review additional bids as they are released during boardroom sessions. This time is meant to allow boardroom space to review the additional bids, but additional time outside of the boardroom space may be available for additional review at the boardroom chair's discretion.

- d. Institutional Support
 - i. All bids for office must contain proof of institutional support.
 - ii. The letter of institutional support must state whether or not the institution has a policy regarding academic standing and involvement in extracurricular activities. If such a policy exists, the letter must state whether or not the candidate is in compliance with the policy.
 - iii. The letter of support must be written by the campus equivalent of the Assistant Director of Housing or higher.
- e. Election Procedures
 - i. Nominations shall be made and seconded by member schools during the conference business meeting.
 - ii. In the event that a candidate and/or school cannot attend a conference for a medical emergency or inclement weather they will still be eligible to bid via technology available.
 - iii. All voting shall be done by secret ballot.
 - iv. A school may vote for any of the candidates eligible for the position, abstain, or vote of no confidence. If the votes of no confidence are in the majority then the position shall remain unfilled until otherwise filled. If a candidate receives such a vote of no confidence they will be rendered ineligible for appointment to that position for the current term.
 - v. Elections of all candidates shall require a majority of all votes cast in the assembly by those members present.
 - 1. Should there be a failure to meet a majority vote for a candidate on the first ballot, the Regional Director shall call for a second ballot, from which the name of the candidate polling the lowest vote of the first ballot is dropped.
 - 2. Should a tie occur in the low vote, neither candidate shall be dropped from the first subsequent ballot, but should there remain a tie on the next ballot, both names shall be

dropped from a subsequent ballot.

3. Should the second ballot likewise fail to produce a majority vote for any candidate, subsequent ballots shall be called for until a majority vote is secured.
- vi. Officers may run for re-election.
- vii. The Regional Director shall be elected in a joint boardroom of the NCCs, NRHH Representatives, and RHA Presidents.
- viii. The ADNRRH shall be elected by the NRHH Representatives during the NRHH Business Meeting. Schools that are eligible to vote must fall into one of these three categories:
 1. Their NRHH chapter is currently affiliated with the NCO.
 2. Their NRHH chapter was affiliated with the NCO at the previous NACURH Annual Conference.
 3. Their NRHH chapter submits a member list and current constitution of their chapter to the regional ADNRRH prior to the NRHH business meeting at the RLC.
- ix. Special election procedure regarding the Regional Advisor and Regional NRHH Advisor:
 1. All Regional Advisor or Regional NRHH Advisor candidates' presentations shall be conducted in a joint boardroom of the NCCs, NRHH Representatives, and RHA Presidents.
 2. The RBD will prepare a list of questions to ask Regional Advisor or Regional NRHH Advisor candidates that will be asked by members of the RBD excluding current Regional Advisors and the chair of the boardroom. Questions from the NCCs or any other boardroom representatives will be asked after the RBD's questions; time for questions will be extended as necessary.
 3. Before ballots are cast to elect the Regional Advisor or Regional NRHH Advisor, the RBD shall caucus and provide a recommendation based on the bidding candidate(s). A member of the RBD (excluding the chair of the boardroom) will present the recommendation to the NCCs following discussion.
 4. The final Regional Advisor and Regional NRHH Advisor

candidates will be voted on by the Regional NCCs or voting representatives.

Section 5. Recall of Officers

1. Any board member may be recalled by a two-thirds majority vote of the membership of the region.
2. A motion to recall may be made by any member of the RBD or any voting boardroom representative.
3. Recall procedures shall be executed as stated in the regional charter.
4. In the event that a motion to recall a Regional Advisor is made, the RBD shall appoint a temporary advisor to fulfill all Regional Advisor positional responsibilities until a replacement has been selected following the procedure outlined in Title 1, Article II, Section 6 of the MACURH Regional Bylaws.

Section 6. Vacancies of Office

1. If any position, with the exception of the Regional Director, is not bid for at its appropriate conference or a no confidence vote has been given in plurality, the position will be filled following the appropriate mid-term vacancy policy listed below.
 - a. If a bid is not submitted or no confidence vote has been given in plurality for the position of the Regional Director, the mid-term vacancy process for an Associate Director or Coordinating Officer positional shall occur.
2. Mid-term vacancies shall be defined as vacancies on the RBD that occur outside of the election cycle as outlined in Article II.
3. If a mid-term vacancy shall appear in the office of Regional Director, a new Regional Director shall be elected by the appropriate online voting procedures by the NCCs from among the current members of the RBD. The winner shall be determined by a majority vote of those ballots cast and counted by the Regional Advisor. In this instance, the Regional Advisor shall assume the Regional Director's responsibilities for conducting the appropriate online voting procedures.
 - a. Until a new Regional Director has been confirmed by the NCCs, the current ADAF shall assume the remaining responsibilities of the office of Regional Director.
3. If a vacancy shall appear in the office of the Regional Advisor or Regional NRHH Advisor, a new Advisor shall be selected by the appropriate online voting procedures of the NCCs. The appointee shall be determined by a majority vote based on the election procedures set and facilitated at the discretion of the Regional Director at the time.
4. If during the time of a conference the current Regional Director, or other members of the RBD, are unable to attend the conference due to travel hazards, extreme family emergency, or another unprecedented and unexpected event, the responsibilities of

the missing RBD member(s) will fall to the remaining members of the RBD in attendance following the gavel order as they appear in Article V, Section 3 of the Bylaws.

- a. The MACURH Director, in consultation with the Regional Advisors, will determine if a situation is dire enough to warrant missing a conference.
5. If any other mid-term vacancy shall appear in any of the Associate Director or Coordinating Officer positions, the Director shall appoint a replacement.
- a. The appointment process will be announced to the NCCs within one week of the position becoming vacant.
 - b. A task force chaired by the Regional Director shall be created to facilitate the process of filling the vacancy.
 - i. The task force shall include, at a minimum, the Regional Director, the Regional Advisor, one other member of the RBD, and two regional representatives.
 1. Regional representatives will be selected via an application process facilitated by the RBD.
 2. Individuals bidding for the vacant position should not be on the task force.
 - i. The selection task force will be charged with facilitating the process of filling the RBD vacancy, including creating and advertising an application, reviewing applications, conducting candidate interviews, discussing the candidates, and recommending a single appointee to the region.
 1. The qualifications and eligibility of the appointee will be determined by the task force.
 - a. All candidates must provide proof of institutional support to the Regional Director to be considered for the appointment.
 2. The recommendation of the task force will be communicated to the Region via a memo at least twenty four (24) hours prior to the virtual chat at which the appointment is to be voted upon.
 3. After discussion, the NCCs must approve the appointment by a majority vote.
 4. In the event that the recommendation is rejected, the task force will be dissolved, and the process will begin again, starting with selection of a new task force, and following the same process.
 - a. Members of previous task forces will be permitted to

reapply for the newly created task force.

6. If a vacancy shall appear in the office of RLC Chairperson or RBC Chairperson, the host/host team conference staff, in conjunction with the Director, shall appoint a replacement.

Article III. Regional Meetings

Section 1. Regional Business Meetings

1. A regional business meeting shall be conducted at every NACURH Annual Conference and regional conference, and as otherwise provided for in these bylaws and policies.
2. A quorum of “one half plus one” of all affiliated members schools, or schools in attendance at the conference, shall be required at any meeting where regional business is conducted.
 - a. Quorum prior to the RLC shall be “one half plus one” of affiliated member schools from the previous affiliation year.
3. All regional business meetings shall follow and utilize Robert’s Rules of Order Newly Revised in order to conduct business except where otherwise stated in policy.
4. In order for institutions to receive their placards and voting rights for regional business meetings, boardroom review sheets must be completed on behalf of the institution prior to the start of business.
5. Within joint boardroom spaces, all placards (NCC, NRHH, and RHA President) shall be recognized equally by the chair of the boardroom during sessions of question & answer and discussion.

Section 2. Special Meetings

A special meeting of MACURH may be called by submitting a petition of no less than twenty (20%) percent of member schools. This petition shall be submitted to the Regional Advisor, who will act upon the petition within fifteen (15) business days of receipt.

Section 3. Virtual Business

1. Virtual business is a meeting in which regional representatives meet over video conferencing platforms, such as Zoom, outside of conference boardroom meetings to discuss regional related business items.
2. Regional representatives will be provided materials regarding the business that will be discussed during the meeting by the corresponding RBD member at least seven (7) days prior to the hearing of the piece.
3. Business shall be determined by the corresponding RBD member for the necessary meeting involving the corresponding regional representatives.
4. Quorum for all virtual business shall be forty percent (40%) of all institutions currently affiliated with MACURH.

5. Voting shall take place over an electronic form.
 - a. An electronic form shall be provided with the necessary voting options to those regional representatives present for the meeting.
 - b. Votes from each institution will be sent only to the Regional Director.
 - i. Schools who do not vote by the prescribed deadline shall have their vote counted as an abstention.
 - c. Each school that is fully affiliated with MACURH shall receive one vote.
 - d. A majority vote must be returned in the affirmative for a decision to pass. For anything pertaining to finances or the Regional Bylaws, there must be a two-thirds (2/3) vote in affirmative for policy to pass.
 - e. The corresponding RBD member will announce the results within seven (7) days of the voting deadline to the corresponding representatives.
 - f. A motion to recall or reconsider virtual business must be made within seventy-two (72) hours of the publication of the final results to the corresponding RBD member.

Article IV. Regional Member Positions

Section 1. Regional Member Institution Representatives

Each affiliated institution shall elect one of each of the following member positions to serve as a representative of their host institution at regional business meetings as well as regional conferences and the NACURH Annual Conference.

1. National Communication Coordinators (NCC)

The purpose of NCCs within NACURH is to provide leadership as their institution's primary contact person, and serve as a liaison between the campus, regional, and NACURH level. NCCs shall represent and vote on behalf of their campus representative student governing unit in NACURH and regional business meetings.

 - a. Upon becoming a member of NACURH, each participating affiliated institution shall select an NCC, who shall serve as the liaison between the NACURH organization, its regional affiliate, and their host institution.
 - b. The NCC shall serve as delegation chairperson for their host institution during regional conferences and the NACURH Annual Conference.
 - c. The NCC shall represent their host institution delegation in all business meetings and elections.
 - d. The NCC shall be responsible for affiliating their institution with the NCO annually. Failure to comply will result in loss of voting privileges.
 - e. The NCC shall be responsible for completing policy and activity questionnaires sent to them by the NACURH executives or regional officers and returning them

to the proper persons by a set deadline.

- f. The NCC shall attend positional MACURH meetings and actively contribute by describing activities and policy changes at their host institution when relevant.
- g. The NCC shall be the contact person for their institution to solicit information from the NCO.
- h. The NCC shall be responsible for nominating their institution, when appropriate, for regional and NACURH awards.
- i. The NCC shall provide training and resources to their in-training NCC (NCC-IT) by the end of their term.
- j. The NCC shall attend regional NCC chats as specified by the Regional Director.
- k. The NCC shall ensure the transition of the positional email account to their NCC -IT as outlined in Section 2.
- l. The NCC shall communicate with their respective NRHH Representative to ensure that NRHH specific concerns are voiced to MACURH.
- m. The NCC shall oversee the completion of institutional boardroom review sheets with the NRHH Representative and RHA President prior to the start of any regional business meetings.

2. NRHH Chapter Representatives

The purpose of NRHH Representatives within NACURH is to provide leadership as advocates for their campus NRHH chapter, and serve as a liaison for NRHH at the campus, regional, and NACURH level. NRHH Representatives shall represent and vote on behalf of their NRHH chapter in NACURH and regional business meetings.

- a. Shall serve as the official liaison between the individual's NRHH chapter, NRHH Representatives, MACURH, and NACURH.
- b. Shall be a fully inducted member of their institution's NRHH chapter.
- c. Shall represent their respective institution's NRHH chapter in all applicable regional business meetings, including at the RLC and RBC.
- d. Shall be responsible for voting on regional NRHH business as outlined in policy or at the discretion of the ADNRRH and RBD.
- e. Shall be responsible for submitting fees and necessary forms to the ADNRRH and the NCO as a part of the NRHH affiliation process.
- f. Shall provide training and resources to their in-training NRHH Representative by the end of their term.
- g. Shall ensure the transition of the positional email account to the incoming institutional NRHH Representative.
- h. Shall attend Regional NRHH Representative chats as specified by the ADNRRH.

- i. Shall not concurrently serve as an NCC in any regional or NACURH business meetings.
 - j. Shall have speaking rights in MACURH NCC and joint business as specified by the MACURH Director.
 - k. Shall oversee the completion of institutional boardroom review sheets with the NCC and RHA President prior to the start of any regional business meetings.
3. Residence Hall Association Presidents (Presidents)
- The purpose of RHA Presidents within NACURH is to share and gain perspectives and ideas for the benefit of their campus representative governing unit, through the unique network NACURH provides. RHA Presidents may utilize conferences, or other NACURH resources, as opportunities to engage in collaborative learning and development for themselves and their governing unit.
- a. The President shall represent their respective institution's local Residence Hall Association (RHA) or equivalent body, in boardroom at the RLC and RBC.
 - b. The president shall serve as a liaison between the individual's local RHA body, other regional RHA presidents, MACURH, and NACURH.
 - c. The President shall attend Regional President's chats as specified by the CORD.
 - d. The President shall ensure the transition of the positional email account to the incoming institutional President as outlined in Section 2.
 - e. The President shall not concurrently serve as an NCC or NRHH Representative in regional or NACURH business meetings.
 - f. The President shall vote on MACURH awards as designated in MACURH Policy.
 - g. The President shall have speaking rights in MACURH NCC business as specified by the MACURH Director.
 - h. Shall oversee the completion of institutional boardroom review sheets with the NCC and NRHH Representative prior to the start of any regional business meetings.
4. Programming Representatives (PR)
- a. The PR shall represent the programming needs of their individual institutions to MACURH and NACURH.
 - b. The PR shall ensure the transition of office for the incoming PR from the individual's institution. This transition shall include notification of such to the RBD.
 - c. The PR shall facilitate communication with their respective NCC to ensure that programming needs and concerns are voiced to MACURH.
 - d. For schools that do not have a PR to attend the Programming Summit chats, it

is expected that the school would have a designated PR to attend these chats.

Section 2. Regional Member Parliamentarians

1. Business Meeting Parliamentarian
 - a. Responsibilities
 - i. Attend joint and individual boardrooms during in-person regional business meetings.
 - ii. Serve as a double-check to ensure that parliamentary procedure is being followed during regional business meetings.
 - iii. Advocate for member schools in the event that a procedure is being unfairly used towards any affiliated school.
 - iv. May still serve as their host institution's voting representative.
 - b. Appointment
 - i. For each in-person business meeting, the RBD shall select a parliamentarian. The application for this position will be reopened prior to each conference, however a past/current parliamentarian may apply, at the discretion of the Regional Director.
 - ii. The Regional Director may begin solicitation for the parliamentarian position thirty (30) days prior to the opening of conference registration via application created by the Regional Director and approved by the RBD.
 - iii. The application shall close ten (10) days prior to the close of registration for the RLC, RBC, or NACURH Annual Conference.
 - iv. Applications will be reviewed by the Regional Director and a recommendation should be made by the Regional Director to the RBD. Once approved, the candidate must be notified within five (5) days of the close of registration in order to give ample time to register the parliamentarian properly for the upcoming conference.
 - v. In the event that no applications be submitted, the Regional Director shall open the floor to recommendations from advisors at member institutions for an appointment.
 - vi. In the event that no recommendations have been made fourteen (14) days prior to the conference, a parliamentarian may be appointed at the start of the conference to a member student with experience at two (2) or more conference boardrooms.
 - vii. The parliamentarian candidate's host institution is still responsible for all conference related travel and fees of the parliamentarian.
2. NRHH Business Meeting Parliamentarian
 - a. Responsibilities
 - i. Attend NRHH boardrooms during in-person regional business meetings.
 - ii. Serve as a double-check to ensure that parliamentary procedure

committee.

Section 4. Recording Secretaries

1. The Recording Secretary shall be responsible for attending and taking minutes for their respective representative chat for the entire affiliation year.
2. The Recording Secretary shall be selected by a process determined by the RBD.
3. The Recording Secretaries shall be overseen by the RBD member that oversees each representative chat, respectively.
4. The Recording Secretary shall meet at least once a semester with the corresponding RBD member to discuss position expectations.

Section 5. Positional Emails for Institutional Representatives

1. Student leaders are required to have positional emails, either through their institution or an outside provider such as Gmail, Yahoo, etc.
2. These positional email addresses will be transitioned down from each student leader to their successor.
3. These email addresses will be used for positional responsibilities, regional communication, and NACURH communication.
4. These email addresses will be used for institutional affiliation with the NCO and the MACURH regional email lists.
5. The following campus positions are required to adhere to this policy:
 - a. National Communications Coordinator
 - b. NRHH Representative
 - c. RHA President

Article V. Regional Governing Documents

Section 1. Interpretation of MACURH Governing Documents

1. The MACURH ADAF shall serve as the interpreter of all official MACURH governing documents.
2. In the event of a conflict or question, the ADAF, in conjunction with the Regional Director, will provide an objective interpretation of the MACURH governing documents.
 - a. In the event that the Regional Director yields the gavel to the ADAF during a regional business meeting, the Regional Advisor will act as the interpreter of policy until the gavel is yielded back to the Regional Director and the ADAF re-assumes all interpreter responsibilities.
 - b. In the event that the ADAF is presenting legislation as the author or co-author during a regional business meeting, the Regional Director, in conjunction with

the Regional Advisor, will act as the interpreter of policy until the ADAF re-assumes all interpreter responsibilities.

Section 2. Bylaws and Policy Changes

1. Bylaw changes must be proposed on a proposal form available from the Regional Director or on the MACURH website. Intent must be submitted in writing to the Regional Director. Actual proposals must be turned in at the Regional Director's discretion, but at least twenty four (24) hours before a business meeting.
2. Policy changes are made by the RBD with a majority vote. Upon passage of any policy changes, the RBD must submit a summary of changes to the policy book to the regional NCCs at the next regional business meeting, whereupon the NCCs shall vote to accept the changes made by the RBD. The NCCs have the right to accept or veto any changes made by the RBD before the changes are enacted.
3. All MACURH policies shall be updated to be in coordination with NACURH policy. These changes shall be made by the ADAF immediately following any updates or revisions that directly affect the MACURH Policy Books.
 - a. If any NACURH Policy directly contradicts a policy currently in place, the NACURH policy shall supersede the current piece.
 - b. If any policies are changed, the region shall be notified by the ADAF.

Section 3. Legislation Policies

1. Legislation Review Procedures
 - a. Per Title 1, Article VI, Section 2 of the MACURH policy book, the Legislation and Development (L&D) Committee, under the supervision of the ADAF, shall follow an approved guide from the ADAF to review legislation submissions.
 - b. No legislation shall be denied by the committee. The L&D Committee will submit feedback to the author of each piece of legislation based on the following criteria:
 - i. Does what the legislation sets out to do require actual legislation to enact?
 - ii. If this legislation changes policy, is it truly necessary to make a change to policy, or can the intent be accomplished without a policy change?
 - iii. Does the legislation conform to the mission and/or vision of NACURH and MACURH?
 - iv. How would legislation impact the members of MACURH?
 - v. Does this legislation conflict with the NACURH governing documents?
 - vi. Is the legislation grammatically correct? Spelling errors? Other mechanics?
 - c. The L&D Committee shall complete their review within one week of the

legislation due date set by the Regional Director. The ADAF will electronically sign each piece of legislation to acknowledge that the piece has been reviewed by the L&D Committee.

- d. In the event that the Regional Director, ADAF, or L&D Committee see concerns with a proposed piece of legislation, the piece of legislation will be referred to the entire RBD for review.
 - i. To review, the RBD will evaluate the piece based on the same criteria outlined above, as well as discuss the feedback from the L&D Committee. At this time, the RBD will have the opportunity to send feedback to the author or solicit more explanation on the intent of the piece.
 - ii. After review, for a piece of legislation to move on to the region, a majority vote by the RBD will be required. The results of the RBD's vote will be provided for any piece of legislation that has been reviewed, along with an official statement of the outcome of RBD discussion.
 - iii. In the event that the RBD elects not to bring a piece of legislation forward, the piece of legislation will still be distributed with all approved legislation, along with the results of the RBD vote and an official statement from the RBD as to why the piece of legislation was not approved. At conference, a spokesperson from the RBD will give a statement as to why the RBD did not pass the legislation forward. The NCCs may override this decision and bring the piece of legislation to the floor by a 2/3 majority vote, after discussion.
2. Legislation Communication Procedures
 - a. Any new pieces of legislation to be heard by the regional representatives will be communicated at least seven (7) days prior to the hearing of the piece.

Article VI. Committees

Section 1. Standing Regional Committees

1. The following shall be deemed as permanent regional committees: Recognition and Service Engagement Committee, Of The Month (OTM) Committee, Legislation and Development Committee, and Advocacy Committee.
2. Prior to the NACURH Annual Conference, the RBD, along with the RBD-Elect, shall conduct an evaluation, facilitated by the ADAF, of each of the standing committees to determine the benefits that they have to offer to MACURH.
3. Members of standing regional committees must be individuals from an affiliated institution.
4. Applications for membership with standing regional committees and chair positions will be solicited no later than forty five (45) days prior to the RLC.

