

NATIONAL RESIDENCE HALL HONORARY



POLICY & GUIDELINE HANDBOOK

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NRHH POLICY AND GUIDELINE HANDBOOK

- A. This manual was created as a rough sketch in 1995. The policy book was adopted as the official NRHH Policy Book by the NRHH Regional Associate Directors on May 24, 1997 after extensive revisions.
- B. Any policy change or change to the policy book may be proposed by an NRHH Regional Associate Director at a Regional Associate Director meeting. Any non-financial policy change and/or changes to the policy book will be decided upon by the Regional Associate Directors with the input of the NRHH National Chair. A change in the NRHH policy or to the NRHH Policy Book shall be made by a simple majority of RADs voting, with the NRHH National Chair voting in case of a tie.
- C. Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual NRHH Business Meeting by the chapters. The Chair of NRHH shall only have a vote in the case of a tie.
- D. The NRHH representatives of NRHH must be informed of any policy changes made to the Policy Book at the NRHH National Business Meeting. The National Board of Directors shall be informed of any policy change made to the policy book.

NRHH MISSION AND VISION STATEMENTS

Vision Statement

As an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH), the National Residence Hall Honorary (NRHH) strives to recognize the top 1% of student leaders living in college and university housing at NACURH member schools. NRHH encourages the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and national levels.

Mission Statement

The National Residence Hall Honorary (NRHH) is the premiere honorary supported by the leading national organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and support the vision of the National Association of College and University Residence Halls, Incorporated.

SECTION I: NRHH CHAPTERS

Affiliated Chapters

NRHH Chapters are encouraged to affiliate annually for the upcoming NACURH year at the NACURH conference to maximize services.

An NRHH Chapter shall be considered affiliated if they do the following prior to the annual National NRHH Business Meeting:

1. Be from a fully affiliated NACURH member school (contact the NACURH Information Center for details on how to affiliate your school with NACURH).
2. Present a completed Chapter affiliation form to the NACURH Information Center (NIC).
3. Present a list of their Chapter's current members to the NIC.
4. Present an updated copy of their Chapter's Constitution or a statement indicating constitutional changes have not been made to the NIC.
5. Maintain good standing with NACURH.
6. Have of no outstanding debts with the NACURH.

An Affiliated Chapter will receive the following exclusive benefits during the affiliation period:

1. The services of the NACURH National Offices.
2. The right to purchase NRHH Membership Pins.
3. The right to purchase NRHH individual membership certificates.
4. The right to purchase NRHH merchandise and apparel.
5. Access to free manuals and guides that assist chapters.
6. Voting rights at the annual National NRHH Business Meeting.
7. Thirty free Resource File Index pages from the NACURH Information Center.

Fees

Schools shall pay the NACURH affiliation fee outlined in the NACURH governing documents.

Guidelines

A chapter is not considered as an affiliated chapter if their school is not also in good standing with NACURH.

Chapter Membership

Minimum Induction Criteria for Chapters

An individual must:

1. Have lived in the residence halls for at least one year.
2. Have made a positive contribution to the residence hall system.
3. Be in good standing at their school.
4. Have at least a 2.0 GPA on a 4.0 scale.

NRHH Membership

Once an individual has been inducted as an NRHH member, he/she is an NRHH member for life.

Active Membership

An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave.

Alumni Membership

An alumni member of an NRHH Chapter is a member that has moved off campus or is no longer a student. These members do not count in the 1% cap.

Early Alumni Membership

An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.

The following guidelines apply to the procedure of applying for early alumni membership status:

1. The member and/or chapter must complete the early alumni membership application (contact your Regional AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
2. The completed early alumni membership application shall be submitted to the Regional AD-NRHH for approval.
3. The number of early alumni members a chapter shall be granted per academic year will not exceed ten percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 5 early alumni members approved per a year).
4. It is the right of the Regional AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. The Regional AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
 - c. The chapter has exceeded its allotted early alumni membership approvals for the year.
5. If the member and/or chapter wish to appeal the decision of the Regional AD-NRHH, they may appeal to the entire AD-NRHH board. The decision of the AD-NRHH board (consisting of an AD-NRHH from each region) shall be final.
 - a. Each AD-NRHH shall have one vote
 - b. A simple majority shall be necessary, with the NRHH Chair casting the tie-breaking vote when necessary.

