

NATIONAL RESIDENCE HALL HONORARY



POLICY & GUIDELINE HANDBOOK

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SECTION I: Statements of Purpose

Article I Pillars of the NRHH

Leadership, Recognition, Scholastics and Service

Article II 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.

Article III Mission Statement

The National Residence Hall Honorary (NRHH) is the premiere honorary supported by the leading international 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 II: NRHH CHAPTERS

Article I AFFILIATED CHAPTERS

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

Section 1 Affiliation

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

- A. Be from a fully affiliated NACURH member school.
- B. Submit current chapter contact information including but not limited to the chapter's NRHH representative and NRHH Advisor to the NIC
- C. Submit a list of their Chapter's current members to the NIC.
- D. Submit an updated copy of their Chapter's Constitution.
- E. Maintain good standing with NACURH.

Section 2 Benefits

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

- A. Voting rights at the annual NACURH Corporate Business Meeting.
- B. Free Resource File Index (RFI) pages from the NIC.
- C. Access to free manuals and guides that assist chapters.
- D. The right to purchase NRHH Pins.
- E. The right to purchase NRHH honor cords. (2010)
- F. The right to purchase NRHH individual membership certificates.

Section 3 Fees

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

Article II CHAPTER MEMBERSHIP

Section 1 NRHH Membership

Once an individual has been inducted as an NRHH member, they are an NRHH member for life.

Section 2 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.

- A. An individual being inducted as an active member must:
 - 1. Be a student of the college or university with which the chapter is affiliated, with student defined by the chapter's host institution, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.
 - 2. Have lived in on-campus housing for at least one year
 - 3. Have made a positive contribution to the residence hall system.

Section 3 Early Alumni Membership

- A. 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.
- B. The following guidelines apply to the procedure of applying for early alumni membership status:
- C. The member and/or chapter must complete the early alumni membership application (contact your region's 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.
- D. The completed early alumni membership application shall be submitted to the region's AD-NRHH for approval.
- E. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen 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 8 early alumni members approved per a year).
- F. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - 1. The application form is incomplete.
 - 2. The region's 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.
 - 3. The chapter has exceeded its allotted early alumni membership approvals for the year.
- G. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
 - 1. Each AD-NRHH shall have one vote
 - 2. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

Section 4 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.

Section 5 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 active 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.

- A. An individual being inducted as an honorary member must:
 - 1. Have made positive contribution to the residence hall system
 - 2. Otherwise be ineligible for active membership.

Section 6 Membership Capacity

The active 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 7 Transferring Membership

- A. It is recognized that chapters may, at their discretion allow members inducted at other NRHH chapters to transfer into their chapter. These members shall become active members of the new chapter. The process for accepting members in this way is defined in chapter governing documents.
- B. The following guidelines apply to the procedure of applying to transfer to a new chapter:
 - i. Application for membership in the new chapter is contingent upon matriculation at the new institution
 - ii. The member and/or new chapter must complete the membership transfer application (contact your region's AD-NRHH to obtain a copy) which shall include the signatures of
 - a. new Chapter President
 - b. new Chapter Advisor
 - c. NRHH member for whom the form is being completed.
 - iii. The completed application shall be submitted to the region's AD-NRHH for approval.
 - iv. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. Adding new member(s) puts the chapter over its member cap.
 - v. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
 - a. Each AD-NRHH shall have one vote
 - b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

SECTION III: NRHH REGIONAL POSITIONS

Article I REGIONAL ASSOCIATE DIRECTORS

An AD-NRHH is the region's representative for NRHH issues. The role of the AD-NRHH is defined through the regional by-laws, and this policy book.

Section 1 National Responsibilities

- A. Maintain communication with the NNB.
- B. Maintain communication with the NBD and national offices.
- C. Represent region at the NACURH Semi-Annual Meeting and the NACURH Annual Meeting.
- D. Prepare and present a report for the NNB meetings at Semis and Pre-Conference.
- E. Contribute to Annual and Corporate reports submitted to the National Executives.
- F. Support NRHH programming at NACURH conferences.
- G. Submit at least one article per term to a NACURH publication.
- H. Attend the NRHH social at the NACURH Annual Conference.