- a. The OTM Committee shall be overseen by the ADNRHH and shall have applications based on the needs of the committee or at the discretion of the ADNRHH.

Section 2. Committee Objectives

1. The Recognition and Service Engagement Committee shall:
 - a. Assist affiliated institutions by providing resources to encourage new, creative, and innovative ways to recognize individuals within their respective institutions.
 - b. Assist affiliated institutions by providing resources to encourage new, creative, and innovative ways for individuals within their respective institutions to engage in service initiatives.
 - c. Recognize individuals that are active in the region including, but not limited to, RHA Presidents, local representatives, NCCs, PRs, NRHH Representatives, and Advisors.
 - d. Promote and engage with regional and campus level service initiatives.
 - e. Meet at least once per month at the discretion of the ADNRHH.
 - f. Not have more than five members from each member school serving on the committee.
 - g. Provide a report to the region at the RLC, RBC, and NACURH Annual Conference.
 - h. Be coordinated by and under the supervision of the ADNRHH, as well as overseen by the ADAF.
2. The Legislation and Development Committee shall:
 - a. Review all legislation submitted to the RBD.
 - b. Make recommendations regarding legislation to the RBD based upon the committee's review.
 - c. Have the ability to develop, submit, and advocate legislation upon the committee's behalf.
 - d. Review all bids for policy violations and allow the writers to re-submit with the corrections. Bid review will take place after the official submission date and only bids with policy errors will be returned and only those specified mistakes can be corrected.
 - e. Be under the supervision of the ADAF.
 - f. Provide a report to the region at the RLC, RBC, and NACURH Annual Conference.
 - g. Conduct detailed and comprehensive inspections of the MACURH Policy Book with the intent of correcting inconsistencies and inaccuracies with formatting, spelling, numbering, and within regional and NACURH policies once every five academic years.

- i. This shall occur on academic years ending in a year that is a multiple of five.
 - ii. This shall occur by the conclusion of the NACURH Annual Conference of those academic years.
- 3. The Advocacy Committee shall:
 - a. Meet and determine the advocacy effort of the committee at the start of each new affiliation year.
 - b. Assist affiliated institutions by providing resources and opportunities to participate in MACURH advocacy efforts.
 - c. Provide a report to the region at the RLC, RBC, and NACURH Annual Conference.
 - d. Meet at least once per month at the discretion of the Regional Director.
 - e. Will promote a single advocacy initiative each affiliation year, established at the beginning of each term at the discretion of the Regional Director.
 - f. Be coordinated by and under the supervision of the Regional Director, as well as overseen by the ADAF.
- 4. The Of The Month Committee shall:
 - a. Assist with the regional Of the Month process.
 - b. Meet and review OTMs submitted to the regional level.
 - c. Serve as an unbiased voting member of the committee.
 - d. Vote on behalf of the region on designated categories of OTMs.
 - e. Coordinate with the ADNRRH on issues that arise with the OTM database.
 - f. Be coordinated by and under the supervision of the ADNRRH, as well as overseen by the ADAF.

Section 3. Task Forces

- 1. MACURH shall establish task forces each affiliation year with a variety of goals and charges.
- 2. Task forces shall be small groups of individuals, with the intent of accomplishing small projects and tasks. Task forces should be time and goal oriented and shall dissolve upon the completion of the task assigned.
- 3. Topics and goals for regional task forces shall be discussed and reviewed by the RBD prior to the beginning of each affiliation year. Task force goals shall aim to advance the MACURH region and address the needs of our organization at the time of creation.
- 4. Task forces may not be created if their primary purpose is to perform a task that falls within the assigned function of an existing standing committee.
- 5. Upon approval from the RBD, the ADAF will coordinate the development of, supervise, and serve as a liaison to the task force, or appoint another member of the RBD to do

so.

6. Task forces may include members from the RBD, NCCs, NRHH Representatives, RHA Presidents, Programming Representatives, general student representatives, or advisors.
7. The ADAF, in coordination with the RBD, shall be responsible for creating and facilitating the task force membership selection process at the beginning of each affiliation year. Task force membership may be determined through an interest form or application process, or by appointment.
8. Task forces must provide a report to the region at the RLC, RBC, and NACURH Annual Conference.

TITLE 2

REGIONAL CONFERENCES

Article I

Conference Policies

Article II

Conference Bids

Article III

Conference Registration Requirements

Article IV

Conference Finances

Article V

Conference Reports

Article I. Conference Policies

Section 1. Definitions

1. A MACURH affiliated function shall be defined as a regional conference, business meeting, retreat, or pre-conference retreat.
2. Close of activities shall be defined as the close of business or conference activities (whichever ends last).

Section 2. Regional Conferences

1. MACURH shall hold one Regional Leadership Conference and one Regional Business Conference for all member institutions of the Midwest Affiliate and observers from non-member schools.
2. The RLC shall be held annually between the third weekend in October and the third weekend in November from a Friday to a Saturday.
3. The RBC shall be held annually between the first weekend in February and the second weekend in March from a Thursday to a Saturday.

Section 3. Business Meetings

1. Pre-Conference Retreats
 - a. The conference host site shall host the RBD prior to the conference for a RBD retreat.
 - i. If the RBD elects to have an e-retreat, the conference site will host the Regional Director, ADAF, and Regional Advisor for a site visit prior to the conference.
 - ii. The cost for this retreat will be included within the respective regional conference budget.
 - b. Pre-Conference Meeting
 - i. The RBD shall meet at least one day prior to the respective regional conference to conduct business and conference preparation.
 - c. Regional Business
 - i. NCC Business Meeting - NCC meetings for regional business shall be held throughout the RLC and RBC at the discretion of the Regional Director.
 - ii. NRHH Business Meeting - NRHH meetings for regional business shall be held throughout the RLC and RBC at the discretion of the ADNRHH.
 - iii. President Business Meeting - President meetings for regional business shall be held throughout the RLC and RBC at the discretion of the CORD.

Section 4. Conference Education

1. MACURH-U at the Regional Leadership Conference
 - a. MACURH-U is a series of educational sessions at the RLC used to train institutional representatives and any delegates who may attend on the inner

workings of the region and the positions on the regional and NACURH level.

- b. More information can be found within Title 10. Leadership and Training
2. Regional Leadership Conference Educational Sessions
 - a. Each institution attending the RLC shall submit either one (1) active educational session or three (3) passive educational resources for every three (3) delegates they plan to bring. Delegate count shall include boardroom representatives, but will exclude advisors.
 - b. In the event an institution does not meet this requirement, the school will be ineligible for all educational session awards at the RLC.
 - c. Recognition as a Top Ten Educational Sessions is provided to those educational presentations that have demonstrated a unique presentation as well as received a high rating from conference attendees.
 - d. Eligibility for Top Ten Educational Sessions are reserved for students who present educational sessions. Advisors and professionals are not eligible to receive Top Ten Educational Sessions.
 - e. In the case where an educational session is co-presented by a student and advisor, that educational session is eligible for Top Ten Educational Sessions recognition.
 3. Passive Educational Sessions at the Regional Leadership Conference
 - a. Passive educational sessions are a way to showcase programs that have a meaningful impact and that educate or inform residents about certain topics. These educational sessions are often found on bulletin boards in residence halls with an interactive or non interactive component.
 - b. The CORD shall be responsible to work with the RLC Educational Sessions Chair to coordinate passive educational sessions.
 - c. Passive educational sessions are to be submitted through forms that indicate an individual's intent to bring their passive educational session to the RLC.
 - d. Passive Educational Sessions Requirements
 - i. Passive educational sessions are to be done on an area not exceeding a standard tri-fold board (36" x 48") to have the full effects of the lesson that is to be learned from the board.
 - ii. Boards shall be brought to and from the RLC by the submitting institution.
 - e. The Top Three Passive Educational Sessions
 - i. Delegate(s) from each institution attending the conference will evaluate each board to recognize and give feedback on the board.

- ii. To be eligible for the Top Three Passive Educational Sessions, the educational session must be done by a student.
- iii. At closing ceremonies, the Top Three Passive Educational Sessions will be recognized by the hosting institution for the RLC.

Section 5. Regional Leadership Conference Spirit

1. At each RLC, the conference staff will select two member schools to receive a spirit award for participation and spirit during that conference.
2. One award shall go to a large school and the other to a small school:
 - a. A large school is defined as a school with 2000 or more residents living on campus.
 - b. A small school is defined as a school with less than 2000 residents living on campus.

Section 6. Corporate Partners

1. Definitions
 - a. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a corporate partner. All other companies providing services and/or funding shall be referred to as “conference sponsors.” Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase “corporate partner” nor claim the endorsement of NACURH, Inc.
2. Reserved Educational Session Time Slots
 - a. One educational session time slot will be reserved for each corporate partner scheduled in separate educational sessions.

Article II. Conferences Bids

Section 1. Conference Bid Procedure

1. The RLC host site and RBC host site shall be selected after a review of written bids showing all conference accommodations and an agreement from the institution’s administration indicating support of the proposal. Written bids must include a signed copy of the Regional Host Acknowledgment Form, obtained from the NACURH Conference Resource Consultant (CRC).
2. Schools interested in bidding for a regional conference should contact the Regional Director no later than forty-five (45) days before the upcoming regional conference.
3. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
4. Letters of intent should be sent to the RBD within the designated time period set by the RBD.

5. Selection for all regional conferences shall require a written bid, an oral presentation, and a question and answer session.
6. Institutions bidding to host a conference at a RLC must be affiliated with NACURH by October 1st.
 - a. If the October 1st deadline is unable to be met, institutions must communicate with the Regional Director and will have until the deadline of initial bid submissions to affiliate.

Section 2. Preliminary Bids for Regional Conferences

1. Institutions bidding for the RLC or RBC shall have the opportunity to submit a preliminary version of their conference bid to the RBD for the purpose of review and critique.
 - a. Preliminary bid submission shall be an optional service provided, rather than a requirement for conference bid submission.
2. Preliminary bids shall be due from all institutions who wish to participate following the same deadline as letters of intent for the respective conference, or at the discretion of the RBD.
3. The RBD shall be responsible for reviewing and providing feedback on all preliminary bids submitted.
4. The Regional Director, or their appointee, shall be responsible for sending all written feedback to those schools who submitted a preliminary bid within one (1) week of preliminary bid submission.
5. Feedback shall include, but is not limited to, information on all sections required for regional conference bids as well as suggestions for bid development and improvement.

Section 3. Conference Bid Requirements

1. All conference bids must be submitted to the Regional Director via email or other specified form of electronic communication in PDF format by the date set by the Regional Director.
2. All conference bids must be on a standard 8.5"x11" page layout, with a minimum of 12 point font size for all body text.
 - a. A page is defined as a side of print and includes letters of support, dividers, texts and charts, and appendices except where specifically stated otherwise.
 - b. A title page does not count towards the specified page limit and should include:
 - i. Conference being bid for
 - ii. Institution name
 - iii. Region
 - iv. Conference where the bid is taking place

3. All conference bids must contain page numbers on all pages counting towards the specified page limit.
 - a. RLC bids may not exceed sixty (60) pages. Of those sixty (60) pages, up to twenty (20) pages may be in appendices.
 - b. RBC bids may not exceed fifty (50) pages. Of those fifty (50) pages, up to twenty (20) pages may be in appendices.
4. No conference bid shall include links or references to material outside of the bid file, including web pages, embedded audio, animation, or video.
5. All content not created by the bidding school must be accompanied by the proper citation on a citation page at the end of the conference bid. The citation page does not count toward the specified page limit. The RBD will determine the proper citation method and will communicate the citation expectations to all regional members at the start of the bidding season.
6. All formatting, structure, content, 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. Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation.

Section 4. Written Bid Specifications

The following information must be included in all conference bids:

1. A brief introduction and overview of the school
 - a. includes things such as the institution’s RHA, NRHH Chapter, regional and NACURH activities, awards, and other involvement
2. A profile of the conference staff, including advisors
3. A conference timeline, including conference dates, an alternate conference date, registration deadline, late registration deadline, and educational session related deadlines
4. A conference schedule
5. A description of special events and keynote speakers
6. Information regarding conference delegation caps
7. A description of conference accommodations:
 - a. Sleeping rooms
 - b. Educational facilities
 - c. NCC, NRHH, and Presidents meeting rooms
 - d. Social gathering or hospitality rooms

- e. Dining and banquet facilities
 - f. Safety and security plans and/or staffing patterns
 - g. ADA accessibility information
 - h. Sustainability information
8. A conference financial planning form, obtained from the ADAF
 9. 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
 10. Additional letters of support
 11. A signed Regional Host Acknowledgement Form, obtained from the MACURH website or from the Regional Director
 12. A statement regarding the historical context of the proposed conference theme including responses to these provided questions.
 - a. Has this theme historically been used to refer to a group of people or a specific culture?
 - b. Does the theme directly relate to negative events in history relating to a group of people or a specific culture?
 - c. Based on your research for the above questions, how is your theme, overall, inclusive of all identities and cultural backgrounds?
 13. Appendices (which could include but are not limited to registration forms, educational session proposal forms, travel/shuttle information, maps of campus, or facilities being used)

Section 5. Waiver of the Written Bid

1. The written bid requirement may be waived by a two thirds (2/3) majority vote of the NCCs.

Section 6. Conference Bid Review

1. The Regional Director will oversee all conference bid review in coordination with the Regional Advisor and ADAF.
2. The three will work together to review all submitted conference bids for any policy related errors and will send any resulting feedback to the conference bid chair(s).
 - a. Bid review will take place after the official submission date set by the Regional Director.
 - b. Upon review, the Regional Director, ADAF, and Regional Advisor may solicit additional feedback on submitted conference bids from members of the RBD or L&D Committee at their discretion. These L&D Committee members must be individuals without a personal stake in the conference bid being reviewed.
3. Bid authors will be allowed a minimum of forty-eight (48) hours to make any policy related edits and resubmit their bid to the designated RBD member.

Section 7. Oral Presentation

1. Oral presentations for RLC bids may not exceed twenty-five (25) minutes with a twenty (20) minute question and answer session. Bid teams will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.
2. Oral presentations for RBD bids may not exceed twenty (20) minutes with a fifteen (15) minute question and answer session. Bid teams will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.
3. The question and answer session may be extended by a majority vote of the NCCs.

Section 8. RBD Participation

1. No current RBD members may serve as a part of any conference bid team or as a member of any conference staff. RBD members serving on a conference staff will be subject to removal from office.

Section 9. No Conference Host Site

1. In the event that there is no future host institution selected for the RLC or RBC at the respective conference, the following procedures shall occur:
 - a. If a RLC host institution is not selected during the normal bidding process, a second bid process will occur during the following RBC.
 - b. If a RBC host institution is not selected during the normal bid process, a second bid process will occur during the following NACURH Annual Conference.

Section 10. Online Selection of Conferences

1. Per title 11, Article 8, Section 2 of the NACURH Policy Book, if no RLC or RBC is selected after two in person bid sessions, the RBD may elect to enter an online conference selection process.
2. Should the RBD choose to pursue an online conference selection, the following processes shall be carried out:
 - a. The Regional Director, in coordination with the RBD, shall announce the conference bid selection process within two (2) weeks of the close of the respective RBC or NACURH Annual Conference.
 - i. All written bid specifications, including proof of institutional support, shall be required during an online conference host selection process.
 - ii. Using the appropriate online medium, the Regional Director shall facilitate an electronic business meeting for the purpose of selecting the respective conference host institution.
 - iii. During this electronic business meeting, all bidding institutions shall be allowed time for a presentation and question & answer session. The times for this shall be determined based on the respective in person conference host selection policies at the discretion of the Regional Director.
 - iv. The question & answer sessions shall be followed by a period of discussion with all present voting representatives.
 - v. After discussion, the conference host institution must be selected by a majority vote of the NCCs or regional voting representatives present.
 1. All electronic voting shall be conducted following the process outlined in Title I, Article III, Section 3 of the MACURH Policy

Book.

3. In the event that there is no future host institution selected for the RLC or RBC following a third conference bid process, the RBD shall reserve the right to appoint a willing and qualified institution to host the respective regional conference. Any appointment made by the RBD must be confirmed by a majority vote of the regional voting representatives.

Article III. Conference Registration Requirements

Section 1. Trading Spaces

1. No cross registration between institutions with the intention of increasing delegation size will be allowed.
2. Institutions who are determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, Conference Chair, and Conference Advisor to determine appropriate action, including possible expulsion from the conference.

Section 2. Non-conference Persons at a Regional Conference

1. Only officially registered conference delegates and officially invited conference guests will be allowed in attendance at all official functions of the conference.

Section 3. Liability of NACURH and Disclaimer Statement

1. Each individual attending a regional conference will be required to read and sign the disclaimer statement found in the appendices prior to being recognized as an officially registered delegate to the regional conference.
2. Changes to the disclaimer statement by a regional conference host school must be approved by the CRC prior to sending out in conference registration packets.

Section 4. Conference Drug and Alcohol Policy

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

Section 5. Conference Fair Housing Policy

1. Attendees with mobility impairments, physical impairments, and visual impairments

will 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 attendee to discuss the attendee's housing options.

Section 6. Public Relations Newsletter

1. The Conference Chairperson and their staff are responsible for creating and distributing four (4) informational, public relations newsletters.

Section 7. Gender Inclusive Housing Waivers

1. The Conference Chairperson and their staff are responsible for beginning the process of creating and distributing a Gender Inclusive Housing waiver specific to their conference in conjunction with their conference registration process.
 - a. The Conference Chairperson may contact the NACURH Chairperson to receive resources related to creating the form.

Section 8. Regional Conference Registration Deadlines

1. The regular registration period for regional conferences shall be publicly open for no less than four (4) weeks, but is encouraged to be open for as long as possible.
 - a. The regular registration period must close no later than fourteen (14) days prior to the conference start date. If possible, regular registration should close on the 21st day prior to the conference start date.
 - b. If a late registration period is utilized, it must close no later than seven (7) days prior to the conference start date. If possible, late registration should close on the fourteenth (14th) day prior to the conference start date.
2. Requirements for opening registration are in the NACURH Policy Book under Title 11 Article IX: NACURH Policies Governing Regional Conference Finances.

Section 9. Mandated Conference Housing

1. Each individual attending a MACURH regional conference will be required to stay in conference housing for the duration of the conference.
2. Individuals who are determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, Conference Chair, and Conference Advisor to determine appropriate action, including possible expulsion from the conference.

Article IV. Conference Finances

Section 1. Conference Fees

1. The conference chairperson shall be responsible for maintaining and monitoring the conference budget, or appointing a conference finance chair to do so.
2. A regional conference budget shall include projected costs in both American and Canadian dollars stating the conversion rate at the time of the budget publication.
3. All regional conference budgets shall include, but are not limited to, information on:

- a. Conference Add On Fees
- b. ADA Expenses
- c. Administrative Costs - phone, copies, postage, office supplies
- d. Awards
- e. Bank Fees
- f. Conference Booklets
- g. Dining/Food Costs
- h. Educational Session Costs (RLC only)
- i. Entertainment Costs (RLC only)
- j. Facilities Costs
- k. Hospitality Costs
- l. Housing Costs
- m. Insurance Costs
- n. Nametag Costs
- o. Philanthropy/Service Project Costs
- p. Safety Costs
- q. Socials Cost
- r. Speakers Cost
- s. Spirit Costs
- t. Transportation Costs
- u. T-shirt/Souvenir Costs
- v. Website Costs
- w. Volunteer Costs
- x. Conference Guest Expenses (RBD, NACURH Executive, NCO, Corporate Partners, NACURH Swaps, etc.)
- y. Conference Staff Expenses

Section 2. Conference Add On Fees

1. The add-on fees for the RLC and RBC shall be established upon consultation with the Director, ADAF, and Regional Advisor.
2. A RLC add-on fee per delegate shall be established, and shall be set between \$15.00 and \$30.00.
3. A RBC add-on fee per delegate shall be established, and shall be set between \$10.00 and \$25.00.
 - a. These add-on fees shall go directly into the MACURH bank account and are not to be utilized by the conference staff.
 - b. These conference fees shall be reviewed and adjusted, if necessary, at the discretion of the ADAF, in consultation with the Regional Director and Regional Advisor, in every affiliation year that ends in a five or a zero.

4. A RLC ADA add-on fee of \$5.00 per delegate shall be established. This fee shall go directly into the MACURH ADA Account, per MACURH policy.
5. A RBC technology add-on fee of \$3.00 per delegate shall be established. This fee shall go directly into the MACURH Technology Account, per MACURH policy.
6. All conference add-on fees shall be paid to MACURH by the conference host institution prior to the start of business on the first day of the respective conference.

Section 3. Conference Start Up Loans

1. Conference Start-Up Loans
 - a. At the request of the conference team, the ADAF may make a \$500.00 conference start-up loan to the host institution of the RLC and a \$250.00 start-up loan to the host institution of the RBC.

Section 4. Delegate Fees for Regional Conferences

1. All delegate fees and late registration fees will be established by the conference staff in consultation with the ADAF, Regional Director, and Regional Advisor sixty (60) days prior to the start of the conference or at the discretion of the ADAF.
2. Delegate fees shall be established at \$10.00 greater than the recommended amount for non-member schools.
3. Each year the RLC and RBC budgets shall include a line item to cover the MACURH portion of the Annual NACURH Guidebook fee.
 - a. The MACURH ADAF will be responsible for setting the required amount for each respective conference.
 - b. The RLC and RBC shall include their respective cost as a fixed cost in their conference budget to be paid to MACURH along with all other add-on fees prior to the opening of the conference.

