

# Governing Documents of PACURH



BYLAWS & POLICY BOOK

Last Revised:  
November 23, 2003

# **Pacific Affiliate of College and University Residence Halls**

## **By-Laws**

### **ARTICLE I – NAME**

The name of this organization shall be the Pacific Affiliate of College and University Residence Halls, hereinafter referred to as PACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

### **ARTICLE II – PURPOSE**

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

**Section 2** PACURH shall act as the regional voice of residence hall students residing in college and universities across the region. States/Countries/Territories/Provinces that make up PACURH: Alaska, Australia, British Columbia, California, Hawaii, Nevada, Oregon, Washington, and Yukon Territory.

### **ARTICLE III - MEMBERSHIP**

**Section 1** The membership of PACURH shall consist of those on-campus housing governing/programming units from colleges and universities. It can be stated that this is not restricted to the more traditional residence-hall type of student housing, but also includes university-owned apartments or other student housing where residents have elected positions and operate as a policy-forming and program generating student government. Colleges and universities with residential student governments are eligible for membership by completion of the following:

- A. Payment of annual dues as specified by the NACURH Board of Directors, hereinafter referred to as NBD.
- B. Submission of a completed registration form.
- C. Submission of an acceptable report to be put on file at the National Information Center (NIC), according to policy guidelines.
- D. Remain in good financial standing with affiliated offices, including the:
  1. Associate Director, Regional Conference, and No Frills Conference

2. Not have any outstanding debts to NACURH offices.

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

**Section 3** Voting privileges

- A. Voting privileges shall be exclusive to Large and Small Memberships of PACURH/NACURH.
- B. Eligible members shall be entitled to one (1) vote at any regular or special meeting or election on any question that may arise.

#### **ARTICLE IV - REGIONAL BOARD OF DIRECTORS**

**Section 1** The Regional Board of Directors, hereinafter referred to as RBD, is responsible for the following duties:

- A. The RBD of PACURH shall be the Director, Associate Director for Administration and Finance, hereinafter referred to as Associate Director, Associate Director for National Residence Hall Honorary (NRHH)/Recognition, Northern Regional Communications Coordinator, Central Regional Communications Coordinator, Southern Regional Communications Coordinator, hereinafter conjoined and referred to as RCCs, Presidential Resource Coordinator (PRC), Advisor and Advisor-Elect.
- B. The Director, Associate Director, Associate Director for NRHH/Recognition, RCCs, PRC, and Advisor must run on separate ballots and be elected based on their individual qualities, and may be, but are not required to be, from the same institution.
- C. The term of office for the Director, Associate Director, Associate Director for NRHH/Recognition, RCCs, and PRC shall be one year, beginning on the last day of the national conference.
- D. The election of RBD shall be at the No Frills Conference and serve as the Directorship-elect for a three-month period, the period remaining until office is taken on the last day of the following national conference.
- E. Director, Associate Director, Associate Director for NRHH/Recognition, RCCs, PRC, and Advisor shall be elected at the No Frills Conference business meeting by the National Communications Coordinators, hereinafter referred to as NCCs. One Regional Communications Coordinator for each sub-region shall be elected by the NCCs of the particular sub-region they represent. All RBD members shall be elected for the upcoming RBD term.
- F. The Advisor will hold a 2-year term.
- G. Individuals may serve more than one term if re-elected.
- H. The eligibility requirements in Section 2 apply to each term that the individual serves.

## **Section 2** Regional Board Eligibility

- A. All officers must be from a PACURH member institution.
- B. All officers with the exception of the Advisor-Elect must provide a letter of transcripts from their host institution stating that they are in good academic standing.
- C. All officers must be in attendance at the current conference. The Director must have attended at least one previous PACURH or NACURH Conference.
- D. All officers with the exception of the Advisor must be living in university or college related housing at the time of their election and for the majority (defined as seven months) of their term in office.

## **Section 3** Recall of Regional Board Members

- A. Any regional board member may be recalled by a vote of two-thirds of the eligible voting membership of the region.
- B. Recall procedures will be initiated by a petition to the regional advisor signed by 25% of the members NCCs. The petition may also include a provision to hold a special meeting as prescribed in the by-laws.
- C. The PACURH Advisor shall notify all member NCCs of the recall vote within 2 business days and serve as the recall coordinator.
- D. A recall vote must be taken within 14 days of receipt of a recall petition in a manner in congruence with the policies and by-laws of PACURH
- E. In the event that the regional advisor is being recalled, the regional director will serve in place of the advisor.

## **Section 4** Regional Board Duties

- A. Director
  - 1. Shall administer to the affairs of PACURH
  - 2. Shall preside at meetings of PACURH and all special meetings
  - 3. Shall represent, act, and vote of behalf of the Affiliate at any applicable event, meeting, etc.
  - 4. Shall be responsible for the implementation of any policies and measures of the NBD
  - 5. Shall keep and maintain PACURH files
  - 6. Shall maintain the region's "good standing" with NACURH
  - 7. Shall have duties as described in Robert's Rules of Order, Newly Revised, which includes the preparation of agendas in consultation with other Regional Board members
  - 8. Shall be responsible for responding to all personal correspondence to the PACURH office and shall be responsible for developing correspondence with member schools.
  - 9. Shall be responsible for notifying all member schools of deadlines and applications
  - 10. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-Laws

- B. Associate Director of Finance and Administration
  - 1. Shall assume the role and responsibilities of the Director, if a vacancy should appear as indicated by the Advisor
  - 2. Shall be responsible for maintaining the financial records of, including budget maintenance, checkbook balancing, and check writing
  - 3. Shall be responsible for, in consultation with the Director, maintaining an active and current record of membership of PACURH schools and shall be responsible for sending out updated mailing lists for NCCs and Advisors
  - 4. Shall be responsible for monthly financial statements to be sent to the National Associate for Finances and RBD
  - 5. Shall submit a financial statement at all regional meetings
  - 6. Shall be responsible for monitoring the conference budget, management, and planning.
  
- C. Associate Director for NRHH/Recognition
  - 1. Shall work to recruit member schools to the NRHH
  - 2. Shall coordinate and evaluate "Of the Month" Awards for PACURH with the assistance of no less than four committee members chosen from his/her NRHH Chapter
  - 3. Shall maintain current NRHH chapters
  - 4. Shall maintain regular and consistent contact with the individual chapter members
  - 5. Shall coordinate all National Awards on the regional level
  - 6. Shall serve as the chair for the Recognition Committee
  
- D. Regional Communications Coordinators
  - 1. Shall chair sub-regional meetings at regional conferences
  - 2. Shall assist in NCC training at regional conferences
  - 3. Shall recruit schools from their sub-region
  - 4. Shall be responsible for retention in their sub-region
  - 5. Shall communicate monthly with schools in appropriate sub-region
  - 6. The RCCs have the responsibility of coordinating the PACURH Display each year for the NACURH National Conference.
  
- E. Presidential Resource Coordinator
  - 1. Shall serve as a contact from presidents to RBD.
  - 2. Shall keep and maintain all file resources pertaining to RHA presidents.
  - 3. Shall be responsible for the distribution of these resources and/or files of PACURH member schools.
  - 4. Shall initiate selection process for annual/biannual President retreat.

5. Shall be responsible for the editing and distribution of a President newsletter.
6. Shall work with conference staffs and RBD to help facilitate presidential activities at the conference (i.e. socials, programming, roundtables).
7. Shall not represent his or her school as a voting member during term of office.
8. Shall make a formal report (oral/written) to the member schools at all business meetings.
9. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-laws.
10. Shall maintain regular and consistent contact with the other members of RBD and NBD.
11. Shall submit monthly reports to the director.
12. Shall communicate monthly with presidents or member schools.
13. Shall be responsible for other tasks assigned by the Director as they may arise in relations to presidents in PACURH.
14. Shall serve as a member of the Regional Board of Directors.
15. Shall serve in an advisory capacity to the presidents of the region.

F. Advisors

1. Shall be a non-voting member of the PACURH Regional Board
2. Shall be responsible for seeing that the policies of the region are carried out
3. Shall be available for consultation at all times to officers, NCCs and personnel at all member schools
4. Shall be responsible with the Director and the Associate Director of Administration and Finance for the recruitment and expansion of PACURH
5. Shall be responsible to the member schools regarding the financial condition and the officers' fulfillment of duties
6. Shall be responsible for, with the Associate Director of Administration and Finance, to maintain the PACURH bank account

## **ARTICLE V - REGIONAL CONFERENCE/NO FRILLS CONFERENCE**

### **Section 1** Conferences

PACURH shall hold a Regional Conference and one No Frills Conference for all member schools of the affiliate and observers from non-member schools.

### **Section 2** Conference Site Selection Process

The Regional Conference site and No Frills Conference site shall be selected after review of written bids showing facilities, programs, and agreement from the institution's administration indicating support of the

proposal. Additionally, written bids must include the PACURH Host School Responsibility Form and must be signed accordingly. This requirement may be waived by a two-thirds vote of the member schools.

**Section 3** Conference Fees

A. The fees for the Regional Conference shall be established by the host school upon consultation with the Director and Advisor and must be approved in the bid presentation. The Conference Chairperson and Associate Director shall be responsible for maintaining and monitoring the annual conference budget.

B. A Regional Conference add-on Fee as stated as stated in the PACURH Policy Book should be reflected in the conference budget.

**ARTICLE VI - BUSINESS MEETINGS**

**Section 1** Regional Meetings

A Regional Business Meeting shall be conducted at every National and Regional Conference, and as otherwise provided for in these by-laws and policies.

**Section 2** Quorum

A quorum for conducting business shall be any number above 50% of all affiliated schools in the region registered and represented at the conference in question.

**ARTICLE VII - NATIONAL COMMUNICATIONS COORDINATORS**

**Section 1** Upon becoming a member of NACURH, each participating representative governing unit shall select an NCC who shall serve as liaison between the national organization, its regional affiliate, and the local institution.

**Section 2** The NCC, or his/her designee, shall serve as delegation chairperson of a school during the Regional and National Conference.

**Section 3** The NCC, or his/her designee, shall represent their respective school delegations in all business meetings or elections.

**Section 4** The NCC, or his/her designee, shall be required to organize and submit an annual research resource contribution, otherwise known as the NIC Report to the National Information Center annually. Failure to comply will result in the loss of voting privileges.

**Section 5** The NCC, or his/her designee, shall be responsible for completing the policy and activity questionnaires sent to him/her by the national and

regional officers and returning them to the proper person by the particular date requested.

**Section 6** The NCC, or his/her designee, shall be responsible for nominating their school, when appropriate, for national and regional awards.

## **ARTICLE VIII - PACURH SUB-REGIONS**

PACURH shall be divided into at least three (3) sub-regions.