Section 2 Regional Responsibilities

- A. Recruit and retain NRHH Chapters within the region.
- B. Communicate frequently with chapters.
- C. Attend regional conferences.
- D. Preside over regional NRHH business meetings.
- E. Facilitate a smooth transition with the new AD-NRHH at the end of the term.
- F. Provide NRHH resources for regional website.
- G. Work with regional conference staff to host a reception.
- H. Perform all responsibilities set forth by the regional board.

Section 3 OTM Responsibilities

- A. Solicit Of The Month nominations from NACURH member schools
- B. Coordinate the Regional OTM selection process for submission to the National level.
- C. Submit regional OTM award recipients to the National level by the 17th of the month by 11:59 p.m. CST following the month of regional submission.
- D. Coordinate regional recognition for OTMs.
- E. Award regional OTM awards.

Article II 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 IV: AWARDS

Article I OF THE MONTH AWARDS

Forfeiture of national recognition shall result upon failure to adhere to these procedures.

Section 1 National OTM Categories

- a. Advisor
- b. Community Service Program
- c. Diversity Program
- d. Educational Program
- e. Executive Board Member
- f. First Year Student
- g. Institution Faculty/Staff
- h. Organization
- i. Passive Program
- j. Residential Community
- k. Residence Life Faculty/Staff
- l. Resident Assistant
- m. Social Program
- n. Spotlight
- o. Student

Section 2 Eligibility

- A. Nominations must be submitted on the OTM database (<http://otms.nrhh.org>).
- B. Each nomination submitted for national consideration must have been a regional winner.
- C. Nominations must be month specific.
- D. OTMs cannot be authored by any individual made ineligible to receive an OTM, as defined in this section. Nominations in violation of this policy will be removed from consideration on the regional and national levels by the region's AD-NRHH.
 1. The Regional Director
 2. The Regional Associate Director for NRHH
 3. The National Executives
- E. Elected officers within the regions may not be nominated for any of the National OTM categories, as specified in Section IV, Article 1, Section 1 of the National NRHH By-Laws.

Section 3 Time Line

- A. Regional Procedures

All OTM submissions to the regional level must occur by the 10th of each 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. It is recommended that the regions adopt a structure and time line that reflects that of the National OTM Judging Committee.

B. National Procedures

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.

C. National Winners

Nominations must be designated as a National Winner as soon as judging is complete on the National OTM database on the last day of the month by 11:59p.m. CST following nomination.

D. Extensions

An extension may be granted with approval from the NAN and NSRO Director or their designee if there are problems with submissions. The NAN will notify the ADs-NRHH of any such decision within 24 hours.

F. Judging

- a. National OTMs will be judged by the National OTM Judging Committee coordinated by the NAN.
- b. All awards are to be given based on preset criteria established by the NNB.
- c. Like months will be considered together.
- d. Members of regional or national OTM committees may not vote in any category *in which* they submitted *or were nominated for* an OTM.

G. Recognition

1. The NSRO Director or their designee is encouraged to submit all winning national Program Of the Month winners to NACURH-affiliated publications.
2. All winners will be recognized by a certificate at a NACURH-affiliated conference.
 - *Regional certificates are the responsibility of the ADs-NRHH.*
 - *National certificates and pins are the responsibility of the NSRO.*

Section 4 National OTM Descriptions

A. General Requirements

1. Each national OTM should be written and judged according to the following descriptions.
2. OTM nominees that are eligible for multiple categories must be submitted in the category most applicable to the language of the written OTM.

B. Category Descriptions

A. Advisor:

Any individual who directly advises a residence life organization and has made outstanding contributions to the organization(s). The individual may be the main advisor or the graduate advisor.

B. Community Service Program:

A service or philanthropic program that benefits a group, charity, or other organization. This could include drives, fundraising, charity runs and/or book fairs, or other specific events. The program should focus on the importance of the residents giving back to their broader communities in which they live.

C. Diversity Program:

A program that promotes and educates about diversity and understanding. This program illustrates the importance of promoting diversity in the residence halls as well as embracing diversity in the every day lives of the residents.

D. Educational Program:

A program meant to educate residents about a topic, issue or idea. Programs nominated in this category can range from academic success programming, learning a new skill or promoting global citizenship, etc.

E. Executive Board Member:

This category recognizes the outstanding contributions of an Executive Board member of a member school's residence life organization and the work of the board member within the Executive Board and across residence halls on their campus.