Section 5. Alternate Delegate Policy

1. Conference hosts may provide the option for institutions to register alternate delegates during the conference registration period.
2. The registration for alternate delegates follows the same processes and guidelines as that for general delegates, but alternate delegates are not guaranteed admission to conference upon registration.
3. Institutions registering alternate delegates should be aware that potentially all alternate delegates will be accepted. Accepted delegates of the respective conference must be prepared to attend and pay in full.

Section 6. Compensated Conference Guests

1. A fixed line item shall be established in the RLC and RBC budgets to account for all registration and conference costs of MACURH compensated delegates.
2. All conference fees, including add on fees, shall be waived for the members of the RBD.

3. All conference fees, including add on fees, shall be waived for the official NACURH Executive Team representative in attendance at the respective conference.
4. All conference fees, including add on fees, shall be waived for up to two (2) official NCO representatives in attendance at the respective conference.
5. The Regional Director, in coordination with the ADAF, Regional Advisor, and Conference Chair, will be responsible for granting all conference fee waivers outlined above.

Section 7. Monitoring the Regional Conference Budget

1. The Conference Chairperson and Conference Advisor, in conjunction with the ADAF, Regional Director, Regional Advisor, and Conference Finance Chair will be responsible for monitoring the conference budget.
2. No monies shall be used by the conference staff for unapproved expenditures without consulting with the ADAF and Regional Advisor.
3. The conference staff must provide monthly conference budget updates to the ADAF, Regional Director and Regional Advisor starting sixty (60) days after being selected as the host institution.
4. The Conference Finance Chair must provide a delegation bracket budget to the ADAF, Regional Director, and Regional Advisor at least ninety (90) days prior to the conference. A delegation bracket budget will minimally include the break even point and the costs of the conference using fifty delegates above and below the break even point. Additional delegate attendance increments may be added at the discretion of the ADAF and Regional Director.
5. Any increase or decrease in the regional conference budget of \$250.00 or more must be reported to and approved by the ADAF, Regional Director, and Regional Advisor.

Section 8. Conference Deficit

1. In the event of a conference deficit, the host institution or host team shall pay the first \$500.00 of the conference deficit. The remainder of the deficit shall be divided equally between the hosting institution and the region.
2. In the case of inclement weather or other circumstances beyond the host institution's control, the conference deficit's funding may be negotiated with the final decision made by the NCCs and RBD.

Section 9. Conference Break Even Point

1. The break even point shall be used to set the registration cost for the conference.
2. The break even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by eighty (80%) percent.
3. Procedures for modifying this value can be found in the NACURH Policy Book under

Title 11. Conferences, Article IX. NACURH Policies Governing Regional Conference Finances.

Section 10. “One Bed One Body Policy”

1. In the event that a member institution with a “One Bed One Body” policy desires to attend a conference, that institution would be responsible for covering any additional fees related to additional housing spaces required.
 - a. Institutions for whom this policy applies to will be expected to pay the “advisor in a double” rate rather than the “delegate” rate in order to avoid a conference deficit.

Section 11. “No Pay - No Key Policy”

1. Regional conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission in the form of a NACURH promissory note has been granted.
 - a. Written promissory notes may be provided to institutions who have not paid their conference fees in full at the discretion of the Regional Director, Regional Advisor, and ADAF.
 - i. Further policies regarding the regulation of promissory notes can be found in the NACURH Policy Book under Title 11, Article IX, Section 3.

Section 12. Conference Excess

1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH following the NACURH policy on wrap up reports and conference excess.
 - a. The check must be sent by certified mail to the ADAF or Regional Advisor for deposit to the MACURH account.

Section 13. Conference Fee Refunds

1. Individual delegates who have registered but do not attend a respective conference may be eligible to request a refund of paid conference expenses.
2. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time.
3. All refund requests must be received within one (1) week of the close of conference by the Conference Chairperson, Regional Director, ADAF, and Regional Advisor. Requests will be accepted or denied within one (1) week of establishing the final conference excess.
4. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of the individual’s variable conference expenses.

Article V. Conferences Reports

Section 1. Conference Wrap Up Report Policies & Timeline

1. The final conference wrap-up report is due to the Regional Director, ADAF, and Regional Advisor within sixty (60) days of the close of the respective regional conference. Pending approval, the report should be distributed by the Regional Director in the following manner: NCO, NACURH CRC, NACURH NAA, and the incoming conference staff.
2. When the final report of the conference is submitted as stated above, the Regional Director, ADAF, and Regional Advisor shall have fourteen (14) days from the day of receipt to accept or decline the document. If one or more of the aforementioned people declines the document, a written account of points of clarification shall be submitted to the said conference staff. The conference team will then have fourteen (14) days to complete the corrections or add the requested/clarified points of information.
3. If the conference team does not submit the report within the aforementioned time allotment, the institution shall have their good standing suspended with NACURH until a final report is submitted according to policy.
4. If the document is declined after the deadline and the conference chair has not demonstrated a good faith effort to submit corrections and clarification, the school shall have their good standing suspended as well until a final report is submitted that is deemed acceptable.
5. If the RLC or RBC team submits a final report within sixty (60) days of the close of conference to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, MACURH will pay for the host institution's affiliation dues for the next affiliation year.
 - a. If the hosting institution acquires a conference deficit, they will not be awarded the affiliation scholarship.
1. The MACURH operating budget shall carry a line item for final report awards for the two host institutions of regional conferences.

Section 2. Conference Wrap Up Financial Procedures

1. The completed financial section of the wrap-up report, including a written report outlined below is due to designated recipients following the NACURH Policy on wrap up report deadlines.
2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD.
 - a. Any outstanding invoices or unpaid bills in the conference team's possession at the time of submitting the wrap-up report shall be simultaneously forwarded to

the ADAF with the following documentation:

- 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 conference team shall forward the document to the ADAF within five (5) business days.
 - b. The entire amount of the regional conference excess shall be given to MACURH.
 - i. The host institution will be responsible for paying the bill.
 - ii. MACURH will reimburse the host institution upon proof of payment of the unpaid bill.
 - c. The total amount of unpaid bills shall be removed from the conference excess prior to the disbursement by policy into the MACURH operating budget.
 - i. The sum of the unpaid bills shall be allocated to the unpaid bills sub-line item.
 - ii. The amount shall stay in the MACURH operating budget for the remainder of the fiscal year, plus one additional fiscal year.
 - iii. Upon the expiration of the timeline above, any money remaining in the Unpaid Bills sub-line item shall be moved to the MACURH Contingency Fund, at which point the unpaid bill is fully on the responsibility of the host school.
 - iv. In the event that the regional conference excess does not cover the entire cost of the bill, or a regional conference deficit is incurred. The regional conference host shall pay the entirety of the invoice, and the ADAF shall follow Regional Conference Deficit policy, reimbursing the regional conference host for MACURH's portion of the deficit.
 - d. Failure to comply with the above policies will result in the full assumption of responsibility for payment 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 region until the wrap-up report is complete.

Section 3. Conference Wrap Up Report

1. A final report of the regional conference will be written and published by the regional conference team no later than sixty (60) days following the end of the conference. The final conference report should contain the following information in order:
 - a. Introductory letter of the report by the chairperson(s)
 - b. Table of contents, with page numbers
 - c. Conference schedule

- d. Total number of delegates in attendance, further broken down by number of delegates per school
- e. List of all RBD and NACURH guests in attendance, including individual names, position(s) held, and their host institution
- f. List of all elected and/or appointed regional officers, including individual names, position(s) held, and their host school
- g. Awards presented
- h. Financial statement, including list of actual income, list of sponsorships received, list of expenses, final balance, documentation of the income subtracted from expenses with explanation on whether we have an excess/deficit, all in actual dollar amounts and final budget
- i. Conference chairperson's report, including an overview of each committee or chair, the channel of authority, staff policies, etc.
- j. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities
- k. Conference Staff/Advisors responsibilities, with the following format
 - i. General statement of chair responsibilities
 - ii. Description of chair/advisor activities
 - 1. Number of people on the committee or in the position
 - 2. Timeline of activities, month by month, as accomplished
 - 3. Problems with timeline
 - 4. Communication problems that hindered the chair's purpose
 - 5. An outline of successful procedures in organizing the committee and the activity.
 - iii. Description of conference responsibilities
 - 1. What happened at the conference
 - 2. What activities the chair planned that occurred
 - 3. A listing of critical reminders for future planners.
 - iv. Recommendations for the future
 - 1. Suggested solutions to timeline problems
 - 2. Suggested solutions to conference responsibility problems
 - 3. Evaluation of one's own participation level, with suggestions for better time utilization
 - 4. Ideas considered but not utilized
- l. Appendices
 - i. Forms or form letters used

- ii. Any publication created by the conference staff (including newsletters, memorandums, etc.)
 - iii. A summary of all assessment data and suggestions for the future based on common themes of relevant data
 - iv. A blank conference evaluation and final conference evaluation results tabulated
- 2. The wrap-up report should be distributed by the conference staff in the following manner: one copy to the Regional Director, ADAF, and Regional Advisor. These reports should be sent via email as a PDF document to the above mentioned people.
 - a. The Regional Director shall be responsible for sending the conference wrap-up report to the NACURH CRC, NACURH Associate for Administration, and the NCO upon approval.

TITLE 3

FINANCES

Article I

Regional Finances and Accounting

Article II

Budgeting of Finances

Article III

Spending Policies

Article IV

Scholarships and Grants

Article V

Regional Philanthropy

Article I. Regional Finances and Accounting

Section 1. Financial Accountability

1. The ADAF, Regional Director, and Regional Advisor shall serve as the authorized signers on the MACURH financial accounts.
2. A completed Financial Expenditure Form or Financial Deposit Form must accompany any check signed or deposit made. Appropriate entries must be made into the Xero Software, checkbook ledger, and regional budget. Any check deposited into NACURH's financial institution must be photocopied for recordkeeping purposes. All expenses and deposits must be documented with the appropriate paperwork in the financial transaction binder, which the ADAF is responsible for maintaining.

Section 2. Accounting Policies

1. Fiscal Year - The MACURH fiscal year shall be defined as April 1 to March 31.
2. 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 three (3) and not more than four (4) signatures; the ADAF, the Regional Director, and the Regional Advisor.

Article II. Budgeting of Finances

Section 1. Preparation of the Regional Budget

1. The ADAF shall present the next year's fiscal budget to the NCCs at the RBC excluding the conference excess.
2. The next year's fiscal budget will be made available to the regional representatives seven (7) days prior to the first day of the RBC. Regional representatives will be notified when the budget has been made available for viewing.
3. In the event that a conference excess exists, it shall be considered property of MACURH and turned over to the ADAF to be deposited into the MACURH checking account.
 - a. If the conference excess is greater than or equal to \$400.00 in value, the excess shall be divided as the following:
 - i. 20% shall be placed in the MACURH contingency fund
 - ii. 30% shall remain in the MACURH checking account as a general revenue line item
 - iii. 25% shall be placed in the MACURH scholarship fund to be allocated

- towards regional scholarships and grants
- iv. 25% shall be given to the host site of the next respective regional conference in the form of a grant to be used as a sponsorship to lower delegate costs.
- b. If the conference excess is less than \$400.00 in value, the excess shall remain solely in the MACURH checking account as a general revenue line item.

Section 2. Transfer of Funds Between Line Items

1. Funds within the regional budget shall be 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 semester. Any other change in allocation by line item can only be authorized by a majority vote of the NCCs.

Section 3. Voting Requirements for Allocating Regional Funds

1. A two thirds (2/3) majority vote by the NCCs shall be required for the passage of the regional budget.
2. A two thirds (2/3) majority vote by the NCCs shall be required for the approval of all monetary legislation or policy changes.

Section 4. End of the Fiscal Year

1. The ADAF shall present a line item account of the past fiscal year's finances, showing income by dues, conference excesses, and other income while accounting for funding spent and transferred by line item.
2. Any funds that remain in the regional budget at the end of the fiscal year shall revert back to the region as carry-over.

Article III. Spending Policies

Section 1. Regional Spending Limits

1. Regional Spending Limits
 - a. The MACURH Region, when spending regional funds above and beyond their respective budgeted line items, shall adhere to the following:
 - i. \$0.00 - \$100.00 - spending at the ADAF or Regional Director's discretion
 - ii. \$100.01 - \$250.00 - spending at the ADAF or Regional Director's discretion with Advisor approval
 - iii. \$250.01 or more - spending at the approval of the NCCs

Section 2. Regional Spending

1. All purchases made using MACURH regional funds must adhere to the policies stated in the MACURH Governing Documents and must benefit the MACURH Region and member schools.

2. Only members of the Regional Board of Directors are allowed to place orders on behalf of the MACURH region.
3. Before any orders are placed for items on behalf of MACURH, the order must have written permission from two out of three of the following RBD members: Regional Director, ADAF, and Regional Advisor.
4. The members of the RBD are required to give permission statements for purchases which are defined as follows:
 - a. Purchases valuing \$0.00 - \$100.00 shall require a written permission statement from the Regional Director or ADAF.
 - b. Purchases valuing \$100.01 - \$250.00 shall require a written permission statement from the Regional Director, ADAF, and Regional Advisor.
 - c. Purchases valuing \$250.01 or more shall require the approval of the regional NCCs.
 - i. NCC approval must be reflected in boardroom minutes, which shall count as a written permission statement.
 - d. In the case of purchasing NACURH Spirit Pack items only, the guidelines listed above shall be replaced by the following requirement:
 - i. Funds used for purchasing items for regional spirit packs must have written permission statements by the Regional Director, ADAF, and Regional Advisor before spirit pack items are purchased.
 - e. Use of MACURH funds for reimbursement purposes, such as but not limited to, travel, registration fees, affiliation fees, program grants, and scholarships shall require a written permission statement from a combination of two out of three of the following members: ADAF, Regional Director, and Regional Advisor.
5. Written permission should include the following information and must be in electronic form:
 - a. Description of the items desired.
 - b. Number of items to be purchased.
 - c. Total amounts of money approved for the individual order or purchase.
 - d. A clear statement of permission, agreeing with the purchasing of desired items.
 - e. The name(s) and position titles of the RBD members granting permission.
6. Written permission statements should be kept by the ADAF for as long as vouchers, transaction forms, and bank statement relating to the purchased items are retained.
7. Written permission statements should be presented at least twenty-four (24) hours before the spending of funds is permitted, including but not limited to:
 - a. Distribution of checks

- b. Use of credit cards
 - c. Use of online payment plans
8. Written permission statements shall not replace the required transaction forms.
 9. It is the ADAF's responsibility to collect all necessary permission statements before MACURH funds are used for items or orders are placed in MACURH's name.
 10. 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 MACURH.
 - c. Immediate removal from regional level positions.

Section 3. Travel Spending Policies

1. Any trip taken by a member of the RBD must be specifically authorized by the RBD in the regional budget.
 - a. The ADAF, in consultation with the Regional Director and Regional Advisor, will be charged with the task of overseeing that travel funds are used wisely for regional meetings.
2. Arrangements for travel to, from, and during regional meetings shall be made by the individual RBD member in consultation with the ADAF to be the most cost effective for the region. The ADAF will determine, in consultation with the Regional Director and Regional Advisor, what is the most cost effective purchase for the region.
3. The following are the only reimbursement options for RBD travel:
 - a. The region will pay for the expenses incurred to the RBD member for all personal vehicular travel by means of gas reimbursement. Upon receiving receipts, the paying RBD member will be reimbursed for the cost of gas to travel to the meeting site, multiplied by two to cover the trip back to their original place of departure.
 - b. All flight, train, and bus tickets financed by NACURH or its affiliates must be booked at least twenty-eight (28) days prior to the departure, except in extreme circumstances. Failure to adhere to this policy is grounds for denial of reimbursement as determined by the Regional Director, Regional Advisor, and ADAF.
 - c. The region will pay for a rental vehicle for RBD members wishing to take the financial responsibility upon them for any damage done to the vehicle during the rental period. MACURH will not reimburse for vehicle insurance. Only the cost of rental fees and gas will be at the owner's rate.
 - d. In situations where travel arrangements to and from RBD retreats may be unsafe, the RBD should consider holding an e-retreat rather than meeting in

person.

- i. This policy only applies for regional pre-conference retreats and not to the annual conferences.
- ii. The host institution will not be held responsible for any liability of the RBD, resulting in their travel to a MACURH business meeting. This also includes but is not limited to inclement weather.

Section 4. NACURH Annual Conference Spending Policies

1. Semi-Annual Business Meeting
 - a. NACURH shall pay for the registration fees for the Semi-Annual Business Meeting for the Regional Director, ADAF, and ADNRRH, or substitutes.
 - b. MACURH shall pay for the travel costs for the Regional Director, ADAF, and ADNRRH, or substitutes for the Semi-Annual Business Meeting.
2. NACURH Conference Registration
 - a. Pre-Conference Meeting
 - i. NACURH shall pay the registration fees for the NACURH Pre-Conference Annual Board meeting for the Regional Director, ADAF, and ADNRRH.
 - ii. MACURH shall pay the registration fees for the NACURH Pre-Conference for the COs, Conference Chairs, and Regional Advisors.
 - b. NACURH Annual Conference
 - i. NACURH shall pay the registration fees for the NACURH Annual Conference for the Regional Director, ADAF, and ADNRRH.
 - ii. MACURH shall pay for the registration fees for the NACURH Annual Conference for the COs, Conference Chairs, and Regional Advisors.
 - c. NACURH Annual Conference Travel
 - i. MACURH shall pay for travel costs for the NACURH Pre-Conference and the NACURH Annual Conference for all current RBD.

Section 5. Transaction Form

1. A transaction form must be filed for the expenditure of all funds with the ADAF with receipts attached to justify the amount of the expenditure whenever funds are used from the MACURH Regional Account.
2. A separate form must be filled out for each line item expenditure.
3. Failure to submit receipts to the ADAF will result in no reimbursement in any instance.

Section 6. MACURH Technology Savings Fund

1. Purpose
 - a. The Technology Savings Fund is intended to serve as a long-term investment of the region's funding to provide for purchases of major technology, such as

laptops and other technical resources.

2. Fund Management
 - a. An add-on fee of \$3.00 shall be added to the registration fees for the RBC to be placed into a MACURH savings account under the name “Technology Savings.”
 - b. Once the funds budgeted for Technology Savings meet or exceed \$12,000.00, the \$3.00 add-on fee will no longer be added to the conference budget.
3. Withdrawing Funds
 - a. Funds in the Technology Savings fund can be removed to be used on behalf of the region for purchases under the following guidelines:
 - i. The purchase must be for long-term use (three years or more) and be in an amount exceeding \$100.00.
 - ii. The purchase must be approved by a majority vote of the NCCs.

Section 7. MACURH ADA Compliance Account

1. Purpose
 - a. To allocate funds in respect to NACURH’s endeavor of being an inclusive corporation that respects individuals of all abilities.
2. Fund Management
 - a. An add-on fee of \$5.00 shall be added to the registration fees for the RLC to be placed into a MACURH savings account under the name “ADA Compliance.”
 - b. If the total funds in the ADA Compliance savings account are less than \$3,000.00, 25% of any conference excess will be applied to the account along with the \$5.00 RLC add-on fee until the fund surpasses \$3,000.00.
 - c. Once the ADA compliance fund exceeds \$3,000.00, just the \$5.00 RLC add-on fee shall be added to the ADA compliance account.
 - d. Once the funds budgeted for ADA compliance meet or exceed \$12,000.00, the \$5.00 RLC add-on fee will no longer be added to the conference budget. However, if the compliance account falls below \$6,000.00, the \$5.00 RLC add-on fee will be reinstated until the ADA account regains its \$12,000.00 status.
3. Withdrawing Funds
 - a. All money placed in the ADA compliance fund can be removed for the purpose of conference services purchased under the following guidelines:
 - i. The conference staff shall make a good-faith effort to be responsible for ensuring finances are spent in the most fiscally responsible manner.
 - ii. Amplified sound is required in conference business and mass gathering spaces, and relevant costs to obtain microphones, speakers, and other materials may be covered by the ADA Compliance Fund if they are not

already available at the host institution for usage.

- iii. A request must be received by the Regional Director and ADAF within seventy-two (72) hours of the close of the conference registration.
- iv. The request must be accompanied with the appropriate documentation of expenses.
- v. The fee must be approved at the discretion of the Regional Director and ADAF in consultation with the Regional Advisor.
- vi. Requests will be approved on the basis of the Americans with Disabilities Act or national law equivalent.