- A. Northern sub-region will consist of schools from Alaska, Canada, Washington and Oregon.
- B. Central sub-region. This sub-region shall consist of schools in California from the Oregon border to the 35.5° latitude and will include the University of Nevada, Reno and any other international schools that fall within that sub-region.
- C. Southern sub-region. This sub-region shall consist of schools from Cal Poly, San Luis Obispo to San Diego. It will also include Hawaii, Las Vegas, Nevada and any other international schools that fall within that sub-region.

## **ARTICLE IX - AWARDS**

**Section 1** The RBD will present awards to member schools and individuals where deemed appropriate.

**Section 2** Member schools may initiate awards if approved by the NCCs of the region.

## **ARTICLE X - AMENDMENTS**

**Section 1** These by-laws may be amended by an approving vote of two-thirds (2/3) of a quorum of members of the affiliate at a regular or special meeting. No by-laws changes may occur without being brought to the floor and voted on by NCCs. No phone ballots will be accepted.

**Section 2** Amendments to these by-laws become effective immediately upon adoption.

## **ARTICLE XI - ORGANIZATIONAL AUTHORITY**

**Section 1** The By-Laws of PACURH reflect the organization's responsibility as a designated region of NACURH. These By-Laws further define and

support the NACURH Articles of Incorporation and the by-laws of the national organization.

**Section 2** As an affiliate of NACURH, Regional Board officers and other individuals within PACURH will be working to accomplish the specific purposes and goals of NACURH, along with separate goals planned by PACURH.

**Section 3** Any duties, responsibilities, or purposes of NACURH not specifically brought out in these By-Laws shall be recognized as functions for the officers and members schools of PACURH.

# **Pacific Affiliate of College and University Residence Halls**

## **Policy Book**

### **Section 1 – Administrative Information**

#### **I. Name**

The name of this organization shall be the Pacific Affiliate of the National Association of College and University Residence Halls, Inc. (NACURH), hereinafter referred to as the Pacific Affiliate of College and University Residence Halls (PACURH).

#### **II. Organizational Authority**

- A. The Policy Book of PACURH reflects the organization's responsibility as a designated region of NACURH. This policy book further defines and supports the NACURH Articles of Incorporation and the By-Laws of the national organization.
- B. As an affiliate of NACURH, RBD and other individuals within PACURH will be working to accomplish the specific purposes and goals of NACURH, along with any separate goals planned by PACURH.
- C. Any duties, responsibilities, or purposes of NACURH not specifically brought out in these by-laws shall be recognized as functions for the officers and member schools of PACURH.

#### **III. Purpose**

- A. Consistent with the Articles of Incorporation of NACURH, the purpose of PACURH shall be to promote student intellectual, educational, cultural, physical, and social welfare; to design and facilitate programs and informational services; to provide an avenue for assisting students to achieve fuller participation in the life of the college community and to extend the influence and good name of the organization everywhere.
- B. PACURH shall act as the regional voice of residence hall students residing in colleges and universities across the region.

#### **IV. Diversity Statement**

PACURH as an affiliate of NACURH is a student-run organization whose purpose is to provide leadership opportunities for student leaders in residence hall systems across the region. Students that comprise the organization are of different races, ethnicities, sexual orientation, religions, ages, genders, personal beliefs, and political affiliations. As such, PACURH is a representative body of a truly multicultural population and is committed to promoting an atmosphere conducive to embracing and celebrating individual differences and lifestyles. PACURH accepts the responsibility to act aggressively and pro-actively toward educating the membership. PACURH strongly encourages schools to build conference delegations that are representatives

of the diversity of people from their individual campuses. Ultimately, PACURH strives for an appreciation, understanding, and celebration of diversity.

## **V. Membership**

- A. The membership of PACURH shall consist of those on-campus housing governing/programming units from colleges and universities. It can be stated that this is not restricted to the more traditional residence-hall type of student housing, but also includes university-owned apartments or other student housing where residents have elected positions and operate as a policy-forming and/or program generating student government.
- B. Colleges and universities with residential student governments are eligible for membership by completion of the following:
  - 1. Submit an NIC Report to the National Information Center
  - 2. Payment of annual dues as specified by the NACURH Board of Directors, hereinafter referred to as NBD, in one of the following categories:
    - a. Large Schools Membership schools
    - b. Small School Membership schools
    - c. Associate Membership schools
  - 3. Submit a completed registration form.
  - 4. Remain in good financial standing with the following affiliated offices:
    - a. Regional Associate Director of Administration and Finance, Regional Conference, No-Frills Conference
    - b. NACURH Offices (i.e. NIC, NRHH, National Conference)
- C. All benefits and services of the regional and national offices are available with Large, Small, and Associate School Memberships.

### **D. Sub-Region Division**

PACURH shall be divided into three (3) sub-regions.

- a. Northern sub-region. This sub-region shall consist of schools from Alaska, Canada, Washington and Oregon.
  - b. Central sub-region. This sub-region shall consist of schools in California from the Oregon border to the 35.5° latitude and will include the University of Nevada, Reno and any other international schools that fall within that sub-region.
  - c. Southern sub-region. This sub-region shall consist of schools from Cal Poly, San Luis Obispo to San Diego. It will also include Hawaii, Las Vegas, Nevada and any other international schools that fall within that sub-region.
- ### **E. National Communications Coordinators (NCC)**
- 1. Upon becoming a member of PACURH, each representative government/programming unit shall select a National Communications Coordinator (NCC), who shall serve as liaison between the national organization, its regional affiliate, and the local institution.
  - 2. The NCC or designee shall serve as the delegation chairperson of a school during the Regional, No Frills, and National Conference.
  - 3. The NCC shall represent their respective school delegation in Business Meetings and elections.

4. The NCC or designee shall is required to do the following to maintain voting privileges:
  - a. submit an NIC Report to the NIC annually
  - b. submit an affiliation form to the NIC annually
  - c. payment of membership dues to NACURH annually
  - d. payment of all debts due to PACURH, NACURH, and affiliated conferences.

Failure to comply will result in the loss of voting privileges.
5. The NCC shall be responsible for completing the policy and activity questionnaires sent to him/her by the national regional officers and returning them to the proper person by the particular date requested.
6. The NCC shall be responsible for nominating their school, when appropriate, for national and regional awards.
7. The NCC shall serve on the PACURH listserv.

## **VI. Parliamentary Authority**

Robert's Rules of Order shall be PACURH's parliamentary in concordance to the National NACURH Policy edition. All meetings shall be run with parliamentary policy.

## **VII. Meetings**

- A. A quorum for conducting business shall be any number above 50% of affiliated schools in the region registered and represented at the conference in question.
- B. Regional Business Meetings
  1. A Regional Business Meeting shall be conducted at every Regional, No Frills, and National Conference and as otherwise provided for in this Policy Book.
  2. The Director shall be responsible for communicating with NCCs prior to every conference as to what they need to bring to the Regional, No-Frills, and National Conference.
- C. Special Meetings
 

A special meeting of PACURH may be called by submission of a petition of not less than twenty (20) percent of member schools. This petition shall be submitted to the Director, who shall act upon it within fifteen (15) working days of receipt of such a petition.
- D. Minutes
 

The ADAF shall be responsible for transporting, typing, duplicating, and distributing copies of the minutes from the NCC meetings within 45 days of the meeting.
- E. Board Meeting Summary
  1. After each NCC meeting, the Director shall prepare a short summary of the policies that the NCCs passed during the meeting. This shall include brief decisions of the NCCs.
  2. This summary shall be included in the newsletter prior to the next NCC meeting.

## **VIII. Voting Procedures**

A. Voting privileges shall be exclusive to Large School Members and Small School Members of PACURH/NACURH who are in good standing. Eligible members shall be entitled to one (1) vote at any regular or special meeting or election on any question that may arise.

### **B. E-Mail Voting Procedure**

1. The Director shall prepare and distribute e-mail ballots to the voting members of the region for their consideration and disposition in accordance with policies set forth by the region.
2. The Director has the power to decide which proposals will be passed over e-mail and reserves the right to table legislation received until the next conference.
3. All voting members must have access to e-mail at some point during the voting time period.
4. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chairperson.
5. Amendments are proposed over e-mail and must be voted on separately.
6. When an amendment is proposed, the director will announce the deadlines for votes regarding the amendment not to exceed seven (7) days.
7. The deadline for overall proposal will then be reassigned by the chair not to exceed seven (7) days.

### **C. Single Transferable Vote Method**

1. The single transferable vote method of voting will be used for the selection of PACURH awards, the Regional Board of Directors, and the selection of Conference Sites.
2. The Single Transferable Vote Method shall follow these steps:
  - a. Each voting member will receive a ballot where they rank the candidates in order of preference, with first being the most desired candidate.
  - b. Each candidate needs a majority (above 50%) to be selected.
  - c. If, after all the votes have been transferred, a candidate achieves a majority, the candidate is then selected.
  - d. If, after all the votes have been transferred, no candidate achieves a majority, each candidate with the least number of votes is eliminated, and shall be ineligible to receive any additional votes. In the event that all remaining candidates receive the lowest number of votes (a tie), no candidate shall be dropped and the members revote for a second round. If a tie still exists for the lowest number of votes, the presiding chair will select the candidate to be eliminated.
  - e. Each vote that belonged to the eliminated candidate(s) are transferred to the voter's next preference at full value.
  - f. If this candidate is one who was previously eliminated, Step e. is repeated.
  - g. If the voter has not listed an additional preference or was unable to do so, his/her vote is exhausted.
  - h. Steps a through g are repeated until a candidate achieves quota and is elected.

**IX. Amendments**

- A. This policy book may be amended by an approving vote of two thirds of a quorum of members of the affiliate at a regular or special meeting. No policy book changes may occur without being brought to the floor and voted on by NCC's. No phone or mail ballots will be accepted.
- B. All revisions timeline in the Policy Book should be referred to Section 7 – Supplement and all addition(s)/change(s) that appear in the Supplement Section be changed in the appropriate area(s) in the governing documents within 2 weeks after the National Conference (NACURH). (11/01) Replace the National Conference (NACURH) with change in policy has been made.
- C. Insert after award nomination: Conference nomination, RBD nomination,. All Award nomination, policy book changes, and proposals of any kind must be presented to the RBD at a time designated in written form to be considered.
- D. Any PACURH policy within the PACURH Policy Book and By-Laws not in accordance with the Ruling Documents of NACURH, Inc. may be changed according to the discretion of the Associate Director of Administration and Finance in consultation with the National Associate of Administration without NCC approval.

**X. Mass Mailings**

All mass mailings from the region shall be sent to a main address (Housing Office, Residence Life, or Residence Hall Association). They should be addressed to National Communications Coordinator, Residence Government.