Honorary Membership

An Honorary membership is designed to recognize people including, but not limited to, housing personnel, instructors, college or university staff and those who have demonstrated outstanding support and service to the residence hall students. Individuals who could qualify for general membership, with the exception of graduating seniors, cannot be inducted as an "honorary member." The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap (i.e., if a chapter has membership cap of 50, it may induct up to 5 honorary members a year). These members do not count in the 1% cap.

Membership Capacity

The general membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership cap only includes active membership. Further definition can be found in the NRHH By-Laws.

SECTION II: NRHH REGIONAL POSITIONS

Regional Associate Directors

A RAD is the region's representative for NRHH issues. The role of the RAD is defined through the regional by-laws, and this policy book. Please refer to the RAD Manual regarding position duties and guidelines.

National Responsibilities

1. Represent region at the RAD Conference or NACURH Semi-Annual conference.
2. Submit an article to the 1% Press at least once a year.
3. Support NRHH programming at regional and national conferences.
4. Maintain communication with NSRO and National Board of Directors.
5. Maintain communication with the other RADs.
6. Attend NACURH pre-conference upon the request of the National Board of Directors
7. Attend the NRHH reception at the NACURH Annual Conference.
8. Prepare and present a semi-annual report for the NRHH RADs to be presented at the Annual RAD Conference or NACURH Semi-Annual conference, as well as an annual report for the NACURH Annual Conference.

Regional Responsibilities

1. Recruit and retain NRHH Chapters within the region.
2. Preside over regional NRHH business meetings.
3. Perform all responsibilities set forth by the regional board.
4. Send a newsletter to regional NRHH Chapters on a regular and timely basis and/or contribute to regional newsletter.
5. Facilitate a smooth transition with the new RAD at the end of the term.
6. Attend regional conferences.
7. Communicate frequently with chapters.
8. Work with regional conference staff to host a reception.
9. Prepare and present programs on NRHH and/or OTMs at regional conferences.
10. Maintain official Regional NRHH Website

OTM Responsibilities

1. Solicit Of The Month nominations from NACURH member schools and NRHH Chapters.
2. Judge all regional OTM submissions with an OTM committee, comprised of a minimum of three individuals with diverse backgrounds from the region.
3. OTMs cannot be authored by any RAD or any Regional Director.
4. Members of the regional OTM committee may not vote in any category they submitted an OTM.
5. OTM submissions to the NRHH Regional level must be selected and nominated by schools by the 10th of the month by 11:59 p.m. in each time zone following the month of submission.
6. OTM submissions to the NRHH National level must be selected and nominated by the 17th of the month by 11:59 p.m. CST following the month of regional submission.
7. Forfeiture of national recognition shall result upon failure to adhere to these procedures.

8. Coordinate regional recognition for OTMs.
9. Award regional OTM awards.

NRHH Regional Advisors

It is recognized that regions may, at their discretion elect a regional NRHH advisor. The role and responsibilities of the NRHH Advisor is defined through the regional bylaws.

SECTION III: AWARDS

Of the Month Awards

Eligibility

1. Each nomination submitted for national consideration must have been a regional winner.
2. Like months will be considered together.
3. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
4. All currently serving regionally and nationally elected officers including the NACURH Conference Chair and the NACURH NBD Liaison are ineligible for these awards. National Office Directors and Associate Directors who attend Semi-Annuals are also ineligible. In the case where a vacancy of a normally elected officer is appointed, that person shall also be ineligible, unless the nomination is for service prior to their election or appointment to one of the above positions.
5. Nominations must be month specific.

Time Line

Nominations must be forwarded from the regional level as soon as judging is complete on the OTM database by the 17th of the month by 11:59 p.m. CST following nomination (e.g. March OTMs are due to the regional office by the 10th of April by 11:59 p.m. in each time zone and must be submitted to the national level no later than April 17th by 11:59 p.m. CST).

An extension can be granted with approval from the NSRO Director and AD-OTMs if there are problems with submissions. The NSRO Director will notify the RADs of any such decision within 24 hours

~~Power outages and website problems resulting in submissions not making it to the national level at this specified time will be at the discretion of the AD of OTMs of the NSRO. The AD of OTMs does not need to inform RADs of the receiving of their OTMs since it shows up on each RADs account.~~

Judging

1. National OTMs will be judged by the National OTM Judging Committee.
2. All awards (Advisor, Executive Board Member, NCC, NRHH Chapter, Program, Residential Assistant, Spotlight, First Year Student, Student, and Community) are to be given based on preset criteria established by the NRHH Board

Recognition

All winners will be recognized by inclusion in the next NRHH newsletter and all winners and nominees will receive a certificate at the national conference. National Program Of the Month winners will be encouraged to present their programs at the national conference. The NSRO Director is encouraged to submit all winning national Program Of the Month winners to the NIC for publication in the NACURH Link.