Section 8. Scholarship & Grants Fund

1. Purpose
 - a. To provide additional funding opportunities to members of the region who will benefit from the additional funds.
2. Fund Management
 - a. 25% of the conference excess will be placed into a MACURH savings account under the name "Scholarship & Grants."
 - b. Once the funds budgeted for Scholarship & Grants meets or exceeds \$750.00, a scholarship or grant shall be created in order to benefit members of the region.
3. Withdrawing Funds
 - a. Funds in the Scholarship & Grants Savings fund can be removed to be used on behalf of the region for purchases under the following guidelines:
 - i. The scholarship/grant must be for use on positively impacting members of the region and be in an amount exceeding \$100.00, but below \$500.00.
 - ii. The scholarship/grant must be approved by a majority vote of the NCCs.
 - iii. The scholarship/grant will be solicited by the ADAF in conjunction with the Regional Director and Regional Advisor.
 - iv. The scholarship/grant will be selected by a task force made-up of the ADAF, Regional Advisor, an additional RBD member, and at least two individuals from within the region.
 - v. Scholarship/Grant examples include but are not limited to:
 1. NACURH Annual Conference Grant
 2. Regional Business Conference Grant
 3. UMR-ACUHO Registration Grant
 4. First-Generation Grant

Section 9. NACURH Contingency Fund

1. Utilizing NACURH Allocated Funds
 - a. The following guidelines shall be utilized regarding all funds that NACURH has placed in the contingency account on the region's behalf.
 - i. The Regional Director must write a letter to the NACURH Advisor requesting the funds from the NACURH Portion of the account. This letter must be co- signed by the Regional Advisor.
 - ii. A majority vote of the NCCs in the region must approve the request in advance of the letter being sent to the NACURH Advisor.
 - iii. The NBD must approve the request before the NACURH portion of the regional contingency monies can be allocated, or in the case of an emergency, the NACURH Executive Committee can approve the request, with a confirmation "after the fact" vote of the NBD at the following meeting.
2. Withdrawing Regionally Allocated Funds
 - a. The following guidelines shall be utilized regarding all funds that the MACURH region has placed in the contingency account on its own behalf.
 - i. The NACURH Advisor is authorized to allocate any requested funds to the region after receiving a letter from the Regional Director and Regional Advisor.
 - ii. A majority vote of the NCCs in the region is required to approve the request in advance of the letter being sent to the NACURH Advisor.
 - b. Contingency Fund Spending Guidelines
 - i. At no time are contingency funds to be used for nonessentials.
 - ii. Any use of contingency funds could be approved by the NACURH Executive Committee in an emergency situation that requires immediate funding with confirmation by the NBD at the following meeting. Discretion is left to the NACURH Executive Committee as to the real urgency of the needed funds.

Article IV. Scholarships and Grants

Section 1. Regional Leadership Conference Delegation Grant

1. The RLC Delegation Grant shall exist to provide opportunities for MACURH member institutions to attend the RLC. Recipient(s) of the RLC Delegation Grant attend an affiliated institution in good standing with MACURH and NACURH.
2. At the discretion of the ADAF, in coordination with the Regional Director and RLC Chair, if there exists an acceptable amount of money, a fixed line item shall be included in the

RLC budget as a part of the “Registration Tab” to account for the RLC Delegation Grant.

- a. The line item quantity shall be determined by the ADAF and Conference Finance Chair based on predictions of the registration fee.
3. All money budgeted for the RLC Delegation Grant shall be awarded to recipient(s) in the form of a credit reflected on the institution’s conference invoice.
 - a. If the grant does not cover the recipient’s full cost, it will be expected the recipient or recipient’s institution pay the remaining amount of the registration cost.
4. Promotion of and applications for the RLC Delegate Grant shall be made available to the region by the ADAF at the beginning of each affiliation year.
5. The deadline for all RLC Delegate Grant applications shall be set at the discretion of the ADAF in coordination with the RBD and shall be due, at a minimum, thirty (30) days prior to the RLC.
6. Upon submission of a RLC Delegate Grant application, a selection task force shall be assembled based on the following guidelines:
 - a. The RLC Delegate Grant Selection Task Force shall be facilitated by the ADAF and shall include, at a minimum, the Regional Director, Regional Advisor, and two regional representatives.
 - b. The selection task force shall convene at least once to discuss all submitted RLC Delegate Grant applications based on the following criteria:
 - i. A demonstrated financial need to help subsidize the individuals cost to attend the conference. This should include a budget and plan for what changes will be made in the event the recipient is not awarded a grant.
 - ii. A desire to make an impact on the individuals campus.
 - iii. A desire to impact the conference through attending or presenting educational sessions, and participation in conference spirit and philanthropy.
 - c. All RLC Delegate Grant recipients must be selected by a majority vote of the selection task force members.
 - d. The ADAF, or their appointee, shall be responsible for contacting grant recipients to inform them of their selection status and the steps necessary to receive any awarded funds.
 - i. The ADAF will include the recipient(s) and their respective NCC and advisor on communication regarding grant allocation.
 - ii. The ADAF will communicate all recipient(s) of the grant to the RLC Chair.
 - e. Grant amounts and number of recipients will be determined by the selection

task force based upon the merit of applicant responses related to the selection criteria.

7. Within three (3) weeks of the close of the RLC, the recipient(s) of the grant shall complete a two to three (2 - 3) page wrap up report discussing their experiences at conference and reflecting on what they learned as a conference delegate. The wrap up report should be submitted to the ADAF, Regional Director, and Regional Advisor.
 - a. The ADAF will follow up with the recipient(s) and their respective NCC and advisor within one week after the close of the respective leadership conference to check in on the wrap up report progress.
 - b. In the event a recipient fails to complete their wrap up report within three (3) weeks of the close of the respective leadership conference, their institution shall be denied any further opportunities to apply for regional grant funding or reimbursements for the remainder of the affiliation year.

Section 2. MACURH Programming Grant

1. Based on the judgment of the ADAF, if there exists an acceptable amount of money, a line item for the MACURH Programming Grant shall be included in the budget that is submitted for approval at the RBC. The final amount of the grant shall be at the discretion of the ADAF and the CORD, as amended and/or approved by the NCCs.
2. Only schools who are affiliated with NACURH will be eligible to apply for the MACURH Programming Grant.
3. The MACURH Programming Grant shall be used on a one time basis for a program that the school would not otherwise be able to fund on their own. The money awarded from the grant shall be used for program resources such as food, decoration, prizes, room rental, etc.
4. The amount of the Grant shall be announced at the MACURH business meeting at the NACURH Annual Conference. The applications for this grant shall be made available on the MACURH website throughout the entire year.
5. Applications shall be returned to the CORD. The application must be accompanied by the most current budget of the organization requesting funds.
 - a. Upon submission of a Programming Grant application or applications, a selection task force shall be assembled by the CORD to select all grant recipients.
 - i. The Programming Grant selection task force shall include, at a minimum, the CORD, ADAF, and three (3) regional representatives.
 - ii. The selection task force shall convene at least once to discuss all submitted grant applications based on the following criteria.
 1. Resources available to the institution's Residence Hall

Association.

2. A demonstrated need to help subsidize programming, including a budget and a plan for what changes will be made in the event that a Programming Grant is not awarded.
 3. A genuine desire to make an impact on the institution's campus through programming.
- iii. All Programming Grant recipients must be selected by a majority vote of the selection task force members.
 - iv. The CORD, or their appointee, shall be responsible for contacting any selected Programming Grant recipient to inform them of their selection status and the steps necessary to receive reimbursements for any awarded funds.
- b. The Programming Grant can be awarded as many times to institutions who have applied as there is money budgeted.
6. In the event that there is not enough interest to form a selection task force, the RBD shall meet and discuss the applications and award the Programming Grant to institutions who have applied as they see fit.
 7. Within three (3) weeks of the program's completion, the institution that receives the grant must complete a wrap up report following the guidelines provided at the discretion of the CORD. The institution that receives the grant will also be responsible for sending any receipts for the purchase of items used for the program to the ADAF and CORD electronically so that the ADAF can reimburse the institution for the amount granted.
 8. No institution will receive any reimbursement for the Programming Grant until they have submitted their wrap-up report to the CORD for approval. Any institution who fails to complete their wrap up report within three (3) weeks of the completion of their program shall be denied any further programming grant funding or reimbursement.

Section 3. Use of Scholarships & Grants Fund

1. Per Title 3, Article 3, Section 8 of the policy book, if the amount in the Scholarships & Grants Fund meets or exceeds \$750.00, a scholarship or grant shall be created in order to benefit members of the region.
 - a. If the fund amount has at least \$750.00, a line item for additional Scholarships and Grants shall be included in the budget that is submitted for approval at the RBC. The final amount of the scholarships and grants shall be at the discretion of the ADAF as amended and/or approved by the NCCs.
 - i. MACURH Textbook Scholarship
 1. The purpose of the MACURH Textbook Scholarship is to assist

students within the region who demonstrate leadership within the residence halls, yet may face financial limitations that prevent them from affording necessary textbooks for their classes.

2. The deadline for submission of the MACURH Textbook Scholarship shall be set at the discretion of the Regional Director in coordination with the RBD and shall be due at least 30 days prior to the next RLC.
 3. Once the application closes, the Regional Director and the Advocacy Committee will convene at least once to discuss all submitted applications and decide upon the recipient(s) based on the following:
 - a. Financial Need
 - b. Dedication to Academics
 - c. Exhibiting a “Student-First” Mentality
 - d. Campus & Regional Involvement
 4. All recipient(s) of the scholarship must be selected by a majority vote of the Advocacy Committee members.
 5. The ADAF shall be responsible for contacting any selected recipient(s) to inform them of their selection status and the steps necessary to receive any awarded funds.
 - a. Recipients must submit their syllabi and receipts to the ADAF no later than thirty (30) days after the start of the next semester.
- ii. Regional Leadership Conference Educational Session Materials Grant
1. The purpose of the RLC Conference Educational Session Materials Grant is to help individuals who are presenting educational sessions at the RLC subsidize some of the cost of purchasing necessary materials to present their educational session.
 2. The deadline for submission of the RLC Educational Session Materials Grant shall be set at the discretion of the ADAF in coordination with the RBD and shall be due at least 30 days prior to the next RLC.
 3. Once the application closes, a selection task force shall be formed and facilitated by the ADAF. The task force shall include, at a minimum, the ADAF, two regional representatives, and one

additional RBD member with recommendation that the CORD be included in the selection process.

- a. If the RLC Educational Session Materials Grant is applied for, then the RLC Delegate Grant Selection Task Force will also facilitate the selection of recipient(s) of the RLC Educational Session Materials Grant.
4. The selection task force shall convene at least once to discuss all submitted RLC Educational Session Materials Grant applications based on the following:
 - a. A demonstrated need to help subsidize the cost of materials for presenting an educational session at conference.
 - b. A desire to make an impact at conference through presenting an educational session.
 - c. An explanation of what their educational program will focus on.
 5. All RLC Educational Session Materials Grant recipients must be selected by a majority vote of the selection task force members.
 6. The ADAF, or their appointee, shall be responsible for contacting any selected RLC Educational Session Materials Grant recipients to inform them of their selection status and the steps necessary to receive any awarded funds.
 - a. Recipients must submit their receipts to the ADAF no later than thirty (30) days after the close of the RLC.

Article V. Regional Philanthropy

Section 1. Selection

1. The Regional Philanthropy shall be selected by a majority vote of all regional voting representatives.
2. The Regional Philanthropy shall be discussed and voted on at the NACURH Annual Conference every affiliation year that ends in a five or a zero.

Section 2. Implementation

1. The ADAF shall be responsible for overseeing and providing information on the Regional Philanthropy, in coordination with the RBD.
2. Promotion
 - a. It shall be the responsibility of the ADAF to share information on the functions of the Regional Philanthropy, including, but not limited to information on

opportunities for member institutions to engage with the Philanthropy or make individual contributions.

- b. The Regional Philanthropy shall be promoted at all regional conferences as well as in all regional Quarterly publications.
 - c. Member institutions shall be encouraged to implement programming efforts supporting the Regional Philanthropy as an opportunity for increased regional Involvement.
3. Conferences
- a. In addition to promoting the selected Regional Philanthropy, conference staffs may choose to implement an additional service activity for their conference that could be related to or distinct from the selected Regional Philanthropy.
4. Donations
- a. The MACURH region shall make a financial contribution to the selected Regional Philanthropy every affiliation year following the processes outlined below.
 - b. Member institutions shall be able to make a financial contribution to the selected Regional Philanthropy on the region's behalf. Such contributions shall be reported to the ADAF.
 - c. The total amount of financial contributions made to the selected Regional Philanthropy shall be announced to the regional representatives at each NACURH Annual Conference.

Section 3. Regional Philanthropy Pins

1. A MACURH philanthropy pin shall be created annually to be sold at all regional conferences and events.
2. It is recommended that MACURH philanthropy pins be sold at a price higher than standard regional pins. A minimum of \$2.00 per pin sold shall be donated to the selected Regional Philanthropy on behalf of the MACURH region.

Section 4. Philanthropic Choice

1. The Regional Philanthropy theme shall be "Food Insecurity".
 - a. MACURH will endorse "Feeding America" as an organization to support.
 - i. "Feeding America" is not the regional philanthropy; however, member institutions may support it in addition to supporting their local organizations.

TITLE 4

POSITIONAL BIDS

Article I

Regional Board of Directors Bid Policy

Article II

Positional Bid Review

Article I. Regional Board of Directors Bid Policy

Section 1. Positional Bid Requirements

1. Selection for all MACURH regional officers requires a written bid, an oral presentation, and a question and answer session.
 - a. The time for the question and answer session can be extended by a majority vote of the NCCs, NRHH Representatives, or RHA Presidents.
2. Individuals bidding for an RBD position at a RLC must have their host institution affiliated with NACURH by October 1st.
 - a. If the October 1st deadline is unable to be met, institutions must communicate with the Regional Director and will have until the deadline of initial bid submissions to affiliate.

Section 2. Intents to Bid

1. Anyone choosing to bid for a RBD position must submit an intent to bid to the Regional Director thirty days prior to the bid submission deadline via email.
2. Bids will not be accepted from any individual who failed to submit an intent to bid prior to the specified deadline.
3. If no bid intents are submitted for a position by the set deadline, the Regional Director may call for a second round of intents, which would then be due fourteen (14) days prior to the bid submission deadline.

Section 3. Written Bid Specifications

1. All positional bids must be submitted to the Regional Director via email or other specified form of electronic communication in PDF format by the date set by the Regional Director.
2. All conference bids must be on a standard 8.5"x11" page layout, with a minimum of 12 point font size for all body text.
 - a. A page is defined as a side of print and includes letters of support, dividers, texts and charts, and appendices except where specifically stated otherwise.
 - b. A title page does not count towards the specified page limit and should include:
 - i. Bid position
 - ii. Name
 - iii. Institution name
 - iv. Region
 - v. Conference where the bid is taking place
 - c. All positional bids must contain page numbers on all pages counting towards the specified page limit. All page limits for RBD positions are listed below. The bids may have fewer pages than the maximum page limit listed.
3. All positional bids must include the host acknowledgement form which can be found at

the back of the policy book or on the MACURH website. This form will not count toward the specified page limit.

4. All positional bids must contain proof of institutional support in the form of a letter of support written by the campus equivalent of the Assistant Director of Housing or higher. The letter must state whether or not the institution has a policy regarding academic standing and involvement in extracurricular activities and if such a policy exists, the letter must state whether or not the candidate is in compliance with the policy.
5. All positional bids must include a letter of support from a professional level advisor or residence hall staff member.
6. Current members of NACURH Leadership may not author letters of support for candidates bidding for RBD member positions or NACURH Executive positions.
 - a. NACURH Leadership advisors may author letters of support for candidates bidding for RBD member positions or NACURH Executive positions if they have served in a direct advising capacity to the bidding candidate.
7. No positional bid shall include links or references to outside material outside of the bid file, including web pages, embedded audio, animation, or video
8. All content not created by the bidding individual must be accompanied by the proper citation on a citation page at the end of the positional bid. The citation page does not count toward the specified page limit. The RBD will determine the proper citation method and will communicate the citation expectations to all regional members at the start of the bidding season.
 - a. Copyrighted material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image or material be cited.
9. All formatting, structure, content, and theme of a bid are expected to be original work, and not plagiarized.
 - a. Plagiarism can 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. Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation.

Section 4. Limits per Regional Board Position

1. Individuals bidding for the position of Regional Director are limited to a sixteen (16) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session. Individuals bidding for the position will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.
2. Individuals bidding for the position of ADAF are limited to a sixteen (16) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer

session. Individuals bidding for the position will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.

3. Individuals bidding for the position of ADNRHH are limited to a sixteen (16) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session. Individuals bidding for the position will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.
4. Individuals bidding for any Coordinating Officer position are limited to a twelve (12) page written bid, a five (5) minute oral presentation, and a five (5) minute question and answer session. Individuals bidding for the position will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.
5. Individuals bidding for the position of Regional Advisor or Regional NRHH Advisor are limited to a sixteen (16) page written bid, a ten (10) minute oral presentation, and a ten (10) minute question and answer session. Individuals bidding for the position will be allowed five (5) minutes of preparation time in the vacated presentation space prior to their oral presentation.

Article II. Positional Bid Review

Section 1. Bid Review

1. The COMP will oversee all positional bid review in coordination with the Regional Director and ADAF.
2. The three will work together to review all submitted positional bids for any policy related errors and will send any resulting feedback to the bidding individuals.
 - a. Any current RBD member who is bidding for a RBD position(s) may not participate in the review process for the respective RBD position(s).
 - b. Bid review will take place after the official submission date set by the Regional Director. Only bids with policy related errors will be returned for edits or updates.
 - c. Upon review, the Regional Director, ADAF, and COMP may solicit additional feedback on submitted positional bids from members of the L&D Committee at their discretion. These L&D Committee members must be individuals without a personal stake in the positional bid being reviewed.
3. Bid authors will be allowed a minimum of forty eight (48) hours to make any policy related edits and resubmit their bid to the designated RBD member.

TITLE 5

THE MACURH BRAND

Article I

The MACURH Standards

Article II

The Regional Brand

Article III

Regional Spirit

Article I. The MACURH Standards

Section 1. The MACURH Standards

MACURH shall be defined by a set of terms called the MACURH Standards. These terms shall be defined as follows.

1. Leadership - MACURH believes in the value of learning about our strengths and challenges, defining who we are as leaders, and using our strengths and challenges effectively to best serve others. We are constantly challenging ourselves to develop new leadership abilities.
2. Education - MACURH firmly values education, not only in the progression of your education, but in learning about diversity, inclusion, and leadership. This educational aspect is offered by preserving the culture and individualism of our members.
3. Growth - MACURH values growth by providing personal and professional opportunities to challenge one's self in a variety of ways.
4. Family - MACURH strives to create an environment where all are welcome and our members are an active part of the bigger picture. We are one family, we are MACURH.
5. Tradition - MACURH values where we have been and where we are going; we believe in respecting old traditions and helping your institution create new, meaningful practices.

Article II. The Regional Brand

Section 1. The MACURH Logo

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

Section 2. The MACURH Colors

1. The official colors of MACURH shall be:
 - a. MACURH Blue
 - i. RGB - (31)(64)(154)
 - ii. CMYK - (.80)(.58)(.00)(.40)
 - iii. Color HEX - #1F409A
 - iv. Web-safe Color HEX - #333399
 - b. White
 - i. RGB - (255)(255)(255)
 - ii. CMYK - (.00)(.00)(.00)(.00)
 - iii. Color HEX - #FFFFFF
 - iv. Web-safe Color HEX - #FFFFFF

Section 3. The MACURH Mascot

- a. The regional mascot shall be known as Molly "The Moo" Cow.

Section 4. The MACURH Fonts

1. The official fonts of MACURH shall be Cinzel, Lemonada, and Open Sans.
 - a. Cinzel should be used primarily as a header font and for titles and subtitles. Cinzel should not be used below size 16 point font and should only be used in bold.
 - b. Open Sans should be used as the official body font and be utilized in all official regional documents.
 - c. Lemonada Should be used only in small amounts as a supplementary font. Lemonada should not be used on official regional documents.

TITLE 6

REGIONAL TECHNOLOGY

Article I

Equipment

Article II

Technology Recycling

Article I. Equipment

Section 1. Laptop and USB Drives at Conferences

1. Regional laptops shall be utilized in boardrooms during conferences.
2. It is the responsibility of the participants in each boardroom to ensure that they have a laptop. The participants must contact their boardroom chairperson at least two (2) weeks prior to the conference if they cannot obtain a laptop. The chairperson will work with the RBD to provide an alternative for the participant.
3. The RBD will ensure that all boardroom agendas, bids, and legislation are available to representatives on the boardroom website at least seven (7) days prior to the first day of the respective conference.

Section 2. Regional Laptop Responsibility

1. For those positions that are provided with a laptop that is the property of the region, the Technology Liability Form must be on file with the ADAF. This form must be completed and delivered to the ADAF within 30 days of receiving the laptop.
2. In the event that excessive physical damage, or damage to the software from misuse, is done to the laptop, the person assigned to that laptop must reimburse the region for the cost of a replacement or must provide a replacement deemed suitable by the Regional Advisor.
3. If the person assigned to the regional laptop is not contactable, then the person's host institution may be held responsible for the reimbursement or replacement of the laptop.

Article II. Technology Recycling

Section 1. Regional Technology Recycling

1. Any and all damaged and/or outdated laptops and technology shall be recycled appropriately upon purchase and physical delivery of a new or replacement laptop or technology item.
2. Before any laptop is recycled, all MACURH related data must be backed up and transferred to another regional storage device such as the Regional Advisor technology item.
3. Before any laptop is recycled, the hard drive of the laptop must be securely erased completely.
4. If reimbursement is given for recycled technology, it shall be allocated to future purchases. The ADAF shall move the funds to the correct account and line item. If reimbursement is received in gift certificate form, it will be saved by the ADAF.
5. A minimum of one laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by any individual whose position requires them to hold a laptop. Each individual holding a position requiring a laptop will be

responsible for maintaining possession if deemed necessary until it is disposed of in accordance with this policy.

6. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
7. Technology items to be recycled must be disposed of within sixty (60) days of receiving the replacement technology item.
8. Laptops or other technology items to be recycled may not be utilized for personal gain or use.