## **Section 2 – Regional Board of Directors and Offices**

### **I. Regional Board of Directors**

- A. The Regional Board of Directors, hereinafter referred to as RBD, of PACURH shall be the Director, Associate Director for Administration and Finance (Associate Director or ADAF), Associate Director for National Residence Hall Honorary (NRHH)/Recognition (RAD), Central Regional Communications Coordinator (CRCC), Northern Communications Coordinator (NRCC), and Southern Regional Communications Coordinator (SRCC), Presidential Resource Coordinator (PRC), and Advisor.
- B. The Director, Associate Director, Associate Director for NRHH/Recognition, RCCs, PRC, and Advisor must run on separate ballots and be elected based on their individual qualities, and may be, but are not required to be, from the same institution.
- C. The term of office for the Director, Associate Director of Administration and Finance, Associate Director for NRHH/Recognition, RCCs, and the PRC shall be one year, beginning on the last day of national conference. Advisor term shall be a two-year term.
- D. The election of RBD shall be at the No-Frills Conference and serve as the Directorship-elect for a three-month period, the period remaining until office is taken on the last day of the following national conference.

### **II. Regional Board of Directors Candidate Eligibility**

- A. All officers must be from a PACURH member institution in good standing.
- B. All officers with the exception of the Advisor must provide a form of proof (i.e. written or verbal) from their host institution stating that they are in good standing academically.
- C. All officers must be in attendance at the current conference, unless otherwise deemed necessary by the Director.
- D. The Director must have attended at least one previous PACURH or NACURH Conference.
- E. The Presidential Resource Coordinator candidate must be serving as either currently or incoming RHA executive board, or served on the executive board for a minimum of one academic year.
- F. All officers with the exception of the Advisor must be living in university or college related housing at the time of their election and for the majority (defined as seven months) of their term in office.
- G. Advisor candidates must be an employee in Housing/Residence Life of a school in good standing at the time of election and during the duration of elected position.

### **III. Regional Board of Director Responsibilities**

#### **A. Director**

1. Shall administer to the affairs of PACURH.
2. Shall preside at meetings of PACURH and all special meetings.
3. Shall represent, act, and vote on behalf of the Affiliate at any applicable event, meeting, etc.
4. Shall be responsible for the implementation of any policies and measures of the National Board of Directors.
5. Shall keep and maintain PACURH Files.
6. Shall maintain the region's good standing with NACURH.
7. Shall have duties as described in Robert's Rules of Order, Newly Revised, which includes the preparation of agendas in consultation with other members of the RBD.
8. Shall vote at regional meetings only in the case of a tie.
9. Shall not represent his/her school as a voting member at the business meeting/conference during term of office.
10. Shall be allowed to attend conference meetings and be placed on mailing lists.
11. Shall be responsible for sending out at least six Regional Newsletters during the school year with one prior to the PACURH Conference, one prior to the No-Frills Conference, and one prior to the NACURH Conference, and with it recommended that newsletters appear on the average of one per month during the school year.
12. Shall be responsible for responding to all personal correspondences to the PACURH office and shall be responsible for developing correspondence with member schools.
13. Shall be responsible for notifying all member schools of deadlines and applications.
14. Shall be responsible for contacting the National Information Center, hereinafter referred to as NIC, concerning extensions in determining voting privileges at the regional conference.
15. Shall be responsible for informing member schools of all information pertinent to the region.
16. Shall make a formal report to the member schools at all business meetings.
17. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-Laws.
18. Shall attend the NBD's Semi-Annual Meeting and the NACURH NBD Pre-Conference Meeting and prepare the Regional Report in conjunction with the ADAF.
19. Shall attend one Association of College and University Housing Officers – International (ACUHO-I) affiliated conference within the region. If the Director is unable to attend at least one conference, then he/she should appoint a representative to attend.
20. Shall maintain regular and consistent contact with the other members of the RBD and NBD.

21. Shall represent PACURH in an official capacity at other conferences and events.

**B. Associate Director of Administration and Finance**

1. Shall assume the role and responsibilities of the Director, if a vacancy should appear.
2. Shall be responsible for including monthly articles in the regional newsletter.
3. Shall be responsible for maintaining financial records, including budget maintenance, checkbook balancing, and check writing.
4. Shall be responsible for, in consultation and coordination with the Director and NIC, maintaining an active and current record of membership of PACURH schools.
5. Shall forward registration forms to the Director.
6. Shall be responsible for monthly financial statements, reconciliations, and budget updates to be sent to the National Associate for Finance, National Advisor, Regional Director and Regional Advisor.
7. Shall submit a financial statement at each regional meeting.
8. Shall keep accurate minutes and records of all proceedings at all regional meetings and present an accurate transcription proceeding for approval at the following regional meeting.
9. Shall not represent his/her school as a voting member at the business meeting/conference during term of office.
10. Shall make a formal report to the member schools at all business meetings.
11. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-Laws.
12. Shall attend the NBD Semi-Annual Meeting and the NACURH NBD Pre-Conference Meeting and help prepare the Regional Report in conjunction with the Director.
13. Shall maintain regular and consistent contact with the other members of the RBD and NBD.
14. Shall submit monthly reports to the Director.
15. Shall be responsible for monitoring the conference budget and working with the conference staff in budget, management, and planning.
16. Shall maintain regular and consistent contact with the other members of the RBD and NBD.
17. Shall represent PACURH in an official capacity at other conferences and events.
18. Shall assume any other duties delegated by the Director.
19. Shall be responsible for updating and maintaining any changes to the By-Laws and Policy Book and distributing new By-Laws and Policy Books via print, e-mail or web to member schools.

**C. Associate Director of National Residence Hall Honorary/Recognition**

1. Shall work to recruit member schools to the NRHH.

2. Shall coordinate and evaluate Of the Month awards for PACURH with the assistance of no less than four committee members chosen from his/her NRHH Chapter and/or school.
3. Shall maintain current NRHH Chapters.
4. Shall maintain regular and consistent contact with the individual member chapters.
5. Shall maintain regular and consistent contact with the other members of the RBD.
6. Shall attend the NRHH Mini-Conference, when held, in order to represent the region's interests.
7. Shall coordinate all National Awards on the regional level.
8. Shall coordinate all award presentations at all PACURH, No-Frills, and NACURH.
9. Shall coordinate all bid collections at PACURH, No-Frills, and NACURH.
10. Shall be responsible for creating a newsletter to keep NRHHers current with information.
11. Shall submit monthly articles to the regional newsletter.
12. Shall send out a recruitment packet to prospective schools and follow up on that initial contact within two weeks.
13. Shall present an informational program at the regional conference. Include recruitment updates, procedures and projections. As part of the program, lead a networking session for active NRHH Chapters.
14. Shall conduct NRHH Business Meetings at Regional and No-Frills Conference.
15. Shall develop a regional NRHH fact sheet prior to the regional conference and three weeks prior to the National Conference.
16. Shall complete an annual report outlining recruitment, facts on active schools and schools in the process of developing an NRHH.
17. Shall not represent his/her school as a voting member at the business meeting/conference during term of office.
18. Shall make a formal report to the member schools at all business meetings.
19. Shall conform to all requirements as specified in the NACURH Articles of Incorporation By-Laws.
20. Shall maintain regular and consistent contact with the other members of the RBD and NBD.
21. Shall serve as the chair for the Recognition Committee.
22. Shall submit monthly reports to the Director.
23. Shall represent PACURH in an official capacity at other conferences and events.
24. Shall facilitate a region-wide community service project for PACURH NRHH chapters to be held between the PACURH and No Frills conferences.
25. Shall assume any other duties delegated by the Director.

**D. Regional Communications Coordinators**

1. Shall attend and assist in the facilitation of regional conferences.

2. Shall chair sub-regional meetings at regional conferences.
3. Shall promote, provide, and enhance the services of the Regional and National Organization including, Of The Months, Conference information and attendance, encouraging communication, promoting bids for offices, awards and conferences, promoting the AAFN, promoting the use of the National Information Center and the establishment of NRHH chapters.
4. Shall oversee the organization and chair sub-regional conferences.
5. Shall assist in NCC training at regional conferences.
6. Shall recruit schools from their sub-region.
7. Shall be responsible for retention in their sub-region.
8. Shall chair committees and task forces when appointed by the Director.
9. Shall represent PACURH in an official capacity at other conferences and events.
10. Shall not represent his/her school as a voting member at the business meeting/conferences during term of office.
11. Shall make a formal report to the member schools at all business meetings.
12. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-Laws.
13. Shall maintain regular and consistent contact with the other members of the RBD and NBD.
14. Shall submit reports at all regional conferences and as end of the year report at the national conference.
15. Shall submit monthly reports to the Director.
16. Shall communicate monthly with schools in appropriate sub-region.
17. Shall turn in articles for each Regional Newsletter.
18. Shall divide the following duties among the three RCCs with advisement from the Director:
  - a. Parliamentarian for all NCC business meetings
  - b. Retention
  - c. Affiliation
  - d. Parliamentarian and minute taker for NRHH business meeting.
19. Shall assume any other duties delegated by the Director.
20. The RCCs have the responsibility of coordinating the PACURH Regional Display and Regional Banner for the NACURH Conference.

**E. Presidential Resource Coordinator**

1. Shall serve as a contact from presidents to RBD.
2. Shall keep and maintain all file resources pertaining to RHA presidents.
3. Shall be responsible for the distribution of these resources and/or files of PACURH member schools.
4. Shall initiate selection process for annual/biannual President retreat.
5. Shall be responsible for the editing and distribution of a President newsletter.
6. Shall work with conference staffs and RBD to help facilitate presidential activities at the conference (i.e. socials, programming, roundtables).

7. Shall not represent his or her school as a voting member during term of office.
8. Shall make a formal report (oral/written) to the member schools at all business meetings.
9. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-laws specified for Regional Communications Coordinators.
10. Shall maintain regular and consistent contact with the other members of RBD and NBD.
11. Shall submit monthly reports to the director.
12. Shall communicate monthly with presidents or member schools.
13. Shall be responsible for other tasks assigned by the Director as they may arise in relations to presidents in PACURH.
14. Shall serve as a member of the Regional Board of Directors.
15. Shall serve in an advisory capacity to the presidents of the region.