F. First Year Student:

Any student first year student leader (freshman, transfer student, non-traditional, etc) who excels in adapting to a new environment within their residence hall and taking an active role in their communities and positively impacting those around them. Submissions in this category may emphasize academics, leadership, involvement, contributions to community, floor, hall, residence life organizations, etc. Individuals that would be eligible for nomination in any other category are ineligible for nomination in the First Year Student category.

G. Institution Faculty/Staff:

Individuals who aid students in their academics, which includes professors, instructors, teaching assistants, counselors, and other academic affairs staff. This category is intended to recognize institutional faculty who have made a contribution to the residence life community both in and out of the classroom.

H. Organization:

Any organization that has actively contributed to the student leadership, recognition, or other aspects of residence life during the month of nomination. This is for recognition of the organization as a whole and not just the accomplishments of a few members. Emphasis should be placed on the successes of the organization as well as how they have helped the campus in general and the residence life community.

I. Resident Assistant:

Any individual within a residence hall student staff who has worked with/impacted residents on their floor or in their hall, gone above and beyond the duties of their job,

supporting residents in the communities in which they work, supported their residence life organizations, and/or made outstanding contributions to the hall in which they work during the month of nomination. The OTM should focus on the nominee's accomplishments within the RA role, but may also include other roles or responsibilities taken on during the month of nomination, such as supporting the above-mentioned organizations.

J. Residential Community:

Any residential community, such as wings, halls, floor, complexes, etc. This award should emphasize what this community has done as well as how it has supported others (both within and outside their community). This community being recognized must not be an official campus organization. Should illustrate what brings a group of individuals together and how they worked together as a group to accomplish their goals during the month of nomination. Communities that would be eligible for nomination in any other category are ineligible for nomination in the Community category.

K. Residence Life Faculty/Staff:

Individuals who aid residents within the housing campus community. This category is intended to recognize the Residence Life Faculty/Staff who are not eligible for the Resident Assistant category and who have made contributions to the residence life community.

L. Passive Program:

Any program that does not require anyone to actively run it for people to participate in it. This category is intended to recognize residential programming that occurs through bulletin boards, newsletters, pamphlets, etc.

M. Social Program:

Any social program that focuses on resident interaction and their ability to meet new people and socialize. Programs in this category can range from being a floor social program to a campus wide program.

N. Spotlight:

Anything that does not fall under any of the other categories that you feel is worthy of an Of the Month recognition. Individuals or groups that would be eligible for nomination in any other category are ineligible for nomination in the Spotlight category.

O. Student:

Any individual enrolled as a student at the institution who has made outstanding contributions to the residence halls during the month of nomination. Things to consider may be students who have made a contribution to their floor, hall, residence life organization, etc. through leadership, motivation, programming, volunteering and/or being a role model for other residents during the month of nomination. This OTM may address several areas of student life, such as academics, leadership, involvement and more. Also of importance is how the nominee has balanced their roles as a leader and a

student and the display of good academic choices. Advisors, executive board members, first year students and anyone that can be classified as being in the resident assistant category are not eligible for an award in this category.

Article II PINS

Section 1 Outstanding Leadership and Service Pin (2005)

- A. This 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, *early alumni* or honorary) that have provided outstanding leadership and service to their NRHH Chapter.
- C. The pins may be purchased from 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.

Section 2 Bronze Pin (2005)

- A. This 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.
- D. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.

Article III NRHH OUTSTANDING CHAPTER OF THE YEAR

Section 1 Purpose

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

Section 2 Eligibility

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. The bids shall be submitted in a manner described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

Section 3 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 letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the thirty (30) pages but must include the award name, chapter, institution, and region name.

Section 4 Required Criteria

- A. All pages must be numbered accordingly

- B. Title pages must include the following information
 - 1. Award Name
 - 2. Chapter/School Name
 - 3. Institution
 - 4. Region Name
- C. Letter of Support

A letter of support from at least one of the following

 - 1. Chapter Advisor
 - 2. RHA President
 - 3. Professional Housing Staff

Section 5 Suggested Criteria

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

Section 6 Selection

The selection committee shall be composed of the NNB.

Section 7 Award

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. A maximum of one (1) award per year may be given.

Article IV NRHH BUILDING BLOCK CHAPTER OF THE YEAR

Section 1 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.

Section 2 Eligibility

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. The bids shall be submitted in a manner described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

Section 3 Pages

The written bid shall not exceed twenty (20) pages in length (10-12 point type) double sided. A page is defined as a side with print, including letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the twenty (20) pages but must include the award name, chapter, institution, and region name.