TITLE 7

RISK MANAGEMENT

Article I

Definitions

Article II

Liability

Article III

Conferences

Article IV

Travel

Article V

Harassment and Hazing at MACURH Functions

Article I. Definitions

Section 1. Definitions

1. Risk management is defined as the identification, prioritization, minimization, and avoidance of possible risks involved. This policy is intended to assist MACURH in reducing the risk exposure of the region by taking actions designed to reduce the risk of acting in a negligent manner.
 - a. This policy is not a substitute for individual responsibility for any organizational members and should not be used as such.
2. Emergency shall be defined as any situation in which a person receives critical bodily wounds, or requires immediate attention, or is in imminent danger of any kind. Examples include: an automobile accident, emergency hospitalization due to illness, or comparable situation.

Article II. Liability

Section 1. Liability of NACURH and Delegate Disclaimer Statement

1. Each individual attending a MACURH related conference, business meeting, or retreat will be required to read and sign a NACURH disclaimer statement prior to being recognized as an officially registered delegate to any conference or MACURH related activity.
2. The disclaimer statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Conference Host School must be approved by the CRC prior to sending out registration packets.

Article III. Conferences

Section 1. Conference Times

1. All business meetings are suggested to end no later than midnight, but must end prior to 1:00 a.m.
2. All other conference events will end no later than 1:00 a.m.
3. No conference event, excluding breakfast, will begin prior to 8:00 a.m.

Section 2. Emergency Response Plan

1. Hosting institutions will be required to submit an emergency response plan, which includes a flowchart and senior level contact information, to the Regional Director and Regional Advisor prior to a regionally affiliated function. Examples may be obtained from the RBD.
2. The conference chair(s) will serve as the main contact for the RBD.
3. The conference advisor will serve as the main contact for the Regional Advisor.

4. The conference advisor(s) will send a final emergency response plan to the senior leadership of their department, the Regional Director, and the Regional Advisor the week prior to the conference.
5. Hosting institutions will collect delegation advisor contact information through registration and will verify that all information is current at the time of check in.
 - a. It is recommended that delegation advisors have all emergency contact information for each delegate.
6. When needed, the conference staff must complete the NACURH Incident Report or Medical Refusal forms sent to the appropriate people.

Section 3. Delegate and Advisor Disclaimer Statement

1. Every conference attendee must sign the Delegate/Advisor Disclaimer Statement prior to attending a regionally affiliated function.
2. All Delegate/Advisor Disclaimer Statement forms shall be given to the Regional Advisor following the conference.

Section 4. Number of Hours of Sleep for Conference Delegates and Advisors

1. It is recommended that conference attendees have five to seven (5 - 7) hours of sleep during all regional conferences and events.

Section 5. Number of Hours of Sleep for Conference Staff

1. Conference teams are required to have a schedule created for them regarding on and off periods to ensure that they have ample resting periods.
 - a. It is recommended that conference staffs have five to seven (5 - 7) hours of sleep during all regional conferences and events.
 - b. Hosting institutions will be required to submit a schedule to the Regional Director and Regional Advisor two weeks prior to the conference.

Section 6. Retreats and Site Visits

1. Hosting institutions will be required to submit an emergency response plan, which includes a flowchart and senior level contact information, to the Regional Director and Regional Advisor two weeks prior to the retreat or site visit. Examples may be obtained from the RBD.
2. The Conference Advisor(s) will send a final emergency response plan to the senior leadership of their department, the Regional Director, and the Regional Advisor the week prior to the retreat or site visit.
3. The Regional Advisor is required to collect all emergency contact information for the RBD members attending the retreat or site visit.
4. The Regional Advisor must send an email to the RBD member's on campus advisor(s) prior to the retreat or site visit with travel plans.

5. All business meetings are suggested to end no later than midnight, but must end prior to one (1) a.m.
6. It is recommended that the RBD receive five to seven (5 - 7) hours of sleep during all regional retreats and site visits.
7. No conference event, excluding breakfast, will begin prior to eight (8) a.m.

Section 7. Liability Insurance

1. Conference staffs must provide liability insurance to the CRC in the timeline given.
2. In the event that an institution already has a liability policy that meets NACURH requirements as determined by NACURH, host institutions may be exempt from purchasing an additional special event liability policy, as approved by the CRC and other members of the Executive Committee.
3. Conference staffs must budget for and carry out the additional liability insurance required.
 - a. Recommendations of companies may be obtained from the Regional Advisor.

Section 8. Caffeine

1. Conference teams are required to end the distribution of caffeinated beverages prior to eleven (11) p.m.

Section 9. Conference Delegation Advisors

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

Section 10. Conference Drug and Alcohol Policy

1. Each individual attending a MACURH Related conference, business meeting, or retreat must adhere to the NACURH Drug and Alcohol Policy found in the NACURH, Inc. policy book.
2. The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisors, the Regional Director and the Advisor from the school from which the student represents. It is possible that the delegate could be sent home from the conference at their own expense, and/or a school could be placed in bad standing status within the region.
3. Each delegate of the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to adhere to the Conferences Drug and Alcohol Policy.
4. The above policy shall be published in the Regional Conference notebook.
5. This policy remains in effect during any MACURH affiliated function.

Article IV. Travel

Section 1. Conference Travel Policies

1. When traveling to an official MACURH affiliated function, all individuals should observe proper risk management procedures for their own safety.
2. Inclement weather is a legitimate reason for not embarking on travel of any type.
3. Travel for conference delegates and advisors:
 - a. Institutions attending the conference are responsible for knowing and following their institutional policies regarding vehicle/travel use.
 - b. A delegation advisor should have access to all emergency contact information for delegates, home institution information in the event of an emergency, any medical concerns, and have the authority to make decisions related to the delegates should a situation occur that violates MACURH conference policy (in consultation with Regional Advisors).
4. Travel for RBD members
 - a. The Regional Advisor must send an email to the RBD's campus advisor(s) prior to any conference/retreat/site visit with travel plans.
 - b. It is recommended that RBD members carpool when possible.
 - c. All travel plans must be established and communicated to the Regional Director and Regional Advisor twenty-eight (28) days prior to the MACURH related function.
 - d. All means of communications will be established prior to travel.
 - e. RBD members must get a full night's sleep prior to conference travel.

- f. RBD members are required to use sound judgment when it comes to switching drivers or stopping for breaks.
 - g. If a retreat site is too far of a distance for the entire RBD to visit, the hosting institution shall host a visiting delegation of RBD members, which will include the Regional Director and other members designated by a need from the Regional Director and the Regional Advisor.
 - h. In the event a site visit is not possible for the entire RBD, it is recommended the RBD have an e-retreat to discuss MACURH related business.
 - i. If this were to occur, the hosting institution will be required to host the Regional Director and the Regional Advisor for a site visit prior to the conference.
5. Conference Transportation (Third Party Vendors)
- a. Conference staffs shall provide third-party professional transportation service to and from conference venues.
 - b. If a hosting institution has their own bus service, drivers of those buses must be individuals who were hired for the specific function of driving those buses.

Article V. Harassment and Hazing at MACURH Functions

Section 1. Harassment and Hazing Policy

1. Sexual harassment, defined as a form of sexual discrimination that constitutes a violation of federal and state law, will not be tolerated. This policy is intended to protect the rights of all persons involved.
2. Harassment, defined as any behavior that constitutes a violation of federal or state law, will not be tolerated. This policy is intended to protect the rights of all persons involved.
3. Hazing, defined as any action taken or situation created, intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule will not be tolerated.
4. Suspected violations of sexual harassment, harassment, or hazing should be reported to a Regional Advisor and a follow up investigation should occur.
 - a. The results of this investigation may result in the following: the delegate(s) being sent home from the MACURH affiliated function at their own expense, the delegate(s) no longer being welcome at future MACURH affiliated functions, and/or a school being placed in bad standing with the region.

TITLE 8

INCLUSIVITY AND EQUITY

Article I

All Gender Housing

Article II

Inclusive Language at Conferences

Article I. All Gender Housing

Section 1. All Gender Housing Policy

1. All host institutions of MACURH sponsored events are highly encouraged, to the best of their ability, to include an all-gender housing option and, if possible, shall make those accommodations available to all attendees who wish to participate.
2. For the purpose of MACURH sponsored event housing, all-gender housing shall be defined as the omission of gender from consideration when assigning housing for attendees. In addition, when all-gender housing is offered, an individual's gender shall be defined by the individual.
3. If an institution is able to offer all-gender housing to event attendees, the conference staff shall utilize an "opt-in" process during event registration where individuals can indicate that they wish to partake in all-gender housing
 - a. If individuals choose to "opt-in" to all-gender housing at a MACURH sponsored event, priority shall be transferred to ensuring that members of the same delegation are placed in housing together.
 - b. Conference delegation advisors will be encouraged to utilize gender inclusive housing options whenever possible.
4. Member institutions who are able to provide all-gender housing for MACURH sponsored events are encouraged to reflect this information in their bids, however, member institutions who are not able to provide this option will not be looked upon negatively in consideration of conference and event host selection.

Section 2. All Gender Housing Disclaimer Statement

1. All MACURH sponsored event attendees who are participating in gender inclusive housing shall complete the following disclaimer upon arrival at the event:
 - a. I, _____(Name) in consideration of the Midwest Affiliate of College and University Residence Halls (MACURH) and _____(MACURH Event Host Institution) providing the opportunity to opt into Gender Inclusive Housing at the _____ (Event Name) hereby agree to the following: I understand that gender will not be taken into consideration with my housing assignment and that I may be sharing a bathroom and/ or bed with a person who identifies with another gender than my own gender identity. I also understand that opting into Gender Inclusive Housing does not guarantee that I will be placed with a person who identifies with another gender than my own gender identity.
 - b. The above statement must bear the signature of the individual opting into Gender Inclusive Housing, as well as the campus Advisor. Each signature must be dated. Changes to the Gender Inclusive Housing Disclaimer statement by a host school must be approved by the Regional Director and Regional Advisor

prior to sending out registration packets.

Section 3. Regional Board of Director Housing

1. In the event that gender inclusive housing options are available for conference delegates, the RBD members shall utilize these housing accommodations if they are willing or able to participate.
2. All-gender housing for RBD members will follow the same opt in policies outlined above.

Article II. Inclusive Languages at Conferences

Section 1. Conference Name Tags

1. All MACURH sponsored events where official name tags are provided shall include each delegate and advisor's pronouns of reference on name tags that are supplied by the conference or event staff.
 - a. Conference staffs shall include pronouns of reference as an item on individual registration forms.

TITLE 9

ALUMNI RELATIONS

Article I

The FARM Initiative

Article I. The FARM Initiative

Friends and Alumni Related to MACURH

Section 1. Mission Statement

1. The mission of the Friends and Alumni Related to MACURH, or FARM, shall be to unite, engage, and learn from the past members of the MACURH region. FARM is the embodiment of our organization's belief that the leaders and traditions of the past always bring forth new ideas we can learn from.
2. FARM shall be an organization based on recognition of individual's contributions to MACURH. In order to be considered for membership into the FARM, an individual should have demonstrated significant commitment to the region and possess a clear desire to further leadership and education within the residence halls.

Section 2. Nominations

1. Nomination Eligibility
 - a. In order for an individual to be considered for nomination into the FARM, they must be able to demonstrate two years of service to MACURH either through conference attendance or other significant involvement at member institutions as well as be a former student, a graduate student, or be graduating within the current semester of nomination.
 - b. Nominations may be made via a form available on the MACURH website.
2. Nomination Types
 - a. Self Nominations
 - i. Individuals demonstrating nomination eligibility can nominate themselves for induction into the FARM and, upon approval of nomination, will donate \$35.00 to the FARM Alumni Fund.
 - b. Institutional Nominations
 - i. Member institutions may nominate individuals from their institution who demonstrate nomination eligibility for induction into the FARM and, upon approval of the nominations, the institution will donate \$35.00 to the FARM Alumni Fund on behalf of each of its nominees.
 - c. Honorary Nominations
 - i. Individuals may nominate other individuals from within the region who demonstrate nomination eligibility for induction into the FARM and, upon approval of the nominations, the nominating individual will donate \$35.00 to the FARM Alumni Fund on behalf of each of their nominees.
 - d. Regional Nominations
 - i. Individuals or institutions may nominate individuals from their institution who demonstrate nomination eligibility to be Regional

Inductees into the FARM. MACURH will pay the cost of the Regional Inductees to receive FARM plaques.

ii. Regional Nomination Selection Process

1. The regional voting representatives of MACURH shall have the power to induct up to three (3) Regional Nominees into the FARM.

a. In addition to the three (3) Regional Nominees selected by the regional voting representatives of MACURH, the winners of the Cindy Fendrick Award for Professional Service and the MACURH Distinguished Service Award shall also be recognized as Regional Inductees into the FARM.

i. If there is not a Cindy Fendrick Award for Professional Service recipient, the regional voting representatives of MACURH shall be able to induct one (1) additional Regional Nominee into the FARM.

ii. If there is not a MACURH Distinguished Service Award recipient, the regional voting representatives shall be able to induct one (1) additional Regional Nominee into the FARM.

2. Following the close of nominations, each Regional Nominee will have their nomination submission shared with the regional voting representatives prior to the selection of the Regional Inductees.

3. The Regional Director, or designated appointee, shall conduct a virtual selection meeting during a regularly scheduled voting representative chat.

a. Following discussion on the nominees, the inducted individuals must be selected by a majority vote of the voting representatives of MACURH.

e. Induction

i. For Self, Individual, and Honorary Nominations, the nominated individuals will be considered inductees into the FARM once the \$35.00 donation to the Alumni Fund on their behalf has been received.

ii. For Regional Nominations, the nominated individuals selected by the voting representatives of MACURH will be considered inductees into the FARM following the vote by the voting representatives.

- iii. All inductees of the FARM shall be recognized at the upcoming NACURH Annual Conference.

Section 3. Benefits of Membership

1. All individuals inducted into the FARM will receive a FARM plaque which identifies the individual as a member of the organization.
2. All members will be added to the MACURH Alumni Email List.
3. All members will be added to the MACURH FARM Facebook Page.
4. All members will be listed on the MACURH website.
5. All members will receive a biannual, alumni specific newsletter written by the Regional Director.
6. All members will have the opportunity to participate in a mentorship program which will connect them with a current MACURH member.
7. All members will have the opportunity to review Educational Sessions submitted by conference delegates prior to each RLC and NACURH Annual Conference.

Section 4. Alumni Fund

1. The \$35.00 that is donated by each inducted member of FARM will be collected into a single fund and distributed as described below.
 - a. The first share of each \$35.00 collected shall cover the cost of creating the plaques for each individual inducted into the FARM.
 - b. The funds that remain after the member plaques have been purchased shall be utilized for the funding of delegation grants and scholarships at the RBD's discretion.

TITLE 10

LEADERSHIP AND TRAINING

Article I

MACURH Standards Program

Article II

Advisor Resource Training (ART)

Article III

MACURH-U

Article IV

Special Chats

Article I. MACURH Standards Program

Section 1. Purpose

1. The MACURH Standards Program recognizes individual members within the region who demonstrate a commitment to the MACURH Standards by completing a series of reflections showcasing how their involvement within their on campus residential housing organizations, MACURH, and NACURH have impacted their daily lives.
2. The MACURH Standards Program shall be overseen by the ADNRRH

Section 2. Requirements

1. Members of the region must complete a total of seven (7) experience credits. It is required that each standard has at least one experience credit. The additional two experience credits can be for any of the standards.
 - a. Each experience credit reflection should be a minimum of 300 words.
2. Members must submit their experience credits to the designated form.

Section 3. Experience Credits

1. Leadership
 - a. Serve in a leadership role on campus (hall council, RHA, NRHH, etc.), MACURH, or NACURH.
 - b. Help facilitate or organize a program on campus.
 - c. Partner with another on-campus organization for a program.
 - d. Develop and present a presentation at a NACURH affiliated conference or at a campus RHA/NRHH meeting.
2. Education
 - a. Attend an educational session at a NACURH affiliated conference.
 - b. Participate in a regional or NACURH case study competition.
 - c. Teach someone about MACURH and how to get involved.
 - d. Attend a MACURH special chat, NACURH webinar, etc.
3. Growth
 - a. Write a piece of legislation at the campus, regional, or NACURH level.
 - b. Present an educational session with an individual not from your own institution.
 - c. Reflect on an interview or presentation you did in order to receive the role you are in now.
 - d. Reflect on the growth you have experienced in a leadership role you have held on your campus for at least three months. What advice would you have wanted when you started the role? What have you learned?
4. Family

- a. Make an e-pen pal with someone at another institution.
 - b. Write an award bid at the regional or NACURH level.
 - c. Participate in a MACURH spirit initiative or competition.
 - d. Submit a nomination to the FARM or NACURH Advancement Society.
5. Tradition
- a. Write a qualifying OTM at the campus level.
 - b. Participate in a MACURH or NACURH task force or committee.
 - c. Participate in a MACURH RBD on Campus presentation.
 - d. Submit an article to the MACURH Quarterly or the NACURH Link.

Section 4. Criteria for Selection

1. The progress of each member shall be maintained and checked by the ADNRHH.
 - a. Individuals who have progressed within the program shall be announced at all in-person Regional Business Meetings.
2. Individuals who obtain an experience credit will be required to show proof of participation, in addition to writing a minimum of a 300 word paragraph summarizing the experience gained through participation.
 - a. Individuals will provide this information via an application found on the MACURH website.
 - b. The participants NCC and organization Advisor must sign the completed application.
 - c. An experience credit within one standard cannot be repeated for another standard.
3. The ADNRHH will review all submitted experience credits and award recognition of completed portions of the standards program based on the information provided by the applicants.
 - a. If an individual feels that they have an experience that is not listed under one of the standards above, they are able to petition their experience to count towards their experience credit total to the ADNRHH via email before submitting. It will be at the ADNRHH's discretion to decide if the experience will count.
4. Individuals will be notified by the ADNRHH of their current status upon ample amount of time for review of submitted applications.
5. Participants will receive a pin and certificate upon completion of the program.

Article II. Advisor Resource Training

Section 1. Purpose

1. Advisor Resource Training Program has been developed with varying advisor needs in mind. ART consists of a 29 session curriculum, covering a variety of topics that an advisor can explore at a regional and NACURH conferences, and experiential requirements that enable advisors to apply what they have learned in the classroom to what they will encounter as an advisor.

Section 2. Content

1. All ART session content will be dictated by the NACURH ART Standards Committee.

Section 3. Presentation

1. A minimum of one (1) ART session shall be offered at each regional conference.
2. The Regional NRHH Advisor shall work in coordination with the conference team and Regional Director to ensure that there is space and time in the conference schedule to host ART sessions.
3. Presenters of the ART sessions shall be selected at the discretion of the Regional NRHH Advisor.

Article III. MACURH-U

Section 1. Purpose

1. MACURH-U is a series of educational sessions at the RLC used to train institutional representatives and any delegates who may attend on the inner workings of the MACURH region and our positions on the regional and NACURH level.

Section 2. Content

1. All MACURH-U sessions presented shall be saved and archived by the CORD.
2. The MACURH-U sessions will be managed by the CORD.
3. The content of the sessions will be updated by the CORD in coordination with presenters of those MACURH-U sessions.
4. Additional MACURH-U sessions can be proposed and selected under the supervision of the CORD.

Section 3. Presentation

1. The RLC shall host a minimum of three (3) educational sessions.
2. The CORD shall work in coordination with the conference team and Regional Director to ensure that there is space and time in the conference schedule to host MACURH-U sessions.
3. Presenters for the MACURH-U sessions shall be selected at the discretion of the CORD.

Article IV. Special Chats

TITLE 11

REGIONAL AWARDS

Article I

General Award Policies

Article II

Regional Leadership Conference Awards

Article III

Regional Business Conference Awards

Article IV

Miscellaneous Awards

Article I. General Award Policies

Section 1. Awards at the Regional Leadership Conference

1. NCC Boardroom
 - a. Cindy Fendrick Award for Professional Service
2. NRHH Boardroom
 - a. Program of the Year Award
3. President Boardroom
 - a. Organization of the Year Award
 - b. Commitment to Sustainability Award
 - c. Commitment to Equity & Inclusion Award
 - d. Resident Staff Member of the Year Award

Section 2. Awards at the Regional Business Conference

1. NCC Boardroom
 - a. MACURH Distinguished Service Award
 - b. Dennis Lynch NCC of the Year Award
 - c. Hallenbeck Service Award
 - d. Mabel Strong Outstanding Advisor Award
2. NRHH Boardroom
 - a. Valerie Averill and Mark Hudson NRHH Outstanding Member of the Year Award
 - b. NRHH Building Block Chapter of the Year Award
 - c. NRHH Chapter of the Year Award
 - d. Mike Grosz Student of the Year Award
 - e. NRHH Excellence in Service Award
 - f. NRHH President of the Year Award
 - g. NRHH Lifelong Member Award
3. President Boardroom
 - a. Building Block RHA of the Year Award
 - b. First Year Experience Award
 - c. RHA President of the Year Award
 - d. Programming Representative of the Year Award
 - e. MACURH School of the Year Award

Section 3. Award Bid Policies

1. General Award Bid Information
 - a. Each member school in good standing with NACURH, Inc. may make only one nomination for each of the MACURH Regional Awards. Recipients will be selected from the nominees and will be announced at the respective

conference's banquet or closing ceremonies.