**F. Advisor**

1. Shall be a non-voting member of the PACURH Regional Board of Directors.
2. Shall be responsible for seeing that the policies of the region are carried out.
3. Shall be available for consultation at all times to officers, NCC's and personnel at all member schools.
4. Shall be responsible with the RBD for the recruitment and expansion of PACURH.
5. Shall be responsible to the member schools regarding the financial condition and the RBD fulfillment of duties.
6. Shall attend the Regional, No Frills and NACURH Conference.
7. Shall be responsible with the Associate Director to maintain the PACURH bank account.
8. Shall maintain regular and consistent contact with the other members of the RBD, NBD and the National Advisor.
9. Shall not represent his/her school as a voting member at the business meeting/conferences during term of office.
10. Shall make a formal report to the member schools at all business meetings.
11. Shall conform to all requirements specified in the NACURH Articles of Incorporation By-Laws.
12. Shall maintain regular and consistent contact with the other members of the RBD and NBD.
13. Shall represent PACURH in an official capacity at other conferences and events.
14. Shall maintain constant communication with RHA advisors in PACURH.
15. Shall keep advisors up-to-date on PACURH happenings via newsletter and/or other form of communication.
16. Shall work with the conference advisor(s) to plan the advisor track programming.

17. Shall be responsible for coordinating all aspects of the PACURH Alumni Association.

#### **IV. Election of Regional Board of Directors**

##### **A. Term of Office**

1. The RBD shall be elected for a one-year term, May to May. The Directorship-elect will be elected at the No Frills Conference and take office on the last day of the National Conference.
2. The Advisor shall be elected for a two-year term, May to May to May. The advisor will be elected at the No-Frills Conference and take office on the last day of the National Conference.
3. Officers may run for reelection if the candidate eligibility requirements are met.

##### **B. Nominations**

1. Nominations must be made and seconded by member schools during the conference Business Meeting.
2. Nominations must be reflected in the minutes.

##### **C. Written Bids**

1. Persons nominated must prepare a written bid declaring their reasons for desiring the position and proof of institutional support.
2. Written Bids Shall:
  - a. Be no more than 8 (eight) pages (a page is defined as 10-12 size type and a page with print minus the cover page).
  - b. Be due a date and time determined by the current director before the No Frills Conference.
  - c. Include a letter from a professional housing official from the student's host school declaring "good academic standing" of each candidate in writing.
  - d. Provide a letter of support from their individual Residence Hall Association and/or Office of Residence Life to ensure knowledge and acceptance of hosting these positions at the individual school. This letter includes, but is not limited to, financial support in the form of mailing, phone, and duplicating privileges.

##### **D. Election Procedures**

1. Selection of all Regional board of Directors shall follow the Single Transferable Vote Method.
2. Regional Advisor or a second RBD member must be present.
3. There must be an explanation of protocol prior to nominations.
4. Each school receives and submits only one ballot for each position.
5. The vote must be done by secret ballot.
6. Presentation time: speech of five minutes, question and answer of five minutes and discussion of five minutes.

**V. Vacancies of Regional Board of Directors**

- A. If a vacancy appears in the office of Associate Director, Associate Director for NRHH/Recognition, RCCs, PRC, and/or Advisor then the Director shall appoint a replacement or hold an election.
- B. If a vacancy appears in the office of the Director, then the Associate Director shall assume that office.
- C. If a vacancy appears in both the offices of the Director and Associate Director, a special meeting of the NCCs shall be called to hold an election. This meeting shall be coordinated by the Advisor.

**VI. Regional Board of Directors Transition**

- A. Each Directorship shall turn over all financial records, funds, receipts, and filed documents to the new Directorship at the National Conference site during the transition before the closing of the National Conference.
- B. Outstanding bills shall be forwarded to the new Directorship to be paid.

**VII. PACURH Alumni Association**

- A. The PACURH Alumni Association was developed to keep in contact with the many Alumni members of the organization.
- B. The PACURH Regional Advisor shall be responsible for coordinating all aspects of the Alumni Association.
- C. The PACURH Alumni Association will collect e-mail and other contact information from Alumni members. This information will be kept by the PACURH Regional Advisor and used to contact members about developments in the region.
- D. The Regional Advisor shall collect and keep the following information about Alumni members: Name, School, Years of Service, Positions and Awards Received.
- E. Alumni members wishing to be part of the Association should contact the PACURH Regional Advisor.
- F. Alumni members will receive regular e-mails about award winners, conference sites and other regional developments.
- G. Alumni members will belong to a list serve that will be managed by the PACURH Regional Advisor.

## Section 3 - Conferences

- I. PACURH shall hold a Regional Conference and a No Frills Conference for all member schools of the affiliate and observers from non-member schools.

### II. Bid Interest

- A. Schools interested in bidding for a regional conference should contact the Conference Resource Consultant, Regional Director, and Associate Director of Administration and Finance.
- B. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
- C. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer and assistance in preparation of the bid.
- D. Letters of intent should be sent to the regional Director prior to the conference at which the bid will be presented and according to the timeline established by that region.

### III. Bid Procedure

- A. All conference bids are due at Check-In of respective conferences.
- B. Bids for the Regional Conference will be heard a year in advance (Regionals at Regionals).
- C. Bids for the No-Frills Conference will be heard a year in advance (No-Frills at No-Frills).
- D. NCCs have the option to accept/decline any and all bids for conferences.
- E. In the event that no site is chosen a year in advance, the bid process will be opened up at the next conference.
- F. In the event that there is no site for a particular conference, the requirements for written bids may be waived by a 2/3 vote of the Regional Board of Directors.
- G. There must be an explanation of protocol prior to the bid process.
- H. Each school receives one vote for the selection of the Regional and No-Frills Conferences.
- I. The votes must be done by secret ballot.
- J. Presentation time, questions and answers and pro-con sessions will each be limited.
- K. Bid selection will should follow these steps:
  1. Schools have a maximum of 10 minutes to present their bid.
  2. After the presentation, there will be a 5 minute question and answer period.
  3. After the question and answer period, there will be a 5 minute Pro/Con session.
  4. Upon completion of all the presentations, question and answer periods, and Pro/Con sessions, there will be a 5 minute discussion of all bids.
  5. Time allotments can be extended by a simple majority vote of the NCCs but may not be decreased.

- L. The conference site will be announced before the close of the conference it is selected at.
- M. RBD members of the bidding school may not participate in any question and answer session, Pro/Con session, or discussion.
- N. NCCs of the bidding schools may participate in question and answer and vote but may not participate in Pro/Con session or discussion.
- O. Traveling Conference Plaque:
  - 1. The host of a PACURH or No Frills Conference Site will present the traveling PACURH Conference Plaque at the close of their respective conference to the host of the next regional conference. Failure to present the plaque to the upcoming conference host and/or any damage sustained to the plaque during its possession will require the responsible person(s)/school(s) to pay full cost to restore the plaque back to its original mint condition.
  - 2. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the plaque plates. These engravings will be the responsibility of the school in possession of the plaque, and the region will reimburse the cost. The engraving must be the same font type and size of the previous awarded years.
  - 3. If there is no host for the upcoming regional conference, the plaque will be given to the Associate Director of Administration and Finance.
  - 4. A picture and dimensions of the Traveling Conference Plaque is below:

#### **IV. Conference Bid Requirements**

- A. A signed Regional Host Acknowledgement Form shall be included in the bid. (This can be obtained from the Regional Director or NACURH CRC).
- B. All bids must be in written form.
- C. All bids submitted for awards should include one unbound master copy of standard 8.5" x 11" white paper for the purpose of being entered into the Resource File Index.
- D. All bids must stay within page limits, with a page defined as a side with print not including the cover page (10-12 point font). Dividers, appendices, letters of recommendation, text, etc. are included as a page. All bids must contain page numbers
- E. A minimum of 70 copies of the bid are due at conference check in.
- F. The dates of the No-Frills Conference must be prior to the end of the fiscal year: March 31.
- G. Each bid must contain at least 3 letters of support: from the Conference Chair, the Director of the Department of Residential Life, and the President of the Resident Hall Government.
- H. Only schools in good standing are eligible to bid for conference sites.
- I. All bids must include the Host School Acknowledgment Form which can be attained from the Conference Resource Consultant. There must be signatures of all officials requested on the form. Bids that do not include the Host School Acknowledgment Form will be disqualified.
- J. Bids are limited to 30 (thirty) pages (a page is defined as 10-12 size type and a page with print minus the cover page).

- K. All bids must be copied on recyclable paper.
- L. Schools bidding must contact the Regional Director as to the amount of bids needed.
- M. All bids submitted for should include one unbound master copy on standard 8 ½” x 11” white paper for the purpose of being entered into the Resource Files of the NIC.
- N. Bid must contain the following sections:
  - 1. Introduction
    - a. Welcome/Introduction Letter
    - b. Letters of Support
  - 2. Orientation to
    - a. School/Department of Residential Life
    - b. Residence Hall Association
    - c. School's involvement in PACURH & NACURH
  - 3. Conference Logistics
    - a. List of Conference Bid Team
    - b. Schedule
    - c. Committee plans
      - i. Registration
      - ii. Dining
      - iii. Entertainment
      - iv. Transportation
      - v. Hospitality
      - vi. Security
      - vii. Housing
      - viii. Programming
      - ix. Wrap-Up
      - x. Others
    - d. Active Community service Component
      - i. This Community Service Project shall take place at the conference and may be participated in by the conference attendees on a voluntary basis at the PACURH Regional Conference.
      - ii. No more than \$1.50 per delegate may be allocated from the registration cost to be used for the active community service project component.
  - 4. Financial Information
    - a. Budget Breakdown
    - b. Host Acknowledgment Form

**V. Financial Policies**

A. Budgets should be formed in consultation from the Associate Director of Administration and Finance.

**B. Budget Line Items**

1. Each budget must contain the following line items, and be prepared on the official spreadsheet as prepared by the Finance Chair of the conference:
  - a. Registration (Packets, Binders, Copying, Nametags, Postage, Newsletters)
  - b. Transportation
  - c. Meals
  - d. Banquet
  - e. Hospitality
  - f. Facilities
  - g. Speaker
  - h. Awards
  - i. Communication
  - j. Supplies
  - k. Entertainment
  - l. Socials (Presidents, NCCs, Advisors, NRHH, LGBTQ)
  - m. Security
  - n. Regional Board Site Visit (Travel, Housing, and Food for three days and two nights)
  - o. Regional Board Travel
  - p. Regional Board Administrative
  - q. Regional Board Registration and/or Housing
  - r. Regional Board Food
  - s. Miscellaneous
  - t. Housing
  - u. T-shirts (if applicable)
  - v. Guests (National Executives, National Information Center, and NRHH Representative - Registration, Housing & Food)
  - w. Corporate Partners (Registration, Housing & Food)
  - x. Regional Add On Fee
  - y. Conference Staff (up to 15 members)
  - z. Housing (1 room for Conference Staff)
  - aa. Conference Staff shirts
  - bb. Total Registration fee
2. Awards must only include a cost of \$100 for recognition of conference staff members. Budget must include a line item for awards. *Note: The regional budget covers the cost for all awards selected in the regional business meetings.*
3. Tax Exemption:  
Schools may be able to claim tax-exempt status for hosting a PACURH Conference.
4. Compensated Spots:
  1. There must be 13 compensated spots in the budget to cover:
  2. Regional Board Members (8)
  3. Corporate Partners (2)
  4. Special Guests (3)
    - o For the Regional Conference, one additional special guest spot (total of 14) must be added for invitation to the WACUHO President.