Regional Recommendations

It is recommended that the regions adopt a structure and time line that reflects that of the NSRO, and descriptions of said categories in the OTM manual.

Regional Deadlines

It is recommended that the regions adopt a structure and time line that reflects that of the NSRO. All OTM submissions to the regional level must occur by the 10th of the month by 11:59 p.m. in each time zone following nomination on the NRHH OTM database. Descriptions of said categories are in the OTM manual.

Pins

Leadership and Service Pin (2005)

- A. The Leadership and Service Pin is the highest individual honor an NRHH Chapter can award to its members.
- B. The pin shall be awarded to NRHH Members (active, alumni, or honorary) that have provided outstanding Leadership and Service to their NRHH Chapter.
- C. The pins may be purchased from the NSRO at a price determined by the NSRO.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
- E. This pin should not be substituted for a bronze pin as they recognize different students.

Bronze Pins (2005)

- A. The Bronze Pin is the highest individual honor given by the RHA or NRHH President.
- B. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- C. The pins may be purchased from the NSRO at a price determined by the NAF.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

NRHH Outstanding Chapter of the Year

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

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary. Nomination shall come from member chapters that are in good standing. Only one bid per region. The bids shall be submitted to the NSRO on a compact disc (CD) postmarked by April 15 of each year. Year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference. All chapters are eligible and encouraged to bid for this award (Note: The emphasis is on the nominated chapter, not a comparison with other chapters).

Pages: Bids will be no longer than thirty (30) pages (10-12 point type) double-sided, with a page defined as a side with print; covers and title page are not included in the page count, dividers and letters of support are included. All bids must contain page numbers. Appendices are limited to twenty pages and are required. A Chapter Constitution must be

included in the appendix, but will not be included in the appendix page count. The cover shall include region, chapter, and institution names.

Selection: The selection committee shall be composed of NRHH Regional Associate Directors and the NSRO Director. The NRHH RADs will vote on the NRHH Outstanding Chapter of the Year award.

Award: The award will consist of a plaque to be retained by the winning school and a \$250 scholarship paid for by the NSRO. The award shall be announced at the NACURH awards banquet.

Suggested Criteria:

1. Purpose of the NRHH Chapter
 - a. What is the purpose of the chapter?
 - b. How was the purpose met?
 - c. How was the purpose exceeded?
2. Goals and Objectives of the NRHH Chapter
 - a. What were the goals and objectives?
 - b. Were the goals and objective achieved? Why or why not?
 - c. What was learned as a result of these goals and objectives?
3. Reinforcing the purpose of NRHH.
 - a. How has the chapter provided 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?
 - b. How has the chapter initiated and advanced its local chapter? (Examples of this are, but not limited to: an activity, supporting a regional officer, OTMs, housing support, and communications. These are considered examples and are not requirements).
4. Briefly explain your membership selection process.
 - c. How have your members exhibited leadership?
6. What are the leadership positions held in other organizations by your NRHH Members?
 - a. How have the above members shared their leadership talents in these positions?
7. Letters of support.
 - a. Chapter Advisor
 - b. RHA President
 - c. Director of Housing

NRHH Building Block Chapter of the Year

Purpose: The NRHH Building Block Chapter of the Year is given to the Chapter, which shows outstanding growth and development during the year of nomination.

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary Board. Nomination shall come from member chapters that are in good

standing. Only one bid per region. The bids shall be submitted to the NSRO on a compact disc (CD) postmarked by April 15 of each year. Year specific information will be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference.

Pages: The written bid shall not exceed thirty (30) pages in length (10-12 point type) double sided. A page is defined as a side with print; including appendices, letters of recommendation, text, etc. The title page shall not be included in the thirty (30) pages, but dividers shall be included in the page count. A copy of the chapter's constitution shall be required in the bid, but will not count against the thirty (30) page limit. The title page shall include the chapter, institution, and region name. All bids will contain page numbers.

Selection: The selection committee shall be composed of NRHH Regional Associate Directors and the NSRO Director. The NRHH RADs will vote on the NRHH Building Block Chapter of the Year award.

Award: The award will be presented at the closing banquet of the NACURH conference, with the winning institution receiving a permanent plaque. A maximum of one award per year may be given.