2. Award Bid Content

- a. All bids must be submitted to the Regional Director via email or other specified electronic source in PDF format.
- b. All award bids must be on a standard 8.5"x11" page layout.
 - i. A page is defined as a side with print and includes text, letters of support, dividers, and appendices except where specifically stated otherwise.
 - ii. A title page does not count toward the specified page limit and should include:
 1. Award name
 2. Nominee name
 3. Institution (if different from the nominee name)
 4. Region
 5. Conference where the award is selected
 6. Chapter name (for all NRHH awards)
- c. All award bids must contain page numbers on all pages counting towards the specified page limit.
- d. Letters of support beyond required award bid content are permitted to be included in a bid as long as the page count remains within the specified page limits.
 - i. Outside of the specific bid requirements, letters of support written by individual(s) at the bidding institution may be signed on behalf of the institution.
 - ii. Outside of the specific bid requirements, letters of support written by individual(s) who never attended or no longer attends the bidding institution should only be written from a personal perspective and not on behalf of an institution.
 1. If the author serves as a voting representative for another institution, it is highly encouraged, yet not required, that they abstain from the voting process.
- e. Award bid content should reflect the following unless specified within the requirements of an individual award bid itself. Content outside of this timeframe will only be considered if used for comparison.
 - i. RLC award bids should reflect accomplishments that fall within the timeframe between the final award bid submission deadline for the previous leadership conference to the final award bid submission

deadline for the upcoming leadership conference.

- ii. RBC award bids should reflect accomplishments that fall within the timeframe between the final award bid submission deadline for the previous business conference to the final award bid submission deadline for the upcoming business conference.
 - f. No award bid shall include links or references to material outside of the bid file, web pages, embedded audio, animation, or video.
 - g. All content not created by the bidding school must be accompanied by the proper citation on a citation page at the end of the award bid. The citation page does not count toward the specified page limit. The Regional Board of Directors will determine the proper citation method and will communicate the citation expectations to all regional members at the start of the bidding season.
 - i. Copyrighted material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image or material be cited.
 - h. All formatting, structure, content, or theme of a bid is expected to be original work and not plagiarized.
 - i. Plagiarism can 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.
 - ii. Plagiarism, when noticed by two or more individuals reviewing a bid, will be considered a policy violation.
3. Eligibility Requirements
- a. Any individual hosted by a MACURH institution in good standing with NACURH may only be nominated for one MACURH regional award per conference.
 - b. No member of the RBD may be nominated for an award with the exception of the RLC Chairperson and RBC Chairperson per NACURH policy.
 - c. Specific award bid criteria is outlined below for each respective MACURH Regional Award. Bids not following these content requirements will not be considered for award selection.
4. Bidding Accessibility Requirements
- a. Bids must be created using universal design principles, which is the design and composition of a bid so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of ability status. This includes, but is not limited to:
 - i. All font must be a minimum of 12 points in size
 - ii. Content font must be readable, with recommended fonts including:
 - 1. Arial, AvantGarde MD BT, Avenir LT Std, Century Gothic -

Regular, Franklin Gothic, Frutiger LT, Futura Std, Futura MdCn BT, Gill Sans Std, Helvetica, Interstate-Regular, Myriad Pro, Rotis Sans Serif Std, SansSerif, Stone Sans ITC, Swis721 BT, Trebuchet, Verdana, and Vag Rounded

- iii. Text must be placed on solid backgrounds or in solid color text boxes on decorative backgrounds
- iv. Designs must be universally colored
- v. Alt text must be added to images
- vi. Bids must be screen reader accessible

Section 4. Award Bid Submission

1. Intents to Bid
 - a. Any individual or institution choosing to bid for a regional Award shall submit an intent to bid to the Regional Director via email or other electronic communication thirty (30) days prior to the bid submission deadline or at the discretion of the Regional Director.
2. The finished award bid shall be due to the Regional Director, or their designee, twenty one (21) days prior to the respective conference.
3. All submitted bids will be made available for members to view at the least seven (7) days prior to the first day of the respective conference. NCCs, NRHH Representatives, Presidents, and PRs will be notified when the last bid has been made available for viewing.
4. Bidding schools are asked to not bring any paper copies to conferences; they will not be accepted or distributed to the member schools.
5. The Regional Director will submit an electronic copy of each regional bid to the NCO for the Resource File Index.

Section 5. Award Bid Review

1. The ADAF will oversee all award bid review in coordination with the Regional Director and COMP.
2. The ADAF will lead the L&D Committee in their review of all submitted award bids.
 - a. The L&D Committee will review all submitted award bids for any policy related errors.
 - b. L&D Committee members assigned to review a specific award bid must be individuals without a personal stake in the award bid being reviewed.
 - c. L&D Committee members will send all policy related feedback to the ADAF to be sent to the award bid author. Only bids with policy related error will be returned for edits or updates.
 - d. Bid review will take place after the official submission date set by the Regional

Director.

3. Bid authors will be allowed a minimum of forty eight (48) hours to make any policy related edits and resubmit their bid to the designated RBD member.

Section 6. Award Bid Selection

1. All regional awards will be selected by the voting representatives of their respective boardroom sessions during the respective regional conference. All voting for award bid selection will be conducted via secret ballot. Selection for each regional award shall require a majority vote of all voting representatives present during the respective boardroom session. Additional information on award bid selection for each regional award is included below.
2. The boardroom hearing each category of regional award bid is subject to change at the discretion of the RBD should the need arise based on quantity of submissions, amount of time, etc.

Article II. Regional Leadership Conference Awards

Section 1. Awards Discussed in NCC Boardroom

1. Cindy Fendrick Award for Professional Service
 - a. Purpose: This award is designed to recognize distinguished leadership by a Housing or Residence Life professional while serving their institution, MACURH, and NACURH as a whole.
 - b. Eligibility: Any full time housing or student affairs professionals hosted by a MACURH member school in good standing with NACURH is eligible for this award. No individual may be nominated for the Cindy Fendrick Award for Professional Service and the Hallenbeck Lifetime Service Award in the same academic year.
 - c. Award: The winner will be announced at the RLC and will be awarded with a plaque. The recipient will also be inducted as an honorary member of the FARM at the NACURH Annual Conference.
 - d. Page Limit: Bid content must be limited to sixteen (16) pages.
 - e. Required Content:
 - i. All nominees should be within their first fifteen (15) years of post-undergraduate professional Housing or Residence Life service.
 - ii. The bid must outline all professional roles held by the nominee during their time in the field of student affairs.
 - iii. The bid must outline the nominee's accomplishments and student impact for each year of involvement in Housing or Residence Life as well as their commitment and service to their campus and the MACURH

- region.
- iv. The bid must include a letter of support from a student or students directly impacted by the nominee and their professional service.
- v. The bid must include a letter of support from the individual's direct supervisor at their host institution.
- f. Criteria for Selection:
 - i. The nominee's campus level goals, achievements, and impact in the field of Housing or Residence Life.
 - ii. The nominee's regional and NACURH level involvement, including achievements, contributions, and participation in NACURH services.
 - iii. The nominee's recognition received through campus, regional, and NACURH level awards.
 - iv. The nominee's attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and delegation support.
 - v. The nominee's roles and contributions in housing or student affairs professional organizations.

Section 2. Awards Discussed in NRHH Boardroom

1. Program of the Year Award
 - a. Purpose: This award is designed to recognize an outstanding student-implemented residence life program. This award was created in an effort to recognize the high level of initiative and professionalism essential to student programming.
 - b. Eligibility: Any program sponsored by a MACURH institution in good standing with NACURH is eligible for this award. Each institution will be allowed to submit one program for consideration. The program must have occurred after December 2 of the previous year and before the start of the RLC where the bid is to be presented (for example, bids for the 2020 POY award must have occurred after December 2, 2019 and before the start of RLC 2020).
 - c. Award: The winner will be announced at the RLC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Program of the Year Award at the NACURH Semi-Annual Business Conference.
 - i. The recipient of the MACURH Program of the Year Award will work with the COMP to prepare their bid for submission to the NACURH level.
 - d. Page Limit: Bid content must be limited to twenty (20) pages.
 - e. Required Elements Within the Bid:
 - i. Only content that reflects accomplishments from December 2 of the

previous year to the respective conference, with the exception of content included for comparison, will be considered.

- ii. The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.
- iii. Bids should follow the Required Elements Within the Bid criteria for the NACURH/ACUHO-I Daniel Siler Program of the Year Award listed below and in Title 12, Article 1, Section 3.6(f) of the NACURH Policy Book.
 1. The bid must contain a Table of Contents that clearly lists, at minimum, the following required sections.
 2. Each section and elements included below must be labeled; failure to properly label sections and elements below will result in bid disqualification.
 3. Section One: Introduction & Overview (30%)
 - a. Summary
 - i. The bid must include a one paragraph summary of the program nomination that could be used in describing the nomination as a conference educational session.
 - b. Program Origination
 - i. The bid must describe how the program originated.
 - c. Educational Component
 - i. The bid must describe the educational benefits of the program.
 - d. Audience
 - i. The bid must describe the target audience for whom the program was designed.
 - e. Goals
 - i. The bid must describe the goals and objectives of the program.
 - f. Student Needs
 - i. The bid must describe the specific and demonstrated student needs that the program is designed to address.
 4. Section Two: Planning & Implementation (45%)
 - a. Program Basics

- i. The bid must describe the program (who, what, why, when, where, and how).
 - b. Student Involvement
 - i. The bid must describe how students were involved in the conception, planning, and implementation of the program.
 - c. Marketing
 - i. The bid must describe how the program was marketed.
 - d. Resources
 - i. The bid must describe the resources used in developing and implementing the program, including information on each of the following:
 - 1. Budget: The bid must include a line item budget and funding sources.
 - 2. Supplies: The bid must include a list of supplies used to implement the program.
 - 3. Personnel: The bid must include information on the number of students involved and their specific roles in program conception, planning, and implementation.
 - 4. Campus/Community Resources: The bid must describe any campus or community resources used to develop and implement the program.
- 5. Section Three: Evaluation (20%)
 - a. Evaluation Tools
 - i. The bid must describe the program (who, what, why, when, where, and how).
 - b. Successes
 - i. The bid must describe the successes of the program.
 - c. Challenges
 - i. 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.

- d. Student Impact
 - i. The bid must describe the effect on students who attended the program and the lasting impact on the student and campus community.
- 6. Section Four: Conference Presentation (5%)
 - a. Conference Presentation
 - i. The bid must describe how the program would be presented at the NACURH and ACUHO-I Annual Conferences. This description should include use of media, handouts, and other resources.
 - ii. The description should explain the differences, if any, between presentations at each conference.
 - b. ACUHO-I
 - i. The bid must explain the relevance of the program to ACUHO-I conference delegates.
- f. Criteria for Selection: The winning program may be of a community service, leadership development, diversity, educational, or social nature; each bid must include information of how the program was educational for students or student leaders in attendance.
 - i. The voting representatives will use the following criteria in selecting the recipient of the Program of the Year Award based on the written bid and bid presentation.
 - 1. Relevance of the program to residence hall students
 - 2. Uniqueness of the program
 - 3. Overall quality of the information presented
 - 4. Demonstrated achievement of goals and objectives
 - 5. Relevance and applicability to other schools as a resource for program adaptation and implementation
 - 6. Program impact on the residence and campus community

Section 3. Awards Discussed in President Boardroom

- 1. Organization of the Year Award
 - a. Purpose: This award is designed to recognize the outstanding service of an on campus student organization that has made significant contributions in improving the student experience.
 - b. Eligibility: Any student lead organization or student group hosted by a MACURH institution in good standing with NACURH is eligible for this award. Nominated

organizations must be officially recognized by the host institution but may not be an organization affiliated with a residential life department or housing department.

- c. Award: The winner will be announced at the RLC and will be awarded with a plaque.
- d. Page Limit: Bid content must be limited to twelve (12) pages.
- e. Required Content:
 - i. The bid must outline the achievements of the student organization as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.
 - ii. The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.
 - iii. The bid must include a letter of support from the president or director of the student organization.
- f. Criteria for Selection:
 - i. The nominated organization's contributions to student life through the promotion of student leadership, diversity, recognition, education, and advocacy.
 - ii. The nominated organization's goals and objectives, including how they were executed and met.
 - iii. The nominated organization's impact for students within their campus community through programming, leadership, and diversity initiatives including:
 - 1. Programs hosted by the organization
 - 2. Leadership opportunities provided by the organization
 - 3. Training and leadership development opportunities provided by the organization
 - 4. Ways that the organization has addressed student needs within their organization
 - 5. Growth and improvements made within the organization from previous years
 - iv. The nominated organization's recognition received through campus, regional, and NACURH level awards.
 - v. The nominated organization's efforts in providing recognition for students and other on campus organizations.
 - vi. The nominated organization's membership selection process and efforts

in providing opportunities to student involvement.

- vii. The nominated organization's philanthropic efforts and commitment to providing service within their community, including information on specific contributions and programs facilitated.

2. Commitment to Sustainability Award

- a. Purpose: This award is designed to recognize a school for supporting a student directed, year-long, and campus wide commitment to sustainability through awareness and education of their residential students while addressing ecological issues to help sustain our environment.
- b. Eligibility: Any MACURH institution, or student lead organization recognized and supported by an institution, in good standing with NACURH is eligible for this award.
- c. Award: The winner will be announced at the RLC and will be awarded with a plaque.
- d. Page Limit: Bid content must be limited to twenty (20) pages.
- e. Required Content:
 - i. The bid must outline the institution or student organization's commitment to sustainability and sustainability issues, as well as the organization's positive impact on the on-campus resident experience.
 - ii. The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.
 - iii. The bid must contain an introductory statement that includes, but is not limited to:
 - 1. A statement of sustainability in relation to the nominated institution or student organization.
 - 2. The institution's perspectives and approach toward sustainability.
 - 3. The institution's on campus population
 - 4. The ways that the institution involves students with sustainability and sustainability issues on their campus.
 - 5. The institution's on campus climate and statistics or information of sustainability on campus.
- f. Criteria for Selection:
 - i. The nominated institution's need for sustainability programming and initiatives, including the ways that sustainability issues are currently being addressed on campus by additional departments or organizations.

- ii. The nominated institution’s goals and objectives in addressing sustainability and sustainability issues, including the individuals involved in goal setting and the institution’s success in achieving these goals.
 - iii. The ways the nominated institution engages students in sustainability initiatives and provides opportunities for education and growth related to sustainability.
 - iv. The nominated institution or organization’s programs and activities designed and facilitated to promote sustainability, including information on the program’s effectiveness.
 - v. The nominated institution’s overall impact within the campus community in the area of sustainability, including the individuals and organizations affected.
3. Commitment to Equity and Inclusion Award
- a. Purpose: This award is designed to recognize a school that supports and promotes a student directed year-long and campus wide commitment to the awareness and education of residential students concerning diversity, inclusion, and equity issues and the identities of others.
 - b. Eligibility: Any institution, or student lead organization or student group hosted by an institution, in good standing with NACURH is eligible for this award.
 - c. Award: The winner will be announced at the Regional Leadership conference and will be awarded with a plaque.
 - d. Page Limit: Bid content must be limited to thirty (30) pages.
 - e. Required Content:
 - i. The bid must outline the institution or student organization’s commitment to inclusion/equity issues, as well as the organization’s positive impact on the on-campus resident experience.
 - ii. The bid must include a letter of support from an organizational advisor or residence life professional staff member, including graduate advisors.
 - iii. The bid must contain an introductory statement that includes, but is not limited to:
 - 1. The institution’s Diversity , Inclusion, or other related Mission Statement for their Residence Life Department and campus.
 - 2. The institution’s approach to promoting inclusion and equity
 - 3. The institution’s on campus population
 - 4. The ways that the institution involves diverse students and equity issues on their campus

5. The institution's on campus climate and statistics or information regarding underrepresented populations on-campus

f. Criteria for Selection:

- i. The nominated institution's need for inclusion and equity programming and initiatives, including the ways that equity and inclusion issues are currently being addressed on campus by additional departments or organizations.
- ii. The nominated institution's goals and objectives in addressing equity, inclusion, and related issues, including the individuals involved in goal setting and the institution's success in achieving these goals.
- iii. The nominated institution's diversity, inclusion, and equity programming efforts.
 1. A list and brief description of the various diversity , inclusion, and equity programs facilitated on campus.
 2. An in depth description of a maximum of five diversity, inclusion, and equity programs facilitated on campus, which could include but is not limited to:
 - a. Program Description
 - i. The number of people needed to organize and facilitate the program
 - ii. The amount of time required to plan and implement the program
 - iii. The program planning and implementation process
 - iv. The goals of the program
 - b. Program Relatedness
 - i. The program's target population
 - ii. The ways the program related to the needs of the campus community
 - c. Program Effectiveness
 - i. The success of the implemented program in addressing diversity, inclusion, and equity issues within the campus community.
 - ii. The overall impact of the program in the campus community, including the individuals and organizations affected.
 - iii. The method used for evaluating the success of the

program

- iv. Feedback provided from the students who were involved with the program (including quotes, etc.)

4. Resident Staff Member of the Year Award

- a. Purpose: This award is designed to recognize outstanding service and dedication of a resident staff member within their on-campus community, MACURH, and NACURH as a whole.
- b. Eligibility: Any individual who has served in a resident staff member position during the year of nomination is eligible for this award. Nominees must not have served as an NCC during their year of nomination. Nominees must be full time students and live in an on-campus housing unit. No individual may be nominated for the Resident Staff Member of the Year Award, NCC of the Year Award, NRHH Outstanding Chapter Member of the Year Award, Programming Representative of the Year Award, and the Mike Grosz Student of the Year Award in the same academic year.
- c. Award: The winner will be announced at the RLC and will be awarded with a plaque.
- d. Page Limit: Bid content must be limited to eight (8) pages.
- e. Required Content:
 - i. The bid must include the position description for the nominee's resident staff member role as well as outline the service and positive contributions that the nominee has made within their residence hall community.
 - ii. The bid must include a letter of support from the individual's director supervisor or advisor.
 - iii. The bid must include a letter of support from a fellow student staff member.
 - iv. The bid must include a letter of support from a resident or student directly impacted by the nominee.
- f. Criteria for Selection:
 - i. The nominee's service and dedication to their residential community, including resident support, mentorship, and leadership.
 - ii. The nominee's contributions made through programming and events within their floor, building, and campus community.
 - iii. The nominee's campus involvement as well as attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and conference spirit.

- iv. The nominee's recognition received through campus, regional, and NACURH level awards.

Article III. Regional Business Conference Awards

Section 1. Awards Discussed in NCC Boardroom

1. MACURH Distinguished Service Award
 - a. Purpose: This award is designed to recognize distinguished student leadership while serving the region and the member school(s) over a several year period.
 - b. Eligibility: Any individual who has been enrolled as a 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. Nominees must be full time students and live in an on-campus housing unit.
 - c. Award: The winner will be announced at the RBC. The recipient of this award will receive one of MACURH's three annual inductions into the NACURH Advancement Society. The award recipient will also receive a plaque and will be MACURH's regional nominee for the NACURH Distinguished Service Award. The recipient will also be inducted as a Regional Inductee to the FARM at the NACURH Annual Conference.
 - d. Page Limit: Bid content must be limited to sixteen (16) pages.
 - e. Required Content:
 - i. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
 - ii. The bid must include a letter of support from a full time professional level advisor or residence hall staff member.
 - iii. The bid must include a letter of support from a resident directly impacted by the nominee.
 - f. Criteria for Selection:
 - i. The nominee's campus level involvement, goals, and accomplishments.
 - ii. The nominee's service to RHA and NRHH within MACURH and NACURH.
 - iii. The nominee's attendance and participation in NACURH related conferences and events, including involvement, educational sessions presented, and conference spirit.
 - iv. The nominee's recognition received through campus, regional, and NACURH level awards.
 - v. The nominee's impact and legacy on their campus, region, and NACURH as a whole.

2. Dennis Lynch NCC of the Year Award
 - a. Purpose: This award is designed to recognize outstanding service to both MACURH and NACURH by an individual who has been directly affiliated with the organization and serves in the NCC role.
 - b. Eligibility: Only individuals who have completed an entire term as NCC, or who will complete their term as NCC at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual Conference to NACURH Annual Conference). Nominees must be full time students and live in an on-campus housing unit.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NCC of the Year Award.
 - d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
 - ii. The bid must include a letter of support from a full-time professional level or graduate-level advisor or residence hall staff member.
 - f. Criteria for Selection:
 - i. The nominee's campus, regional, and NACURH level goals, leadership, involvement, and accomplishments.
 - ii. The nominee's attendance and participation in regional and NACURH related conferences and events, including boardroom involvement, delegation support, educational sessions presented, and conference spirit.
 - iii. The nominee's participation in regional and NACURH services and correspondence and business.
 - iv. The nominee's development of connections between the campus level and the regional and NACURH level institutions.
 - v. The nominee's recognition received through campus, regional, and NACURH level awards.
3. MACURH Hallenbeck Lifetime Service Award
 - a. Purpose: Named after Dr. Dan Hallenbeck, a former NACURH Advisor, this award is designed to recognize outstanding and continuous service to both MACURH and NACURH by a full time housing or student affairs professional.
 - b. 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.