5. Add-On Fee:  
Budgets must include a \$10 Regional Add On fee for each participant.
6. Break Even Points:
  - a. The break-even point for the Regional conference budgets should be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
  - b. The break-even point for the No Frills conference should be determined by the number of schools attending the previous conference, multiplying by no more than 80% ((# of schools previously attending x 4) x 80%).
  - c. The break-even point should be used to set the registration costs for the conference.
  - d. The break-even point for both PACURH and No-Frills conferences should also be discussed by the Director, Associate Director of Administration and Finance, the Regional Advisor, and the conference chair. The group will determine a break even point that will be to the best benefit of the conference and the region.

### **C. Conference Working Budgets**

1. The Conference Finance Chair shall be required to submit a fully updated conference budget to the Regional Director, Regional Advisor and Associate Director of Administration one month after receiving the conference and each month through the wrap-up of the conference.
2. Any changes in the conference budget exceeding an increase of \$250 in expenses must be reported to and approved by the Associate Director of Administration and Finance.
3. After approval by the NCC's, fee changes for conferences (including No Frills) of more than \$5.00 per delegate may only be made by the host school after consultation with the Associate Director of Administration and Finance.
4. Final fees will be established by the host school before consultation with the Associate Director of Administration and Finance.
5. At least 90 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Finance and the CRC. A Delegation Bracket Budget will include five versions of the conference budget with line item amounts reflecting the cost of the conference using the specified break-even point, and the costs of the conference using 50 and 100 delegates below the break-even point, and the costs of the conference using 50 and 100 delegates above the breakeven point.
6. Conference Advisor and Regional Advisor will work in conjunction with the Associate Director and the Conference Financial Chair, and together will be responsible for monitoring the conference budget.

### **D. Registration**

1. 30 days following the acceptance of a conference bid, the Regional Director, Advisor, Conference Chair(s), advisor(s), shall set a date as to when all final registration forms must be turned in.

2. If a school changes its delegation size between the cut-off date and check-in, they will not be refunded the housing or the meal cost, unless an emergency (death, illness, act of nature). The rest of the refund will be decided by the Conference Chair(s) and Finance Chair in conjunction with the Conference Advisor, Regional Director and Regional Advisor.
3. If a school is making a change in their delegation from the time of registration cutoff and check-in, it must be a same gender change.
4. Delegates who register after the host school's official registration deadline of the host school may not be accepted.
5. A policy of "No Pay, No Key" will be taken for all conferences.
6. Schools without payment must settle their bills at Check-in by full payment or by signing a Payment Acknowledgment form with the Associate Director or Conference Finance Chair.
7. A late fee of \$15.00 shall be assessed to Delegate Fee Refund

**E. Add-On Fee**

The host school will present the region with a check for the Regional Add-On Fees prior to the last day of the conference.

**F. Host Acknowledgment Form**

The host school is responsible for all terms that are agreed upon in the Host Acknowledgment Form.

**G. Refunds**

1. If a school/delegate cannot attend a PACURH conference after registering because of an emergency (death, illness, act of nature), refunds will be distributed as follows:
2. Each school must make an attempt to contact host school prior to the conference and within two weeks following the conference or no refunds will be given.
3. Refunds of delegate fees after the pre-registration deadline will only include the unused portion of the fixed expenses of the delegate fee. Requests must be made prior to the official opening of the conference. Conference staff will only make refunds based upon the availability of funds through the official conference excess. These decisions will be made within one week after the close of the conference.
4. All refunds must be approved by the Associate Director of Administration and Finance.

**H. Deficit**

1. In the event of a conference deficit:
  - a. The host school shall pay the first \$500.
  - b. The remaining amount shall be paid accordingly: 50% by the host school and 50% by the region.
2. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in Section VII, sub section VII of the

NACURH National Policy Book, the host school will be responsible for 100% of any debt incurred by the conference.

**I. Excess**

Any financial excess generated by the conference is the property of PACURH and must be paid to PACURH no later than sixty (60) days after the end of the conference.

**J. Conference Reports**

1. The conference chair shall submit monthly conference updates to the Regional Director, the Associate Director of Administration and Finance and the Regional Advisor. The update must be submitted by a date designated by the Regional Director. The report shall include an update on the following items:

- a. Banquet/Dining/Food
- b. Corporate/Special Guests
- c. Entertainment
- d. Facilities
- e. Finances/Budgets
- f. Housing
- g. Logistics
- h. Meetings: NCC, NRHH, Presidents
- i. Newsletter/Communication
- j. Programming
- k. RBD Arrival
- l. Registration
- m. Schedule
- n. Spirit
- o. Sponsors
- p. Staff
- q. Technology/Web Page
- r. Transportation

**K. Conference Wrap-up**

1. The host school must assume the responsibility of concluding all financial transactions associated with the conference no later than 60 days following the end of the conference using funds generated from the conference fees.
2. After this time, the host school shall assume responsibility for any additional expenses incurred by the conference.
3. A complete final conference report must be submitted to the Regional ADAF, Regional Advisor, CRC, Regional Director, and NIC no later than 60 days after the end of the conference. An additional copy should be sent to the Conference Chair of the next conference in succession (PACURH to PACURH, No-Frills to No-Frills)
4. A final conference wrap-up report will include:
  - a. Introductory letter of the report by the Conference Chair(s)

- b. Table of Contents with page numbers
- c. Conference Bid
- d. Total number of delegates in attendance, broken down by number of delegates per school.
- e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
- f. All awards presented at the conference.
- g. Conference Chairperson(s) report, including an overview of each committee, the change of authority, staff policies, etc.
- h. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities.
- i. Summary of conference evaluations both qualitative and quantitative
- j. Financial report, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances.
- k. Committee Chairperson's Job Reports with following format:
  - i. General statement of committee responsibilities
  - ii. Description of committee activities
    - a) Number of people on the committee or in positions
    - b) Timeline of activities, month by month, as accomplished
    - c) Problems with timeline
    - d) Communication problems that hindered the committee's purpose and goals
    - e) An outline of successful procedures in organizing the committee and the activity
  - iii. Description of Conference Responsibilities
    - a) What happened to the conference
    - b) What activities the committee planned occurred
    - c) A listing of critical reminders for the future planners
  - iv. Recommendations for the future
    - a) Suggested solutions to timeline problems
    - b) Suggested solutions to conference responsibility problems
    - c) Evaluate your own participation level, with suggestions for better time utilization
    - d) An outline of ideas considered but not utilized
  - v. Forms or form letters used
    - a) All related registration materials
    - b) Conference delegate handbook
    - c) A blank Conference Evaluation and final conference evaluation results
- l. The following are due no later than sixty (60) days after the close of the conference:
  - i. Any financial excess generated by the conference
  - ii. A complete financial report for the conference
  - iii. A final wrap-up (see above for report dissemination)
  - iv. Repayment of any PACURH loans and/or NACURH loans

**L. Non-Membership Fee**

1. Any school not affiliated with NACURH by arrival at a PACURH conference will incur a \$5.00 per delegate Non-membership Fee.
2. Schools completing their affiliation process at a regional conference will be reimbursed the incurred fee from that conference.

**VI. Site Visit**

**A.** The RBD and Conference Staff will set a date for site visits.

**B.** The conference staff shall report to the RBD at the Site Visit on the following topics:

1. Banquet/Dining/Food
2. Corporate/Special Guests
3. Entertainment
4. Facilities
5. Finances/Budgets
6. Housing
7. Logistics
8. Meetings: NCC, NRHH, Presidents
9. Newsletter/Communication
10. Programming
11. RBD Arrival
12. Registration
13. Schedule
14. Spirit
15. Sponsors
16. Staff
17. Technology/Web Page
18. Transportation

**VII. Conference Dates**

**A.** Regional Conferences are generally held in early November.

**B.** No Frills Conferences must be held prior to March 31, 2002.

**C.** Keep in mind both quarter and semester schools when choosing dates.

**D.** Alternate dates must be included in all conference bids. Date changes, after the conference has been awarded, should be approved by the NCC's.

**E.** The traditional regional conference will start on Friday (1<sup>st</sup> day) night and shall extend into Sunday (3<sup>rd</sup>, or last day), allowing for extra NCC meeting time. This is flexible, but at least three hours should be set aside for a Sunday NCC meeting.

**VIII. Regional Conference Schedule**

**A.** The Regional Conference schedule shall allow for the following functions:

1. A semi-formal (usually) banquet to be held (in traditional conference) Saturday night.
2. NCC meetings:
  - a. Friday (or 1<sup>st</sup> day): around 4 hours.
  - b. Saturday (2<sup>nd</sup> day): all day with time for lunch and to change for the banquet.

- c. Sunday (last day): as needed, but should include at least 3 hours.
- 3. Roll Call on Friday night (or 1<sup>st</sup> day).
- 4. Socials as requested (typically as follows):
  - a. Advisors
  - b. NRHH
  - c. Programming
  - d. GLBT
  - e. Presidents
- 5. Programming & Roundtable sessions.
- 6. Top Ten Programming Session (usually Sunday morning).
- 7. Recreation and entertainment opportunities for delegates.

**IX. No Frills Conferences**

- A. No Frills means that there aren't any extras one sees at the regional conference (recreation, entertainment, socials, optional day activities, banquets, etc).
- B. Things typically at a No Frills include:
  - 1. A normal limit of 1 NCC, Advisor, and three additional delegates. This results in a conference under 200 people, which keeps costs lower.
  - 2. This conference is a time for the NCC's to prepare for the national conference, and there is a lot of business. Therefore, the conference schedule should allow a lot of time for the NCC meeting. There should also be a planned NRHH business meeting (2 hours).
- C. No-Frills Track System  
 No-Frills shall be planned according to the following:
  - 1. There will be a cap of four delegates per school with no alternates for anyone except at the discretion of the conference staff those schools bidding for conferences or positions.
  - 2. Schools may send representatives for the following categories: NCC, RHA President, Advisor, and NRHH.
  - 3. The Director will coordinate the Track System for the NCC's (i.e., the Business Meeting).
  - 4. The PRC will coordinate the Track System for the RHA Presidents.
  - 5. The Regional Advisor will coordinate the Track System for the Advisors.
  - 6. The AD of NRHH & Recognition will coordinate the Track System for NRHH.

**X. Delegation Requirements**

For every five (5) delegates a school wishes to register for a PACURH Regional conference, it must submit at least one program proposal.

**XI. Trading Spaces**

- A. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.