Section 4 Required Criteria

- A. All pages must be numbered accordingly
- B. Title pages must include the following information:
 - 1. Award Name
 - 2. Chapter/School Name
 - 3. Institution
 - 4. Region Name
- C. Letter of Support:
 - A letter of support from at least one of the following:
 - 1. Chapter Advisor
 - 2. RHA President
 - 3. Professional Housing Staff

Section 5 Suggested Criteria

- A. Goals and objectives and how these were met.
- B. Membership selection process.
- C. Participation in reinforcing the purpose of NRHH.
- D. Programming and leadership development.
- E. Regional and National involvement.
- F. Growth of the chapter over the year:
 - 1. Creation of new programming and leadership initiatives.
 - 2. Creation of new recognition programs, services, and awards.

3. Expansion and building of existing programs and recognition.
 4. Expanded participation on campus, regional, and national levels including participation at conferences and retreats.
- G. Other resources, such as:
1. Chapter Budgets
 2. Publications (newsletter, newspaper clipping, online articles, etc.)
 3. Applications and forms

Section 6 Selection

The selection committee shall be composed of the NNB.

Section 7 Award

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. A maximum of one (1) award per year may be given.

Article V OUTSTANDING NRHH MEMBER OF THE YEAR

Section 1 Purpose

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

Section 2 Eligibility

This award may be given yearly at the discretion of the NNB. Nomination shall come from member chapters that are in good standing. Only one bid per region. The bids shall be submitted in a manner described by the NACURH National Chair by April 15 of each year. Only year specific information will be considered from NACURH Conference to NACURH Conference.

Section 3 Pages

The written bid shall not exceed eight (8) pages in length (10-12 point type) double sided. A page is defined as a side with print, including appendices, letters of recommendation, text, graphics, dividers, etc. All pages must be numbered accordingly. The title page shall not be included in the eight (8) pages but must include the award name, nominee, chapter, institution, and region name.

Section 4 Required Criteria

- A. The bid shall include a letter of support from the current NRHH President or NRHH Advisor for the year of nomination.
- B. The bid shall include NRHH accomplishments and NRHH involvement.
- C. Title pages must include the following information:
 1. Award Name
 2. Nominee Name
 3. Chapter/School Name
 4. Institution
 5. Region Name

Section 5 Suggested Criteria

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

Section 6 Selection

The selection committee shall be composed of the NNB.

Section 7 Award

The award will consist of a plaque to be retained by the winning school and shall be announced at the NACURH awards banquet. A maximum of one award per year may be given.

SECTION V: FINANCE

Article I FISCAL YEAR DEFINITION

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

Article II TAX IDENTIFICATION NUMBER

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

Article III BUDGETS

Section 1 OTM Program

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

Section 2 Association of Alumni and Friends of NACURH Program (AAFN)

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

Article IV FINANCIAL ACCOUNTABILITY

Section 1 Accounts Receivable

On April 15, schools having outstanding debts to the NIC *and/or* NSRO shall be notified by *the respective* office(s) that they are on probation and that the debt must be paid prior to the NCC Informational Meeting.

Article V INVENTORY

Section 1 Merchandise

- A. The price per the NRHH certificate will be \$0.50 and is only available to affiliated NRHH chapters.
- B. The price per NRHH Membership pin will be \$4.00 and is only available to affiliated NRHH chapters.
- C. The price per Outstanding Leadership and Service Pin will be \$4.00 and is only available to affiliated NRHH Chapters.

- D. The price per Bronze Pin will be \$4.00 for all schools in good standing with NACURH, Inc.
- E. The price per NRHH Honor Cord will be \$7.00 and is only available to affiliated NRHH chapters.
- F. The price per RBD Pin will be \$4.00 and can be purchased by a member of the respective regional board.

Section 2 “No Pay, No Inventory” Policy

NRHH shall adopt a “NO PAY, NO INVENTORY” policy; any inventory ordered will not be shipped out until payment is received.

Section VI: Amendments to the NACURH NRHH Policy Book

Section 1

Amendments to the NACURH NRHH Policy Book may be proposed by any member of NACURH.

Section 2

Amendments to the NACURH NRHH Policy Book may be approved as stated in Article XII, Section II of the NRHH Bylaws.

Section 3

Policy changes that involve fees paid by the chapters must be voted upon and passed with a majority vote at the annual conference during the NACURH Corporate Business Meeting by the chapters.