- c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Hallenbeck Lifetime Service Award.
- d. Page Limit: Bid content must be limited to sixteen (16) pages.
- e. Required Content:
 - i. The bid must outline all professional roles held by the nominee during their time in the field of student affairs.
 - ii. The bid must include a letter of support from a student or students directly impacted by the nominee and their professional service.
- f. Criteria for Selection:
 - i. The nominee's campus level goals, achievements, and long term impact in the field of student affairs.
 - ii. The nominee's regional and NACURH level involvement, including achievements, contributions, and participation in NACURH services.
 - iii. The nominee's recognition received through campus, regional, and NACURH level awards.
 - iv. The nominee's attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and delegation support.
 - v. The nominee's roles and contributions in housing or student affairs professional organizations.

4. Mabel Strong Outstanding Advisor Award

- a. Purpose: This award is designed to recognize outstanding advisors who have shown an excellent level of service and dedication to the MACURH Region.
- b. Eligibility: Only housing or student affairs professionals or graduate students who serve in an advising capacity for a student leadership group with a primary focus in the residence hall experience are eligible for this award.
- c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Valerie Averill Advisor of the Year Award.
- d. Page Limit: Bid content must be limited to eight (8) pages.
- e. Required Content:
 - i. The bid must include the position description for the nominee's advisor

- role.
- ii. The bid must include a letter of support from a student representative of the residence hall or student leadership group that the nominee advises.
- f. Criteria for Selection:
 - i. The nominee’s approach to advising and advising style.
 - ii. The nominee’s experience advising students and student groups through challenges.
 - iii. The nominee’s campus level involvement, goals, and achievements as an advisor.
 - iv. The nominee’s regional and NACURH level involvement, achievements, contributions, and participation in NACURH services.
 - v. The nominee’s attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and delegation support.
 - vi. The nominee’s recognition through campus, regional, and NACURH level awards.
 - vii. The nominee’s training and certifications by campus, regional, national, and international organizations.

Section 2. Awards Discussed in NRHH Boardroom

1. Valerie Averill & Mark Hudson - NRHH Outstanding Member of the Year Award
 - a. Purpose: This award is designed to recognize outstanding service to NRHH, MACURH, and NACURH by an individual who has been directly affiliated with both organizations as a member of NRHH.
 - b. Eligibility: Any individual who has been involved with MACURH and NACURH as a member of NRHH is eligible for this award. Nominees must not have served as a chapter president during their year of nomination. Nominees must be full time students and a member in good standing with their NRHH Chapter. No individual may bid for the NRHH Outstanding Member of the Year Award and the Mike Grosz Student of the Year Award in the same academic year.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH’s regional nominee for the NACURH Outstanding NRHH Member of the Year Award.
 - d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include the nominee’s NRHH chapter involvement and accomplishments during the year of nomination.

- ii. The bid must include a letter of support from the NRHH President or NRHH Advisor for the year of nomination.
 - f. Criteria for Selection:
 - i. The nominee’s campus level NRHH role, goals, and accomplishments.
 - ii. The nominee’s regional and NACURH level goals, involvement, and accomplishments.
 - iii. The nominee’s attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and regional spirit.
 - iv. The nominee’s participation in regional, NACURH, and NRHH business, services, and correspondence.
 - v. The nominee’s recognition through campus, regional, and NACURH level awards.
 - vi. The nominee’s commitment, leadership, and service to their NRHH chapter as well as NRHH as a whole. If the nominee is an officer of their institution’s NRHH chapter Executive Board, the ways that the nominee has gone above and beyond their officer responsibilities.
2. Building Block NRHH Chapter of the Year Award
- a. Purpose: This award is designed to recognize an NRHH chapter that has shown outstanding growth and development within their chapter and NRHH organization during the year of nomination.
 - b. Eligibility: Any NRHH Chapter hosted by an institution in good standing with NACURH, Inc. is eligible for this award.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH’s regional nominee for the NACURH Building Block NRHH Chapter of the Year Award.
 - d. Page Limit: Bid content must be limited to twenty (20) pages.
 - e. Required Content:
 - i. The bid must include demonstrable comparisons within the NRHH chapter between the previous and current academic years in all criteria.
 - ii. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.
 - f. Criteria for Selection:
 - i. Campus Level Content
 - 1. Purpose and Goals

- a. Purpose of the chapter
 - b. Ways that the chapter met and/or exceeded its purpose
 - c. Goals and objectives of the chapter
 - d. Measurable results of goal achievement
2. Structure
 - a. Structure of organization, executive officers, and membership
 - b. Changes in and improvements to the organization or structure of the chapter
3. Membership
 - a. Recruitment methods for new chapter members, including how the strategy towards member recruitment has adapted and improved
 - b. Growth of the chapter's membership
 - c. Role of members in activities and achievements of the chapter, including chapter goals, objectives, and accomplishments
 - d. Role of Role of Candidate Members, On-Campus Members, Off-Campus Members, and Lifelong Members in the chapter and the ways these roles have changed or improved
4. Programming, Initiatives, and Accomplishments
 - a. New and traditional recognition programs or initiatives, including program successes and challenges
 - b. Development of new NRHH initiatives, including initiative successes and challenges
 - c. Other accomplishments and advancements of the NRHH chapter
 - d. The ways that the chapter has demonstrated a commitment to the values of NRHH (service and recognition) to its membership and campus community
5. Challenges faced by the NRHH chapter and the outcome of those challenges
6. Communication
 - a. Communication with on campus students and staff, as well as outside on campus organizations

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

- c. Participation in NACURH projects, initiatives, or committees
 - d. Impact of NACURH communication on the chapter's growth and campus level achievement
 - 3. Of the Month Awards
 - a. Level of involvement in NACURH OTMs
 - b. Specific regional and NACURH level OTMs received by the NRHH chapter
 - c. Impact of OTM involvement on the chapter' growth and campus level achievement
- 3. NRHH Outstanding Chapter of the Year Award
 - a. Purpose: The NRHH Outstanding Chapter of the Year award is the highest honor an NRHH chapter can receive. This award is designed to recognize outstanding achievements of an NRHH chapter on the campus, regional and NACURH level.
 - b. Eligibility: Any NRHH Chapter hosted by an institution in good standing with NACURH and the NCO is eligible for this award.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH Outstanding Chapter of the Year Award.
 - d. Page Limit: Bid content must be limited to thirty (30) pages.
 - e. Required Content:
 - i. The bid must outline the achievements of the NRHH chapter as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.
 - ii. The bid must include a letter of support from a professional level advisor or the NRHH President or NRHH Advisor for the year of nomination.
 - f. Criteria for Selection
 - i. Campus Level Content
 - 1. Purpose and Goals
 - a. Purpose of the chapter
 - b. How the purpose of the chapter was met and/or exceeded
 - c. Goals and objectives of the chapter
 - d. How the goals and objectives were achieved by the chapter and what was learned in the process

2. Structure and organization of the chapter
 - a. Structure of organization, executive officers, and membership
 - b. Ways that the organization and structure contributes to the purpose and goals of the chapter
3. Membership
 - a. How the chapter recruits candidate members and the process for new member selection
 - b. Ways that the chapter retains member involvement
 - c. Resources and leadership development that the chapter provides for its membership
 - d. The roles that the members play in the development of the chapter's vision, goals, and objectives
 - e. The role of Candidate Members, On-Campus Members, Off-Campus Members, and Lifelong members in the chapter
- iv. Programming, Initiatives, and Accomplishments
 1. Leadership
 - a. How the chapter provides leadership and direction in their role in the on-campus community
 - b. How the chapter's members demonstrate a capacity for leadership development and involvement
 2. Recognition
 - a. How the chapter provides recognition for individuals who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system at their respective schools
 3. Service
 - a. How the chapter has provided worthwhile service to the on-campus and surrounding community
 - b. The impact of service on the chapter and their on campus community
- v. Advancement and growth of the chapter during the past year
- vi. Challenges
 1. Challenges faced by the chapter in the past year

2. Process for how the chapter addressed challenges and the results or growth from those challenges
- vii. Collaboration
1. How the chapter has utilized collaboration to foster benefits for members and the campus community
 2. The student organizations, university departments, and/or community partners that the chapter has collaborated with
- viii. Communication
1. Communication with on campus students and staff, as well as outside on campus organizations
 2. Communication with chapter membership, including lifelong members
- ix. Budget
1. The chapter's budget and source of funding
 2. How the chapter employs its financial resources to achieve its purpose and goals
- x. Regional Level Content
1. Regional conferences
 - a. Chapter representation at regional conferences in and out of boardroom sessions
 - b. Impact of conference attendance on the chapter's success and growth
 2. Regional communication
 - a. Communication with regional executives, institutions, and NRHH chapters
 - b. How the chapter has benefited from regional communication
 - c. How the chapter has participated in regional communication platforms (chats, committees, reports, etc.)
 3. Involvement in regional projects and initiatives
 - a. The chapter's level of involvement with regional projects and initiatives
 - b. Impact of the chapter's involvement with regional initiatives and projects on their success and growth

4. Regional Awards
 - a. Bids submitted and level of involvement with regional level awards, including regional OTMs
 - b. Regional awards received by the NRHH chapter
 - c. Impact of regional award involvement on the chapter's growth and campus level achievement
- xi. NACURH Level Content
 1. NACURH Annual Conference
 - a. Chapter representation at the NACURH Annual Conference in and outside of boardrooms
 - b. Impact of annual conference attendance on the chapter's success and growth
 2. NACURH Communication
 - a. Communication with NACURH executives, institutions, and NRHH chapters
 - b. Communication with the NACURH Corporate Office
 - c. The chapter's participation in NACURH committees and task forces, projects, and initiatives
 - d. Impact of OTM involvement on the chapter's growth and campus level achievement
 3. Of the Month Awards (OTMs)
 - a. Level of involvement in NACURH OTMs
 - b. Specific regional and NACURH level OTMs received by the NRHH chapter
 - c. Impact of OTM involvement on the chapter's growth and campus level achievement
4. Mike Grosz Student of the Year Award
 - a. Purpose: This award is designed to recognize outstanding service to MACURH and NACURH by an individual who has been directly affiliated with the organization.
 - b. Eligibility: Any student who has been involved as a member of MACURH and who has not served as an NCC, NRHH President, RHA President, or Programming Representative during their year of nomination is eligible for this award. Nominees must be full time students and live in an on-campus housing unit.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH Student

of the Year Award.

- d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include a letter of support from a full-time professional level advisor or campus staff member.
 - f. Criteria for Selection:
 - i. The nominee's academic success, achievements, and honors.
 - ii. The nominee's campus, regional, and NACURH level leadership, goals, involvements, and accomplishments.
 - iii. The nominee's roles and/or contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee's areas of academic focus.
 - iv. The nominee's participation in regional and NACURH level services and correspondence.
 - v. The nominee's recognition through campus, regional, and NACURH level awards.
5. NRHH Excellence in Service Award
- a. Purpose: This award is designed to recognize an NRHH chapter that has shown a year-long commitment to the service value of the NRHH and whose service has made a positive impact within their campus community and the MACURH region.
 - b. Eligibility: Any NRHH Chapter hosted by an institution in good standing with NACURH and the NACURH NCO is eligible for this award.
 - c. Award: The winner will be announced at the RBC and will be awarded with a plaque.
 - d. Page Limit: Bid content must be limited to fifteen (15) pages.
 - e. Required Content:
 - i. The bid must outline the specific ways that the NRHH chapter has made a year long commitment to the service value of NRHH in all criteria.
 - ii. The bid must include a letter of support from a residence life professional staff member, including graduate advisor, or the NRHH Advisor for the year of nomination.
 - iii. The bid must include a letter of support from an organization who was impacted by the service of the NRHH chapter.
 - iv. The bid must contain an introductory statement that includes, but is not limited to:

1. The institution or NRHH chapter's Statement of Service
 2. The chapter's approaches and perspectives toward service
 3. The institution's on campus population and NRHH chapter size
 4. The total number of service hours completed by the NRHH chapter
- f. Criteria for Selection:
- i. The nominated chapter's service provided to their campus and surrounding community, as well as the ways that the community was impacted by the service of the chapter.
 - ii. The ways that the nominated chapter has encouraged the service value of NRHH and the impact of the service on the chapter as a whole.
 - iii. The nominated chapter's participation in the regional Philanthropy and regional conference philanthropies.
 - iv. The nominated chapter's participation in the NACURH Annual Conference philanthropy.
 - v. The nominated chapter's service in conjunction with an affiliated RHA organization in good standing with NACURH.
 - vi. The nominated chapter's involvement during the service week of NACURH Residence Hall Month.
6. NRHH President of the Year
- a. Purpose: This award is designed to recognize outstanding service of an NRHH Chapter President at an affiliated institution who has had a direct and positive impact on their school, NRHH chapter, the MACURH region, and NACURH as a whole.
 - b. Eligibility: Only individuals who have completed an entire term as NRHH president, or who will complete their term as president at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual conference to NACURH Annual conference). Nominees must be full time students.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH NRHH President of the Year Award.
 - d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include the nominee's NRHH chapter involvement and accomplishments during the year of nomination.

- ii. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee’s host institution.
 - iii. The bid must include a letter of support from a full-time professional or graduate-level advisor or the NRHH President or NRHH Advisor for the year of nomination.
 - f. Criteria for Selection:
 - i. The nominee’s service to their NRHH chapter by exhibiting delegation, communication, goal setting and execution, connection with their executive board, leadership, success or growth of the chapter, and creativity.
 - ii. The nominee’s campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
 - iii. The nominee’s participation in NRHH, regional, and NACURH level services and correspondence.
 - iv. The nominee’s recognition through campus, regional, or NACURH level awards.
 - v. The nominee’s attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and regional spirit.
- 7. NRHH Lifelong Member Award
 - a. Purpose:
 - i. This award is designed to recognize outstanding service of an NRHH Lifelong Member from an affiliated institution who has had a direct and positive impact on their school, NRHH chapter, the MACURH region, and NACURH as a whole during their time as a Lifelong Member.
 - b. Eligibility:
 - i. Any lifelong member from a MACURH member school in good standing with NACURH is eligible for this award. No individual may be nominated for the Cindy Fendrick Award for Professional Service, Hallenbeck Lifetime Service Award, or the Mabel Strong Outstanding Advisor Award in the same academic year.
 - c. Award:
 - i. The winner will be announced at the RBC. The recipient will be awarded with a plaque. In addition, the first winner will become the namesake for the MACURH NRHH Lifelong Member Award.
 - d. Page Limit: Bid content must be limited to eight (8) pages.

- e. Required Content:
 - i. The bid must include the nominee’s NRHH Chapter involvement and accomplishments during their time as a candidate member, on-campus member, and/or off-campus member.
 - ii. The bid must include the nominee’s commitment to the values of recognition and service since becoming a Lifelong Member.
 - iii. The bid must include a letter of support from the NRHH President or NRHH Advisor for the year of nomination.
- f. Criteria for Selection:
 - i. The nominee’s service to their NRHH Chapter as a Lifelong Member.
 - ii. The nominee’s campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
 - iii. The nominee’s participation in living the values of recognition and service through their current occupation, hobbies, lifestyle, etc.
 - iv. The nominee’s engagement of the values in their role as a Lifelong Member.

Section 3. Awards Discussed in President Boardroom

- 1. Building Block RHA of the Year Award
 - a. Purpose: This award is designed to recognize an RHA organization that has made significant steps in the development of their RHA, and to honor the RHA who displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.
 - b. Eligibility: Only RHA organizations hosted by an institution in good standing with NACURH, Inc. are eligible for this award.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH’s regional nominee for the NACURH Building Block RHA of the Year Award.
 - d. Page Limit: Bid content must be limited to twenty (20) pages.
 - e. Required Content:
 - i. The bid must include demonstrable comparisons within the RHA organization between the previous and current academic years in all criteria.
 - ii. The bid must include a letter of support from a professional staff member at an Assistant Director level (or equivalent) or higher of the institution’s Housing or Residence Life department.
 - f. Criteria for Selection:

- i. Campus Level Content
 - 1. Purpose and Goals
 - a. Achievement of the organization's purpose
 - b. Goals and objectives of the organization
 - c. Measurable results of goal achievement
 - 2. Structure
 - a. Structure of organization, executive officers, and membership
 - b. Changes in and improvements to organization structure
 - 3. Resident Involvement
 - a. Recruitment methods and achievement
 - b. Role of residents in developing the organization's vision, goals, and objectives
 - c. Role of residents in activities and achievements of the organization
 - 4. Programming, Initiatives, and Accomplishments
 - a. New and traditional programs, including challenges and results
 - b. Development of new initiatives, including challenges and results
 - c. Program and initiative evaluation tools
 - d. Other accomplishments and successes
 - 5. Challenges faced by the organization and results or outcomes of those challenges
 - 6. Communication
 - a. Communication with residents in the on-campus community
 - b. Communication with NRHH Chapter (if one exists) and other on-campus organizations
 - c. Communication with residence hall staff and administration
 - 7. Budget
 - a. Source, structure, and use of organization budget
 - b. Budget growth, changes, and improvements
- ii. Regional Level Content

1. Regional Conferences
 - a. Representation at regional conferences in and out of boardrooms
 - b. Impact of conference attendance on organizational growth and campus level achievement
 2. Regional Communication
 - a. Communication with regional representatives, executives, and institutions
 - b. Impact of regional communication on organizational growth
 3. Involvement in regional projects, initiatives, and committees
 - a. Level of involvement in regional committees, initiatives, and projects
 - b. Impact of regional involvement on organizational growth and success
- iii. NACURH Level Content
1. NACURH Annual Conference
 - a. Representation at the NACURH Annual Conference in and out of boardroom sessions
 - b. Impact of conference attendance on organizational growth and campus level achievement
 2. NACURH Communication
 - a. Communication with NACURH representatives and institutions
 - b. Communication with the NACURH Corporate Office
 - c. Participation in NACURH projects, initiatives, and committees and task forces
 - d. Impact of NACURH communication on organizational growth
- iv. NRHH Involvement (if a chapter exists)
1. Relationship between RHA and NRHH Chapter
 2. Impact of NRHH Chapter on organizational growth
 3. Schools bidding for the MACURH RHA Building Block of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.

2. First Year Experience Award

- a. Purpose: This award is designed to recognize the outstanding contributions of a first year student living in the residence halls who has been directly affiliated with the MACURH and NACURH organization. This award encourages involved first year students to remain active in leadership positions and continue improving the residence hall environment on campus.
- b. Eligibility: Only students in their first year living in a residence hall, or who will complete their first year within sixty (60) days of the NACURH Annual Conference are eligible for this award. Nominees must be full time students and live in an on-campus housing unit.
- c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH First Year Experience Award.
- d. Page Limit: Bid content must be limited to eight (8) pages.
- e. Required Content:
 - i. The bid must include the nominee's residence hall or student leadership involvement and accomplishments during the year of nomination. The bid must also outline the nominee's plans to return to the residence halls or university housing for the following academic year.
 - ii. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee's host institution.
 - iii. The bid must include a letter of support from a full-time professional or graduate-level advisor or residence hall staff member.
- f. Criteria for Selection:
 - i. The nominee's campus, regional, and NACURH level leadership, goals involvement, and accomplishments.
 - ii. The nominee's academic honors.
 - iii. The nominee's community support and involvement as well as motivations for involvement in residential leadership.
 - iv. The nominee's personal and professional growth and development through experiences related to their involvement on campus.
 - v. The nominee's plans and goals for their future in residential leadership.
 - vi. The nominee's attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and regional spirit.

3. RHA President of the Year Award
 - a. Purpose: This award is designed to recognize outstanding service of an RHA president at an affiliated institution who has had a direct and positive impact on their campus, RHA organization, region, and NACURH as a whole.
 - b. Eligibility: Only individuals who have completed an entire term as RHA president, or who will have completed their term as RHA president at the end of the respective academic year, are eligible for this award (a term of office for award purposes shall be from NACURH Annual Conference to NACURH Annual Conference). Nominees must be full time students and live in an on-campus housing unit.
 - c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH RHA President of the Year Award.
 - d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include the nominee's RHA chapter involvement and accomplishments during the year of nomination.
 - ii. The bid must include a letter of support from a student representative of the residential housing organization over which the nominee presides.
 - iii. The bid must include a letter of support from a full-time professional or graduate-level advisor or residence life staff member.
 - f. Criteria for Selection:
 - i. The nominee's service to their RHA organization by exhibiting delegation, communication, goal setting and execution, connection with their executive board, leadership, success or growth of the organization, and creativity.
 - ii. The nominee's campus, regional, and NACURH level leadership, goals, involvement, and accomplishments.
 - iii. The nominee's participation in campus, regional, and NACURH level services and correspondence.
 - iv. The nominee's recognition through campus, regional, and NACURH level awards.
 - v. The nominee's attendance and participation in NACURH related conferences and events including involvement, educational sessions presented, and regional spirit.
4. Excellence in Programming Award

- a. Purpose: This award is designed to recognize outstanding service of a student leader who has contributed leadership skills in the field of programming on the campus, regional, and NACURH level.
 - b. Eligibility: Any student who has been involved as a member of MACURH during their year of nomination is eligible for this award. Nominees must be full time students and live in an on-campus housing unit. No individual may bid for the Excellence in Programming Award and the Mike Grosz Student of the Year Award in the same academic year.
 - c. Award: The winner will be announced at the RBC and will be awarded with a plaque.
 - d. Page Limit: Bid content must be limited to eight (8) pages.
 - e. Required Content:
 - i. The bid must include a description of the nominee’s contributions to MACURH, NACURH, and their campus through programming-related services.
 - ii. The bid must include a letter of good standing from a university official such as a registrar or residence life staff member from the nominee’s host institution.
 - iii. The bid must include a letter of support from the individual’s director advisor or a residence life professional staff member, including graduate advisors.
 - f. Criteria for Selection
 - i. The nominee’s campus, regional, and NACURH level goals, leadership, involvement, and accomplishments.
 - ii. The nominee’s attendance and participation in regional and NACURH related conferences and events, including boardroom involvement, delegation support, educational sessions presented, and conference spirit.
 - iii. The nominee’s participation in regional and NACURH services and correspondence.
 - iv. The nominee’s programming efforts on the campus, regional, and NACURH level.
 - v. The nominee’s recognition received through campus, regional, and NACURH level awards.
5. MACURH School of the Year Award
- a. Purpose: The MACURH School of the Year award is the highest honor member schools can receive. This award is designed to recognize outstanding

achievements on the campus level by a residence hall organization and affiliated groups, as well as contributions on regional and NACURH levels.