- B. Schools determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, and Conference Chair to determine appropriate action, including possible expulsion from the conference.

**XII. Non Conference Persons at a Regional Conference**

- A. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference.
- B. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.

**XIII. Release & Assumption of Risk**

- A. Host schools must provide proper risk insurance for hosting a conference
- B. Each individual participating in a PACURH conference (delegates, advisors, NCCs, RBD members, Corporate partners, guests, conference staff, etc.) will be required to read and sign a disclaimer statement prior to officially being recognized as a participant of the conference.
- C. This form will be known as the Release and Assumption of Risk.
- D. The below statement must bear the signature of the delegate attending the conference, as well as one witness.
- E. Each signature must be dated.
- F. Changes to the Release and Assumption of Risk form by a Regional Conference Host School, must be approved by the CRC prior to sending out registration packets.
- G. Release and Assumption of Risk Form:  
I, \_\_\_\_\_(Name) in consideration of the Pacific Affiliate of College and University Residence Halls, Inc. and the \_\_\_\_\_(Conference host school) allowing me to participate in the PACURH \_\_\_\_\_(year) Conference hereby agree to the following: I release PACURH and \_\_\_\_\_(Conference host school), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the PACURH Conference. I agree to protect, hold harmless, and indemnify \_\_\_\_\_(Conference host school) and their officers, agents, and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the PACURH \_\_\_\_\_(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk or damage or injury from any cause, action, omission or occurrence caused by \_\_\_\_\_(Conference host school) or PACURH, their officers, and agents, including acts of omission constituting negligence.

**XIV. Conference Drug and Alcohol Policy**

- A. All participants (delegates, advisors, NCCs, RBD members, Corporate Partners, guests, conference staff, etc.) will remain alcohol and drug free from the time the first delegation checks in until the last delegation checks out.

- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to adhere to the Conference Drug and Alcohol Policy.
- C. In the event that someone is found under the influence of drugs and/or alcohol, the method of enforcement will be at the discretion of the Regional Director, the Regional Advisor, the Conference Chair and the Conference Advisor.
- D. All incidents will be documented by the Regional Director and will be sent to the President of the participants' organization and/or the Advisor to the organization for possible on campus disciplinary action. All participants found in violation of the Drug and Alcohol Policy will be banned from all NACURH related conferences for a 1 year term.
- E. Participants schools will be placed on regional probation which will last for a minimum of 1 year.

**XV. Conference Fair Housing Policy**

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

**XVI. Corporate Partners**

- 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".
- B. 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.
- C. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

XVII. PACURH shall also actively attempt to host Pre-Regional and Pre-National Conferences, one per sub-region. The conferences are to serve as a time for transitioning and NACURH preparation.

## **Section 4 – Awards**

**I. Award Guidelines**

- A. The RBD will present awards to member schools and individuals where deemed appropriate.
- B. The director will select a deadline of bid intents and number of bids required.
- C. Member schools may initiate awards if approved by the RBD of PACURH.

- D. Except for Best School Display and Best Regional Display, all awards are optional and shall be given at the RBD's discretion. These and other awards may be presented by the Director or his/her designee.
- E. For the Student Advantage Campus Services awards, RBD are not eligible. All currently serving regionally and nationally elected officers (including the National and Regional Chairs and the NBD liaison) are not eligible for these awards, unless otherwise stated. National Office Directors and Associate Directors who attend Semi-Annuals are also ineligible. In case where a vacancy of normally elected officer occurs and a replacement is appointed, that person also is ineligible.
- F. Neither NBD nor RBD members are permitted to write or assist with writing award bids at/for their school.
- G. Changes/Additions in award policy for the Individual Awards section should be made in this format: Title of Award, Purpose, Eligibility, Pages, Selection, Award, and Criteria or Suggested Criteria.
- H. Bids are to be judged based on content of information.
- I. All bids submitted for awards should include five unbound master copies of standard 8.5" x 11" white paper for the purpose of being submitted into the Resource File Index..
- J. All bids must stay within page limits, with a page defined as a side with print not including the cover page (10-12 point font). Dividers, appendices, letters of recommendation, text, etc. are included as a page. All bids must contain page numbers.
- K. All award bids are due at Check-In of respective conferences, unless otherwise stated.
- L. All school and individual award winners of awards eligible for National Awards will also receive the region's endorsement if they wish to bid for the respective National Award.
- M. Individuals may only bid and win one Individual Award per year.

**On-Line Bidding Requirement**

1. All schools/individuals interested in bidding for an award shall submit their bid to the PACURH webmaster or equivalent to be hosted on the PACURH home page.
2. Bids must be published on the Internet and the URL published to the region at the time specified by RBD.
3. Web bid formats shall be a finished product submitted to the director by a date designated by the director.
4. A single final copy of the paper bid to be submitted at the conference must be submitted to the RBD postmarked by the date RBD required bids to be posted on the web.
5. RBD shall reserve the right to disqualify any bid that does not match that which was posted on the Internet and/or in the footnotes.
6. Discussion of the bids over the listserv shall not be permitted before the conference.
7. The NCC's at the conference shall reserve the right to suspend the above process to allow for bids to be presented at the conference.

## II. Individual Service Awards

Silver Pin, ADAF Certificate of Excellence, NRHH Service Award, PACURH Three Year Outstanding Service Pine, Four Year Outstanding Service Pin

### A. The Silver Pin Awards

**Purpose:** The pin shall be awarded to individuals who have provided leadership and direction to PACURH.

**Eligibility:** Awarded to individuals who have provided leadership and direction to PACURH

**Pages:** None

**Selection:** The Silver Pin is a regional award given at the Director's discretion.

**Award:** Silver Pin. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates (8) in NACURH.

**Criteria:** Leadership and direction to the regional affiliate of NACURH.

### B. Certificate of Excellence

**Purpose:** The Certificate of Excellence is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of Administration and Finance in their position.

**Eligibility:** The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have assisted the Associate Director of Administration and Finance with their position, or worked on a committee.

**Pages:** None

**Selection:** Selected by the Associate Director of Administration and Finance

**Award:** The recipient will receive a Certificate presented by the ADAF at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The Associate Director of Administration and Finance has a maximum of four (4) certificates to give out at their discretion.

**Criteria:** Significant contributions to the region. Particularly, these individuals should have assisted the Associate Director of Administration and Finance with their position, or worked on a committee.

### C. PACURH NRHH Service Award

**Purpose:** The NRHH Service Award is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of NRHH/Recognition in their position. The NRHH Service

Award is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of NRHH/Recognition in their position.

**Eligibility:** The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have assisted the RAD with their position, or worked on a committee that relates to NRHH and/or recognition.

**Pages:** None

**Selection:** Selected by the Associate Director of NRHH/Recognition

**Award:** The recipient will receive a Certificate presented by the RAD at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The Associate Director of NRHH/Recognition has a maximum of four (4) certificates to give out at their discretion.

**Criteria:** Outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of NRHH/Recognition in their position.

#### **D. PACURH Three Year Outstanding Service Pin**

**Purpose:** This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.

**Eligibility:** The minimum application criteria shall be three years of service to the residential community at a PACURH member(s) and the attendance of at least one PACURH regional conference and a second conference (which may be a PACURH, NACURH, PACURH No Frills, or a Pre-NACURH Conference). Only students may receive this award.

**Pages:** One page application (requested from ADAF or RAD)

**Selection:** Award will be given after verification from the Director.

**Award:** Recipients will be presented with their awards by the Director at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The award will consist of a pin.

**Criteria:** Recipients must have contributed three years of service to the region and their campus. In addition, recipients must have attended two conferences; one must have been a PACURH Conference and the other being a PACURH, PACURH No Frills, Pre-NACURH or NACURH Conference.

#### **E. PACURH Four Year Outstanding Service Pin**

**Purpose:** This award was designed to recognize individuals who have contributed to their member institution's residential community, and the PACURH Region.

**Eligibility:** The minimum application criteria shall be four years of service to the residential community at a PACURH member school and the

attendance of at least one PACURH Regional Conference and a second conference (which may be a PACURH, NACURH, Pre-NACURH or PACURH No Frills Conference). Only students may receive this award.

- Pages:** One page application (requested from ADAF or RAD)
- Selection:** Award will be given after verification from the Director.
- Award:** Recipients will be presented with their awards by the Director at the Regional Banquet, No Frills Awards Ceremony, or NACURH Regional Reception. The award will consist of a pin.
- Criteria:** Recipients must have contributed four years of service to the region and their campus. In addition, recipients must have attended two conferences; one must have been a PACURH conference and the other being a PACURH, PACURH No Frills, Pre-NACURH, or NACURH Conference.

#### **F. PACURH Five Year Outstanding Service Pin**

- Purpose:** This award was designed to recognize individuals who have contributed to their member institution's residential community, and the PACURH Region.
- Eligibility:** The minimum application criteria shall be five years of service to the residential community at a PACURH member school and the attendance of at least one PACURH Regional Conference and a second conference (which may be a PACURH, NACURH, Pre-NACURH or PACURH No Frills Conference). Only students may receive this award.
- Pages:** One page application (requested from ADAF or RAD)
- Selection:** Award will be given after verification from the Director.
- Award:** Recipients will be presented with their awards by the Director at the Regional Banquet, No Frills Awards Ceremony, or NACURH Regional Reception. The award will consist of a pin.
- Criteria:** Recipients must have contributed five years of service to the region and their campus. In addition, recipients must have attended two conferences; one must have been a PACURH conference and the other being a PACURH, PACURH No Frills, Pre-NACURH, or NACURH Conference.

#### **G. PACURH Outstanding Advisor Service Pin**

- Purpose:** The PACURH Outstanding Advisor Service Pin was designated to recognize outstanding Advisors in the PACURH region for their contributions to the residents in the PACURH region.
- Eligibility:** Awarded to individuals that have provided leadership and direction to PACURH.
- Pages:** None.
- Selection:** The PACURH Outstanding Advisor Service Pin is a regional award given at the Regional Advisor's discretion.
- Award:** Pin. The maximum number of pins that may be given out in a year is four.

**Criteria:** Leadership and direction to the regional affiliate of PACURH.

### III. School Awards

#### A. PACURH Program of the Year

**Purpose:** The PACURH Program of the Year (POY) Award is to recognize outstanding student-implemented programs in their residence halls of PACURH member schools. This award was created to recognize the high quality of programs that exist at the student level and to encourage schools in the PACURH region to bid for the NACURH/ACUHO-I Daniel Siler Program of the Year Award.

**Eligibility:** Only one nominee per school is allowed. Bids should cover the period from December of the previous year of the regional conference to November of the year of the regional conference. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than twenty (20) pages

**Selection:** The winning entry will be selected at the PACURH Regional Conference by the NCCs.

**Award:** The award will consist of a plaque. The award shall be announced at the PACURH Regional Conference. A maximum of one award per year may be given.