Suggested Criteria:

1. Goals and objectives and how these were met.
2. Membership selection process.
3. Participation in reinforcing the purpose of NRHH.
4. Programming and leadership development.
5. Regional and National involvement.
6. Growth of the chapter over the year:
 - a. Creation of new programming and leadership initiatives.
 - b. Creation of new recognition programs, services, and awards.
 - c. Expansion and building of existing programs and recognition.
 - d. Expanded participation on campus, state, regional, and national levels; including participation at conferences and retreats.
7. Letters of support.
8. Constitution.
 - a. This shall be required, but not count against the thirty (30) page count.

Outstanding NRHH Member of the Year

Purpose: This award was designed to recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated after both organizations.

Eligibility: This award will be given yearly at the discretion of the National Residence Hall Honorary Board. Nomination shall come from member chapters that are in good standing. Only one bid per region. The bids shall be submitted to the NSRO on a compact disc (CD) postmarked by April 15 of each year. Year specific information will

be considered; in other words, bid content must reflect accomplishments from NACURH Conference to NACURH Conference.

Bids: Bids will be no longer than 8 pages (10-12 point type) double sided, with a page defined as a side with print (including appendices, letters of recommendation, text, etc.); covers and title pages are not included in the page count, but dividers are included. All bids shall contain page numbers. All covers shall include nominee, chapter, institution, and region names.

Selection: The bid selection committee shall be comprised of the NRHH Associate Directors and the NSRO Director. The NRHH RADs will vote on the selection of the Outstanding NRHH Member of the Year.

Award: The award shall consist of a plaque, and shall be presented during the awards ceremony of the National Conference. A maximum of one award per year may be awarded.

Award Criteria:

1. Outstanding service considered shall be NACURH to NACURH year specific.
2. The bid shall include a letter of recommendation from the NRHH President or NRHH Advisor for the year of nomination.
3. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.

Suggested Criteria, but not required:

1. State, regional, and national correspondence pertaining to NRHH.
2. Recognition through NRHH Awards.
3. Participation in campus, state, regional, and national services for the benefit of NRHH.
4. Representation of NRHH at campus, state, regional, and national levels.
5. If nominee is an NRHH officer on campus, how nominee went above and beyond officer duties.

SECTION IV: FINANCE

Fiscal Year Definition

The fiscal year period for both NACURH and its affiliates shall be April 1 to March 31 of each year. (1995)

Tax Identification Number

The NACURH Tax ID number is only for the use of NRHH and NACURH services rendered. It is only for the use of chapters purchasing on inventory and services from the NSRO. It is never to be used by the chapters for any type of registration costs.

Bank Accounts

Any deposits to or allocations from NRHH funds must be approved by the RADs.

Budgets

OTM Program

All costs incurred by NRHH for facilitating the OTM program will be reimbursed by the NAF from the National Budget.

AAFN Program

All costs incurred by NRHH for facilitating the AAFN program will be reimbursed by the NAF from the interest money earned from the AAFN contingency fund.

Travel

The NSRO will pay for ½, up to \$300, of the Regional Associate Directors' travel expenses to attend the annual Regional Associate Director Conference

Financial Accountability

Accounts Receivable

On April 15, schools having outstanding debts to the NIC or NSRO shall be notified by that office that they are on probation and that the debt must be paid prior to the NRHH Informational meeting to vote at the NRHH Business Meeting

Inventory

Pin and Certificate Prices

1. The NRHH Membership pin price will be \$4.00 and is only available to fully affiliated NRHH chapters.
2. The NRHH general and honorary certificate price will be \$0.50 and is only available to fully affiliated NRHH chapters.
3. The NACURH Leadership Pin price will be \$3.00 for schools with affiliated NRHH chapters and \$4.00 for schools that do not have affiliated NRHH chapters at the time of purchase.

4. The NACURH Bronze Pin price will be \$3.00 for all schools in good standing with NACURH, Inc.
5. The RBD Pin price will be \$1.50, and can be purchased by a member of the respective regional board.

Apparel

An NRHH apparel line will be available to all affiliated NRHH chapters through the NSRO.

“No Pay, No Inventory” Policy

NRHH shall adopt a “NO PAY, NO INVENTORY” policy which is to include any inventory that the NSRO sells. This includes all pins, certificates, apparel, memorabilia, and other items that the NSRO provides to its chapters. This policy means that the inventory ordered will not be shipped out until payment is received.