- b. Eligibility: Any MACURH institution in good standing with NACURH is eligible for this award.
- c. Award: The winner will be announced at the RBC. The recipient will be awarded with a plaque and will be MACURH's regional nominee for the NACURH School of the Year Award.
- d. Page Limit: Bid content must be limited to thirty (30) pages.
- e. Required Content:
 - i. The bid must outline the achievements of the nominated institution as well as their dedication, service to, and impact on their campus community, MACURH, and NACURH as a whole.
 - ii. The bid must include a letter of support from a professional staff member at an Assistant Director level (or equivalent) or higher of the institution's Housing or Residence Life department.
- f. Criteria for Selection:
 - i. Campus Level Content (45%)
 - 1. Purpose and Goals
 - a. Achievement of organization's purpose
 - b. Goals and objectives of the organization
 - c. Measurable results of goal achievement
 - 2. Structure
 - a. Structure of the organization, executive officers, and membership
 - b. Benefits of the organizational structure on achievements
 - 3. Resident Involvement
 - a. Recruitment methods and achievements
 - b. Role of residents in developing the organization's vision, goals, and objectives
 - c. Role of residents in activities and achievements of the organization
 - 4. Programming, Initiatives, and Accomplishments
 - a. New and traditional programs, including challenges and results
 - b. Development of new initiatives, including challenges and

- growth and campus level achievement
- 2. Regional Communication
 - a. Communication with regional representatives, executives, and institutions
 - b. Impact of regional communication on the organization's growth and campus level achievement
- 3. Involvement in regional projects, initiatives, and committees
 - a. Organization's level of involvement in regional projects and initiatives, committees, and task forces
 - b. Impact of regional involvement on the organization's growth and campus level achievement
- 4. Regional Awards
 - a. Bids submitted for regional awards
 - b. Regional awards recognition and achievements
 - c. Regional OTM submissions and successes
 - d. Impact of regional award involvement on the organization's growth and campus level achievement
- 5. Hosting
 - a. Hosting a regional officer
 - b. Hosting a regional conference
- iii. NACURH Level Content (25%)
 - 1. NACURH Annual Conference
 - a. Representation at the NACURH Annual Conference in and out of boardroom sessions
 - b. Impact of Annual Conference attendance on the organization's growth and campus level achievement
 - 2. NACURH Communication
 - a. Communication with NACURH representatives, executives, and institutions
 - b. Communication with the NACURH Corporate Office
 - c. Participation in NACURH projects, initiatives, and committees
 - d. Impact of NACURH communication on the organization's growth and campus level achievement
 - 3. NACURH Awards

- a. Bids submitted for NACURH awards
- b. NACURH award recognition and achievement
- c. NACURH OTM submissions and success
- 4. Hosting
 - a. Hosting a NACURH officer
 - b. Hosting a NACURH office
 - c. Hosting a NACURH conference
- iv. NRHH Related Content (if a chapter exists)
 - 1. Goals and achievements of the NRHH chapter
 - 2. Relationship between RHA and NRHH Chapter
 - 3. Impact of the NRHH Chapter on the organization’s growth and campus level achievement
 - 4. Schools bidding for the MACURH School of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus

Article IV. Miscellaneous Awards

Section 1. Three Year Outstanding Service and Academic Recognition Award

1. The Three Year Outstanding Service and Academic Recognition Award is an award designed to recognize those students who have given their time and energy to improving their residential living environment throughout their collegiate career. An application form must be submitted to the Regional Director for consideration of this award, the award will then be given at the Director’s discretion. The award winner(s) will be announced during the RLC, RBC, as well as the NACURH Annual Conference. All winners will receive a certificate signed by the current RBD.
2. The Three Year Outstanding Service and Academic Recognition award application form can be obtained from the Regional Director.

Section 2. Four Year Outstanding Service Pin and Academic Recognition Award

1. The Four Year Outstanding Service Pin and Academic Recognition Award is an award designed to recognize those students who have given their time and energy to improving their residential living environment throughout their collegiate career. An application form must be submitted to the Regional Director for consideration of this award, the award will then be given at the Director’s discretion. The award winner(s) will be announced during the RLC, RBC, as well as the NACURH Annual Conference. All winners will receive a certificate signed by the current RBD.
2. The Four Year Outstanding Service Pin and Academic Recognition award application form can be obtained from the Regional Director.

Section 3. Silver Pin

1. The Silver Pin Award is a regional award given at the discretion of the Regional Director. The purpose of this award is to recognize individuals who have provided outstanding leadership and direction to the regional affiliates of NACURH. The maximum number of silver pins given by the Regional Director each year is equal to the number of regional affiliates in NACURH.

Section 4. Golden Cowbell Pin

1. The Golden Cowbell pin is an award given to individuals within MACURH or NACURH who have shown outstanding leadership and service to the region and have assisted in the organizational accomplishments of the RBD member giving the award throughout the year.
2. Each member of the RBD shall be allowed up to three Golden Cowbell pins throughout the course of their term.
 - a. The Regional Advisor and Regional NRHH Advisor shall be allowed up to three Golden Cowbell pins to award each year of their term.

Section 5. The NACURH Advancement Society

1. The purpose of the NACURH Advancement Society is to establish and recognize those who make individual, significant, contributions to NACURH, Inc.
2. MACURH shall have the ability to induct up to two (2) individuals to the NACURH Advancement Society on behalf of the region each affiliation year. These individuals shall be selected by a majority vote of the regional voting representatives. Inductees shall be individuals who have made productive and significant contributions to the region of MACURH and NACURH as a whole extending beyond campus level leadership.
 - a. A third inductee shall be chosen on behalf of the region based on the selected recipient of the MACURH Distinguished Service Award.
3. Regional inductees must be selected prior to the NACURH Annual Conference in the following manner:
 - a. Any individual in good standing with MACURH and NACURH, or who graduated from an institution in good standing with MACURH and NACURH, may be nominated for induction via a form distributed by the ADAF during the spring semester.
 - b. Following the close of nominations, each nominee shall have their application shared to the voting representatives at least one week prior to the selection of the region's nominees.
 - c. The Regional Director, or designated appointee shall conduct a selection meeting during a regularly scheduled voting representatives chat
 - d. Following discussion, all nominees must be selected by a majority vote of the

NCCs or voting representatives.

Section 6. Regional Spirit Point System

1. The RBD shall be responsible for the distribution of Regional Spirit Points each affiliation year.
2. Spirit points shall be awarded to member institutions for the following reasons:
 - a. Social media post (original or shared post) - 2 points
 - b. Sharing jokes or snaps during boardroom sessions - 2 points
 - c. Attendance at a MACURH Special Chat - 5 points
 - d. Submission of a educational session proposal to the Regional Leadership conference - 5 points
 - e. Presenting a educational session at a Regional Leadership conference - 10 points
 - f. Presenting a MACURH-U educational session at a Regional Leadership conference - 15 points
 - g. Participation on a regional or NACURH committee or task force - 10 points
 - h. Selection as a regional OTM winner - 10 points
 - i. Selection as a NACURH OTM winner - 10 points
 - j. Submission of a piece of legislation - 15 points
 - k. Submission of an award bid - 15 points
 - l. Selection as a regional award bid winner - 10 points
 - m. Presenting a educational session at the NACURH annual conference - 20 points
 - n. Submission of a conference host bid - 40 points
3. The RBD of the current affiliation year shall have the discretionary authority to assign additional spirit points to member institutions as necessary.
4. Regional spirit points shall be tracked on the official MACURH regional website and the region shall be updated at each regional conference.

Section 7. Of the Month Awards

1. Sponsored by NRHH, the Of the Month Awards (OTMs) are an excellent way to acknowledge outstanding individuals, student organizations, and successful programs on campuses. OTMs are used to recognize anyone or anything that goes above and beyond the traditional job responsibilities.
2. All OTMs must be submitted electronically through the NACURH OTM online database. Each individual institution has the ability to set their own deadline for their campus level OTMs for the previous month's nominations. Using the OTM database, campus administrators must decide upon one campus level winning OTM per category for the Regional Level by 11:59PM on the 10th of every month.

3. RBD members may not author, or be nominated for, any OTM in a Regional or NACURH recognized category in consideration for selection at the campus, regional, or NACURH level.
4. For an OTM to be considered for a regional award, the OTM must have at least 350 words for a general category and fifty percent (50%) of each section required for a program category.
 - a. If there are no OTMs in a specific category that meet the above criteria, the ADNRHH in coordination with the OTM Committee shall determine if any OTM submitted in the respective category is deserving of regional recognition, and shall then select that specific OTM as the regional winner.
5. Submissions are then voted on by the Regional OTM Committee and forwarded to the NCO for NACURH selection by the ADNRHH. Nominations should be month specific and focus on relevant residence hall related activities.
6. *The current OTM categories include:*
 - a. Advisor of the Month
 - b. Community Service Program of the Month
 - c. Diversity Program of the Month
 - d. Educational Program of the Month
 - e. Executive Board Member of the Month
 - f. First Year Student of the Month
 - g. Institution Faculty/Staff Member of the Month
 - h. Organization of the Month
 - i. Passive Program of the Month
 - j. Residence Life Professional Staff Member of the Month
 - k. Resident Assistant of the Month
 - l. Residential Community of the Month
 - m. Social Program of the Month
 - n. Spotlight of the Month
 - o. Student of the Month
 - p. Student Staff Member of the Month

TITLE 12

RESOLUTIONS

Article I

Pursuit of Gender Inclusive Housing

Article II

Pursuit of Inclusive Conference Experiences

Article III

Healthy Conference Practices

Article I. Pursuit of Gender Inclusive Housing

Whereas, the Midwest Affiliate of College and University Residence Halls, MACURH, is the premier institution of advocacy for students living in residence halls in the Midwest,

And Whereas, MACURH has the stated purpose of promoting student intellectual, educational, cultural, physical, and social welfare as well as the purpose of providing an avenue for assisting students to achieve fuller participation in the life of the college community,

And Whereas, our region has always been known as a safe and welcoming environment for students of all backgrounds,

And Whereas, a recent survey hosted by the National Association of College and University Residence Halls, or NACURH, revealed that 48% of the institutions responding did not offer “Gender Inclusive Housing Options,”

And Whereas, the promotion of gender inclusive housing at MACURH member institutions would significantly assist members of the LGBT+ community in becoming part of the greater residence hall community,

And Whereas, a statement such as a resolution from an advocacy organization like MACURH would assist students who are attempting to implement gender inclusive housing on their own campuses,

And Whereas, NACURH has already issued a resolution supporting the inclusion of gender-neutral bathrooms at conferences,

And Whereas, the NACURH Unification Statement says that ultimately, we strive for a unified organization which has an appreciation, understanding and acceptance of diversity,

And Whereas, the Midwest Affiliate of College and University Residence Halls should advocate for the needs of all of the residence hall students of the Midwest,

Therefore, Let It Be Resolved, that the Midwest Affiliate of College and University Residence Halls officially encourages all member institutions to pursue, to the best of their ability, the creation of gender inclusive housing options in their residence hall communities,

Let It Be Further Resolved, that all MACURH member institutions that currently accommodate gender inclusive housing supply to the region, at their willingness, the room configurations and policies which they have adopted so that this information may be shared with all schools around the region,

Let It be Further Resolved, that MACURH reinforces its commitment to providing an inclusive residence hall community for all students regardless of their backgrounds.

Respectfully Submitted,

Keiler Swartz, MACURH Coordinating Officer for Outreach

Resolution passed | 32-0-0

Article II. Pursuit of Inclusive Conference Experience

Whereas, The members of the Midwest Affiliate of College and University Residence Halls, and the organization as a whole strive for inclusive practices in all matters

And Whereas, MACURH has the purpose of creating safe environments with equitable experiences for all

And Whereas, our region is quite homogenized due to limitations to access

And Whereas, the Who is NACURH data collected in 2018 found a number of respondents within our corporation that identified as having a physical disability or learning disability

And Whereas, ability status is one of the least salient identities within groups, meaning the conversation is not brought up enough for those who need advocated for

And Whereas, our current practices within MACURH may opt individuals to disclose their disability status which does not create an inclusive, equitable, or comfortable experience for all involved in the region

Therefore let it be resolved, that MACURH refocus its efforts on an inclusive conference experience regardless of member's backgrounds or ability levels

Let it be further resolved, that MACURH make efforts in the coming affiliation years to integrate inclusive practices including and not limited to the purchase of audio equipment and the use of closed captioning on all video presentations, to be utilized at all in person retreats and conference-related spaces (opening/closing ceremonies, boardrooms, break-out rooms)

Let it be further resolved, that questions would be added to each conference assessment survey to address areas for growth within this topic

Let it be further resolved, that the region continue to promote, assess, and research inclusive practices to further align itself with meeting member needs and connecting to the NACURH Equity initiatives

Respectfully Submitted,

Katie Frances Westermeyer, *Regional Director*

Resolution Passed | 23-0-0

Article III. Healthy Conference Practices

Whereas, MACURH regional conferences take place twice a year with a multitude of students and professionals who attend to discuss business, recognition, and leadership

And Whereas, while attending these conferences, these individuals may not receive enough sleep because of activities planned within the conferences

And Whereas, conference delegates should understand their personal needs and have the opportunity to take care of themselves in the most healthy way possible

And Whereas, current policy states that conference planning must include space for 5-7 hours of sleep, that nothing but breakfast may start before 8am, and nothing may continue past 1am

And Whereas, if this is followed exactly there are only seven hours in between to account for transportation, breakfast, and other self-care such as hygiene and sleep

And Whereas, it is recommended that 7-9 hours of sleep are important for the health and functionality of an individual

Therefore let it be resolved, that MACURH refocus its efforts on an inclusive conference experience considering the varying needs of individuals' self-care

Let it be further resolved, that MACURH make efforts in assessing and promoting the personal care of individuals throughout conferences

Let it be further resolved, while delegates are participating in conference activities the Regional Board and Conference Staff will read the room to ensure the comfortability of conference attendees

Let it be further resolved, the Regional Board of Directors and Conference Staff will work together to guarantee enough sleep for regional representatives and advisors throughout the entirety of conferences

Respectfully Submitted,

Maddie Stoen, University of Iowa ARH President

Meredith Finley, University of Iowa NRHH Representative

Payton Branson, Missouri State University NCC

On behalf of the 2019-2020 Legislation & Development Committee

Resolution Passed | 18-1-2

TITLE 13

APPENDIX

Article I

Host Acknowledgment Form

Article II

Financial Planning Form: Leadership Conference

Article III

Financial Planning Form: Business Conference

Article IV

Three Year Outstanding Service and Academic
Recognition Award Form

Article V

Four Year Service Pin Award Form



MACURH HOST INSTITUTION ACKNOWLEDGEMENT FORM

NAME _____

HOST INSTITUTION _____

POSITION BIDDING FOR _____

- We affirm that the above candidate has the full support of the Residence Hall Association or campus equivalent
- We affirm that the above candidate has the full support of the Department of Housing
- We affirm that the above candidate is in good academic and disciplinary standing at our institution

IF ELECTED

- The above candidate will be able to attend the upcoming MACURH Regional Board transition retreat, and the related travel expenses will be covered by our institution
- The above candidate will be able to attend the upcoming NACURH Annual Conference as a delegate from our institution, and the related travel and registration expenses will be covered by our institution
- Our institution will take the necessary steps to affiliate our RHA or campus equivalent with NACURH, Inc. prior to October 1 of the affiliation year in which the above candidate will hold office
- Our institution will take the necessary steps to remain in good standing with NACURH, Inc. throughout the duration of the above candidate's term.
- The above candidate has access to the following advisement resources, technology, and work space:

We have read, understand, and agreed to the responsibility of hosting a MACURH Regional Board Member. By signing below, we agree to support _____ as an RBD member and assure that the above information is accurate, to the best of our knowledge.

(Professional Housing Staff) (Signature) (date)

(RHA President) (Signature) (date)

(NRHH President – AD-NRHH only) (Signature) (date)

Article II. Financial Planning Form: Leadership Conference



**REGIONAL LEADERSHIP CONFERENCE
FINANCIAL PLANNING FORM**

HOST INSTITUTION _____

ESTIMATED COST PER DELEGATE _____

PROJECTED CONFERENCE SPONSORSHIP _____

ESTIMATED COST PER DELEGATE W/ SPONSORSHIP _____

This form contains a summary of major conference expenses, additional required expenses counted toward the conference cost should be included in the estimated per delegate price.

FIXED EXPENSES

Administration _____

Compensated Delegates _____

Ceremonies _____

Boardroom Facilities _____

Program Facilities _____

Spirit and Awards _____

Service Activity _____

Transportation _____

Other _____

VARIABLE EXPENSES (please include each cost per delegate)

Friday Dinner _____

Saturday Breakfast _____

Saturday Lunch _____

Saturday Dinner _____

Sunday Breakfast _____

Housing (per delegate) _____

Delegate Merchandise _____

Other _____

Article III. Financial Planning Form: Business Conference



REGIONAL BUSINESS CONFERENCE FINANCIAL PLANNING FORM

HOST INSTITUTION _____

ESTIMATED COST PER DELEGATE _____

PROJECTED CONFERENCE SPONSORSHIP _____

ESTIMATED COST PER DELEGATE W/ SPONSORSHIP _____

This form contains a **summary** of major conference expenses, additional required expenses counted toward the conference cost should be included in the estimated per delegate price.

FIXED EXPENSES

Administration _____

Compensated Delegates _____

Ceremonies _____

Boardroom Facilities _____

Spirit and Awards _____

Transportation _____

Other _____

VARIABLE EXPENSES (please include each cost per delegate)

Friday Breakfast _____

Friday Lunch _____

Friday Dinner _____

Saturday Breakfast _____

Saturday Lunch _____

Saturday Dinner _____

Sunday Breakfast _____

Housing (per delegate) _____

Delegate Merchandise _____

Other _____



MACURH

MIDWEST AFFILIATE

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

Three-Year Outstanding Service and Academic Recognition Award

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

Updated on 10/6/16

Applicant Information:

Name: _____

School: _____

Will you be attending the upcoming conference? (*circle*) Yes or No

Residence Hall Activities:

Please list your three years of service in the residence halls. There must be at least one activity every year. Attach an additional sheet if necessary. (*Activity, Academic Year*):

Conference Attendance:

List the type (e.g. NACURH, MACURH, etc.), year, and location, of all NACURH related conferences that you have attended. You must have attended at least three conferences, including at least one MACURH and NACURH each. (*Conference Type, Year, Location*):

Updated on 10/6/16

Program Presentations or Supplemental Involvement:

List the type (e.g. NACURH, MACURH, etc.), year, and location, of all NACURH related conferences for which you have presented programs or the time period and topic of your extended and/or extraneous involvement:

Verification:

Are your three years of involvement all at the same school, or are you a transfer student? (check one) I was enrolled and involved in the residence halls for three years ONLY at the school named above. For part of my three years, my involvement took place at a different college or university.

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

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

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

Signature: _____ Date: _____

Updated on 10/6/16

Verification (cont.):

We the undersigned RHA President, NCC, and RHA Advisor, hereby certify that all of the information provided by this applicant is true and correct to the best of our knowledge and that they meet the requirements for the MACURH Three-Year Outstanding Service and Academic Recognition Award.

RHA President: _____ Date: _____

RHA Advisor: _____ Date: _____

NCC: _____ Date: _____

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

Updated on 10/6/16



MACURH

MIDWEST AFFILIATE

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

MACURH Four-Year Service Pin Award

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

Update on 10/6/16

Applicant Information:

Name: _____

School: _____

Will you be attending the upcoming conference? (circle) Yes or No

Residence Hall Activities:

Please list your four years of service in the residence halls. There must be at least one activity every year. Attach an additional sheet if necessary. (*Activity, Academic Year*):

Conference Attendance:

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

Update on 10/6/16

Program Presentations:

List the type (e.g. NACURH, MACURH, etc.), year, and location, of all NACURH related conferences for which you have presented programs or the time period and topic of your extended and/or extraneous involvement:

Verification:

Are your four years of involvement all at the same school, or are you a transfer student? (check one) ____ I was enrolled and involved in the residence halls for all four years ONLY at the school named above. ____ For part of my four years, my involvement took place at a different college or university.

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

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

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

Signature: _____ Date: _____

Update on 10/6/16

Verification (cont.):

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

RHA President: _____ Date: _____

RHA Advisor: _____ Date: _____

NCC: _____ Date: _____

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

Update on 10/6/16

THIS PAGE IS INTENTIONALLY LEFT BLANK