**Criteria:** Bids should follow the same criteria as those for the NACURH/ACUHO-I Daniel Siler POY Award. Bids not following these criteria will not be considered..

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

**Purpose:** The PACURH Student Award for Leadership Training (SALT) is to recognize outstanding student-implemented leadership training programs in their residence halls of PACURH member schools. This award was created to recognize the high quality of leadership training programs that exist at the student level and to encourage schools in the PACURH region to bid for the NACURH/ACPA Student Award for Leadership Training.

**Eligibility:** Only one nominee per school is allowed. Bids should cover the period from December of the previous year of the regional conference to November of the year of the regional conference. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than twenty (20) pages

**Selection:** The winning entry will be selected at the PACURH Regional Conference by the NCCs.

**Award:** The award will consist of a plaque. The award shall be announced at the PACURH Regional Conference. A maximum of one award per year may be given.

**Criteria:** Bids should follow the same criteria as those for the NACURH/ACPA Student Award for Leadership Training. Bids not following these criteria will not be considered.

**C. PACURH School of the Year Award**

**Purpose:** The PACURH School of the Year Award is the highest honor a PACURH member school can obtain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels.

**Eligibility:** Bids must be in writing. Only year-specific information will be considered. Bid content should reflect accomplishments from NACURH to NACURH. Bids not following these criteria will not be considered. Only one nominee per school is allowed. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than thirty (30) pages. Appendices are limited to twenty (20) pages and may be added at the host school's discretion; they will not count towards the thirty pages. Bids not following these criteria will not be considered.

**Selection:** NCCs shall select the School of the Year Award at the No Frills Conference. Selection is based on the 30 pages of bid with no direct consideration given to the appendix.

**Criteria:** Bids should follow the same criteria as those for the NACURH School of the Year Award. Bids not following these criteria will not be considered.

**Awards:** The award shall consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

**Chalice:** The winner will receive the traveling School of the Year Award Chalice to carry and hold until the next No Frills Conference. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the chalice plates. These engravings will be the responsibility of the awarded school, and the region will reimburse the cost of engraving. The engraving must be the same font type and size of the previous awarded years. The chalice must be returned to the AD-NRHH by check-in at the No Frills Conference. Failure to bring the chalice to the No Frills Conference and/or any damage sustained to the chalice during possession will require the responsible person(s)/school(s) to pay full cost to restore the chalice back to original mint condition. A picture and dimensions of the School of the Year Award Chalice is below:

Total height: 19"  
Cup height: 11.5"  
Diameter cup top: 7"  
Diameter cup bottom: 4"

Base height: 5" wood, 2.75" black marble base  
 Base side: 6" wood, 5.125" black marble base  
 handle length: 6.5" top to bottom



FRONT



BACK

**D. PACURH RHA Building Block Award**

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

**Eligibility:** Bids must be in writing. The bid is due at the No Frills Conference. Only year-specific information shall be considered; in other words, bid content should reflect accomplishments from No Frills to No Frills. Bids not following these criteria will not be considered. Only one nominee per school is allowed. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than twenty (20) pages.

**Selection:** NCCs shall choose one recipient at the No Frills Conference

- Award:** The award consists of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.
- Criteria:** Bids should follow the same criteria as those for the NACURH National Building RHA Award. Bids not following these criteria will not be considered.

#### **IV. Individual Awards**

##### **A. PACURH/ Student Advantage NCC of the Year Award**

- Purpose:** This award recognizes outstanding service to PACURH by a National Communications Coordinator who has been directly affiliated with the organization.
- Eligibility:** Nominees must have been an NCC during the past year. Only one nominee per school is allowed. Bid must meet on-line bidding requirements or be subject to disqualification.
- Pages:** Bids will be no longer than eight (8) pages
- Selection:** Recipients will be selected by the NCCs at the No-Frills Conference.
- Award:** This award will consist of a plaque and a \$100 scholarship for use in either tuition or for induction into the AAFN. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.
- Criteria:** Bids should follow the same criteria as those for the NACURH Student Advantage Campus Services NCC of the Year Award. Bids not following these criteria will not be considered.

##### **B. PACURH/ Student Advantage Distinguished Service Award**

- Purpose:** This award was designated to recognize distinguished student leadership while serving PACURH, its affiliates and member schools over a several year period.
- Eligibility:** One nominee per school is allowed and nominations must be submitted to the RBD in writing. Nominees must be a student and live in an on-campus housing unit. Bids not following these criteria will not be considered. Only one nominee per school is allowed.
- Pages:** Bids will be no longer than sixteen (16) pages
- Selection:** Recipients shall be selected by the RBD at the No Frills Conference.
- Awards:** This award is endorsed by Student Advantage Campus Services. Each nominee shall receive a plaque and a \$100 check to be applied to tuition or induction into the Association of Alumni and Friends of NACURH (AAFN). The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.
- Suggested Criteria:**

1. Service to Residential Life, Programming Board or Governing Body, regional and national organizations.
2. Include all years of service.
3. Highlight accomplishments.

#### **C. PACURH First Year Experience**

**Purpose:** The First Year Experience recognizes the outstanding contributions of a first year student.

**Eligibility:** Students with first year experience in Residence Life. Only one nominee per school is allowed.

**Pages:** Bids will be no longer than eight (8) pages

**Selection:** Recipients will be selected by the RBD. Bids are due at the No Frills Conference.

**Award:** The award will consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

**Criteria:** Bids should follow the same criteria as those for the NACURH First Year Experience Award. Bids not following these criteria will not be considered.

#### **D. PACURH Hallenbeck Service Award**

**Purpose:** Named after Dan Hallenbeck, former NACURH Advisor and Regional Advisor, this award recognizes outstanding and continuous service to PACURH of a full-time housing or student affairs professional. This award recognizes service over a several year period.

**Eligibility:** All advisors with the exception of the NACURH Advisor and CRC are eligible. Regional Advisors are eligible. Nominations are limited to one per school and must be presented to the RBD in writing. Only one nominee per school is allowed.

**Pages:** Bids will be no longer than sixteen (16) pages.

**Selection:** Recipients will be selected by the RBD. Bids are due at the No Frills conference.

**Award:** The award will consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.

**Criteria:** Bids should follow the same criteria as those for the NACURH Hallenbeck Service Award. Bids not following these criteria will not be considered.

#### **E. PACURH Resident of the Year**

**Purpose:** This award recognizes outstanding service to PACURH by an individual who has been directly affiliated with the organization in service to the residence halls.

**Eligibility:** Nominations are limited to one per school. Bids must be submitted to the RBD in writing. The nominee may not have been an NCC,

Executive Board Member of their RHA, or President in the past year.

**Pages:** Bids will be no longer than eight (8) pages. Only one nominee per school is allowed.

**Selection:** Recipients will be selected by the RBD at the No Frills Conference.

**Award:** The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.

**Criteria:** Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

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

**Purpose:** The President of the Year Award is to recognize outstanding contributions made by a president of an affiliated residential life programming board and governing body of PACURH.

**Eligibility:** Nominations are limited to one per school. Bids must be submitted to the RBD in writing. The nominee may not have been an NCC in the past year. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than eight (8) pages.

**Selection:** Each school affiliated with PACURH and registered and represented for the No Frills Conference will have one vote during the PACURH NRHH Business Meeting at the No Frills Conference. Recipient will be selected at the NRHH Business Meeting by the NRHH Representatives at the No Frills Conference.

**Award:** The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.

**Criteria:** Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

#### **G. PACURH Executive Board Member of the Year**

**Purpose:** This award was designed to recognize outstanding service to the residence halls by an executive board member. The definition of Executive Board member shall reflect that stated in the OTM manual.

**Eligibility:** One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of

NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

- Pages:** Bids will be no longer than eight (8) pages.
- Selection:** Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.
- Award:** The winner shall receive a plaque. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given. The winner may not represent PACURH as a candidate for NACURH Student of the Year Award unless they win the PACURH Student of the Year.
- Criteria:** Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

#### **H. PACURH Student of the Year**

- Purpose:** This award was designed to recognize outstanding service to PACURH by an individual who has been directly affiliated with the organization.
- Eligibility:** Must be the PACURH award recipient of the following categories: PACURH President of the Year, PACURH Executive Board Member of the Year, PACURH Resident of the Year, at the conference to be awarded. The nominee may not be an NCC for the current year. Section 4, I., M. does not apply to this award.
- Selection:** Bids will be chosen by the RBD at the No Frills Conference
- Award:** The winner shall receive a plaque. A \$100 check will be awarded to be applied towards induction to the AAFN or a scholarship presented by PACURH. The winner shall be announced at the No Frills Conference. A maximum of one award per year may be given.
- Criteria:** Bids should follow the same criteria as those for the NACURH Student of the Year Award. Bids not following these criteria will not be considered.

#### **I. PACURH Residential Assistant of the Year**

- Purpose:** This award was designed to recognize outstanding service to the residence halls by staff members who live within the residence halls. The definition of Residential Assistant shall reflect that stated in the OTM manual.
- Eligibility:** One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.
- Pages:** Bids will be no longer than eight (8) pages

**Selection:** Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.

**Award:** The award shall consist of a plaque. The award shall be announced at the NACURH regional social. A maximum of one award per year may be awarded.

**Criteria:**

1. Outstanding service considered shall be at the start of NACURH to the start of NACURH specific.
2. The bid shall include a letter of recommendation from NRHH, RHA, or a staff member for the year of nomination.
3. The bid shall include accomplishments and involvement for the year of nomination.
4. How the nominee went above and beyond the job description.
5. Recognition through OTM's

**J. PACURH Advisor of the Year**

**Purpose:** The Advisor of the Year award is to recognize outstanding contributions made by an advisor of an affiliated residential life programming board and governing body of PACURH.

**Eligibility:** Nominations are limited to one per school. The nominee must be an advisor in the PACURH region at the time of nomination. The award shall be judged based on the time period from NACURH to NACURH.

**Pages:** Bids will be no longer than eight pages (10-12-point type), with a page defined as a side with print (this includes appendices, letter of recommendation, text, etc.); covers and title page is not included in the page count, dividers are included. All bids shall include page numbers. Bids not following these criteria will not be considered.

**Selection:** Bids must be submitted to the RBD in writing. Bids are due at the No Frills Conference.

**Award:** The award shall consist of a plaque. The award shall be announced at the NACURH regional social. A maximum of one award per year may be awarded.

**Suggested Criteria:**

1. Service to Residential life, programming board, or governing body, campus, regional and national involvement.
2. Participation in conferences: attendance and programs presented, and attended.
3. Recognition through awards: campus, regional and national.

**K. PACURH Community of the Year**

**Purpose:** This award was designed to recognize the contributions of residential life communities and the impact they have on their

students and the rest of campus. The definition of Community shall reflect that stated in the current OTM manual.

**Eligibility:** One (1) nominee will be accepted per school. The award shall be based on the time period of the start of NACURH to the start of NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than eight (8) pages.

**Selection:** Each school affiliated with PACURH and registered and represented at the NACURH conference will have one vote during the PACURH NRHH Business Meeting at the No Frills conference. Recipient will be selected at the NRHH Regional Business Meeting by the NRHH Representatives at No Frills.

**Award:** The award shall consist of a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be awarded.

**Criteria:**

1. Outstanding service considered shall be at the start of NACURH to the start of NACURH specific.
2. The bid shall include a letter of recommendation from NRHH, RHA, RA, or a staff member for the year of nomination.
3. The bid shall include accomplishments and involvement for the year of nomination.
4. The impact of the community on students and the campus.
5. Recognition through OTM's.

## V. National Residence Hall Honorary Awards

### A. NRHH Building Block Award

**Purpose:** The PACURH NRHH Building Block Award 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 NRHH Regional Associate Director. One nominee per school is allowed. The chapter must be in good standing with the NRHH National Office. At least thirty (30) copies of the bid must be brought to the No Frills Conference. Only information from the current year (NACURH to No Frills) will be considered. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** The written bid shall not exceed thirty (30) pages.

**Selection:** Recipient will be selected during the PACURH No Frills Conference by the NRHH representatives from each chapter in good standing in the NRHH Business Meeting. Each chapter in good standing that is present at No Frills will be allowed one vote.

**Award:** This award will be presented at the closing banquet of the No Frills Conference, with the winning school receiving a 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 is reinforcing the purpose of NRHH.
4. Programming and leadership experience.
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 level, including participation at conferences and retreats.
7. Letters of support.
8. Constitutions. This shall be required, but shall not count against the 30 page limit.

**B. 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 an outstanding chapter that has met and exceeded its purpose and stated goals and objectives.

**Eligibility:** This award will be given yearly. One nominee per school is allowed. The chapter must be in good standing with the NRHH National Office. Only yearly specific information will be considered; in other words, bid content must reflect accomplishments from NACURH to NACURH. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids shall be no longer than thirty (30) pages.

**Selection:** Recipient will be selected during the PACURH No Frills Conference by the NRHH representatives from each chapter in good standing in the NRHH Business Meeting. Each chapter in good standing that is present at No Frills will be allowed one vote.

**Award:** This award will be presented at the closing banquet of the No Frills Conference, with the winning school receiving a plaque. A maximum of one award per year may be given.

**Suggested Criteria:**

*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)*

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 objectives 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 systems 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, OTM's, housing support, and communication. These are considered examples and are not requirements.)
  - c. Briefly explain your membership process.
  - d. How have your members exhibited leadership?
    - i. What are leadership positions held in other organizations by your NRHH Members?
    - ii. How have the above members shared their leadership talents in these positions?
4. Letters of support
  - a. Chapter Advisor
  - b. RHA President
  - c. Director of Housing

**Chalice:** The winner will receive the traveling NRHH Outstanding Chapter of the Year Award Chalice to carry and hold until the next No Frills Conference. Only the awarded school name and year awarded will be engraved on the continuing chronological line of the chalice plates. These engravings will be the responsibility of the awarded school, and the region will reimburse the cost of engraving. The engraving must be the same font type and size of the previous awarded years. The chalice must be returned to the AD-NRHH by check-in at the No Frills Conference. Failure to bring the chalice to the No Frills Conference and/or any damage sustained to the chalice during possession will require the responsible person(s)/school(s) to pay full cost to restore the chalice back to original mint condition. A picture and dimensions of the NRHH Outstanding Chapter of the Year Award Chalice is below:

total height: 12.5"  
 Cup height: 9"  
 Cup diameter: 4.125"  
 Base height: 3.5"

Base width: 5.5"  
Base: 4" where plaque goes  
handle length: 6"



FRONT



BACK

### C. NRHH Outstanding Member of the Year

**Purpose:** The NRHH Outstanding Member of the Year Award recognizes outstanding service to PACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization.

**Eligibility:** This award will be given yearly at the discretion of the NRHH Regional Associate Director. One nominee per school is allowed and a letter of intent must be postmarked to the NRHH Associate Director at least two weeks prior to the No Frills Conference. The chapter must be in good standing with the NRHH National Office. At least thirty (30) copies of the bid must be brought to the No Frills Conference. Only information from the past year (No-Frills to No-Frills) will be considered. Bid must meet on-line bidding requirements or be subject to disqualification.

**Pages:** Bids will be no longer than eight (8)

**Selection:** Recipient will be selected during the No Frills conference by the NRHH representatives from each chapter in good standing. Each chapter in good standing that is present at No Frills will be allowed one vote.

**Award:** The winner shall receive a plaque and a \$100 scholarship for use in either paying tuition or for induction into the AAFN. This award

will be presented at the closing banquet of the No Frills Conference. A maximum of one award per year may be given.

**Suggested Criteria:**

1. Term of office for award purpose shall be from No Frills to No Frills.
2. State, regional, and national correspondence.
3. Recognition through awards: campus, state, regional, and national services.
4. Participation in campus, state, regional, and national services.
5. Representation of NRHH at campus, state, regional, and national services.

**D. Of The Month (OTM) Awards**

**Eligibility:** OTM Award forms must be submitted (via mail, fax, or email) to the AD of NRHH/Recognition by the 15<sup>th</sup> of each month. (e.g. March OTMs are due to the regional office by the 15th of April).

**Categories:** The following are categories up for nomination each month:

1. Program of the month
  - a. Social
  - b. Educational
  - c. Community Service
  - d. Diversity
2. Executive Board Member of the month
3. Advisor of the month
4. Student of the month
5. NRHH Chapter of the month
6. NCC of the month
7. Resident Assistant of the month
8. Spotlight of the month
9. Faculty/Staff of the month (only regionally recognized)
10. Community of the month

**Selection:** The OTM Awards will be chosen by the Associate Director of NRHH/Recognition and his/her staff.

**Award:** The winners will receive a certificate at the Regional Conference, No Frills Conference, or NACURH Regional Social.

**Criteria:** Criteria for OTMs are available through the Associate Director of NRHH/Recognition and the National NRHH Office.

**VI. Conference Awards**

**A. Best School Display**

**Purpose:** To recognize a large and small school for their outstanding creativity in regards to connecting the conference theme to their campus, their organization, the region, and nation during the regional conference.

**Eligibility:** Only member schools are eligible for the award.

**Selection:** The Regional Conference staff will select the winner.

**Award:** One (1) award for large school and one (1) award for small school prepared by the conference staff will be awarded by the conference staff at the Regional Conference Banquet. USA Today will provide a \$100 award to be shared by the winners.

**Criteria:**

- A. 10% Creativity/originality
- B. 10% Relation to conference theme
- C. 10% Esthetic value and general appearance
- D. 10% General information about school
- E. 10% Relevant information available to delegates about school
- F. 50% Relevant information available to delegates about school's residence halls and residential life, programming board or governing body (handouts, leaflets, etc.)
- G. Dimensions of the Display will be determined by the conference staff.

**B. Best School Banner**

**Purpose:** To recognize a large and small school for their outstanding creativity in regards to connecting the conference theme to their campus, their organization, the region, and nation during the regional conference.

**Eligibility:** Only member schools are eligible for the award.

**Selection:** The Regional Conference staff will select the winner.

**Award:** One (1) award for large school and one (1) award for small school prepared by the conference staff will be awarded by the conference staff at the Regional Conference Banquet. USA Today will provide a \$100 award to be shared by the winners.

**Criteria:**

- A. 40% Creativity/originality
- B. 30% Relation to conference theme
- C. 20% Aesthetic value and general appearance
- D. 10% Relevant information available to delegates about school
- E. Dimensions of the Banner will be determined by the conference staff.

**C. Most Spirited Delegation**

**Purpose:** To recognize a large and small delegation for its outstanding spirit, enthusiasm and goodwill during the Regional Conference.

**Eligibility:** Only member schools are eligible for the award.

**Selection:** The Regional Conference staff will select the winner. The two categories for spirit awards will be for small delegation and large delegation.

1. A small delegation shall be defined as one that has half or less than half of the conference delegation cap for the given

conference, rounded down in the event that half is not a whole number, but not to exceed 8 delegates.

2. A large delegation shall be defined as one that has more than half of the conference delegation cap for the given conference, rounded down in the event that half is not a whole number, OR delegations that are not considered to be small delegations.
3. If no conference delegation cap has been set, the RBD and conference staff will decide together where the division between large and small delegation shall be.

**Award:** One (1) award for large delegation and one (1) award for small delegation prepared by the conference staff will be awarded by the conference staff at the Regional Conference Banquet.

**Criteria:** Will be decided upon by the conference staff. Conference Staff is required to publicize their individual criteria for this award prior to the start of the conference.

#### **D. Best School Roll Call**

**Purpose:** To recognize a roll call group for their outstanding creativity in regards to school, regional, and national pride at the Regional Conference for their roll call.

**Eligibility:** Only member schools are eligible for the award.

**Selection:** The school roll call award will be awarded by the conference staff.

**Award:** Awards will be prepared by the conference staff and will be awarded by the conference staff at the Regional Conference Banquet.

**Criteria:**

1. Unity (e.g. does roll call demonstrate the unity of the school)?
2. Participation (e.g. is the entire delegation actively involved by the conference staff)?
3. Theme (e.g. does the skit reflect the subject assigned by the conference staff)?
4. Preparedness (e.g. does the roll call appear well rehearsed)?
5. Motivation (e.g. is the roll call skit uplifting, devoid of racial or sexist connotations and does it excite the delegations)?

## Section 5 – Finances

### I. General Policies

- A. The fiscal year for PACURH shall be April 1 to March 31 of each year.
- B. The Regional Director, Associate Director of Administration and the Advisor will all have check writing privileges for the regional bank account.
- C. All regional bank accounts are required to be at the same bank as the national accounts.
- D. Approval for any financial policy or proposal will consist of a 2/3 majority of the NCCs present with voting rights.

### II. Membership

#### 1. National Membership (Large School)

The membership fee for NACURH shall be \$90 per year, with \$40 of that being used for the regional budget.

#### 2. National Reduced Membership (Small School)

Those colleges and universities with an on-campus capacity of 1,000 or fewer may join NACURH for \$70 per year, with \$30 of that being used for the regional budget

#### 3. Associate Membership

Associate Membership fees are set at \$35 with \$20 being required for regional funds.

4. Payment of Membership Dues will be submitted to the National Information Center when affiliating.

### III. Reimbursements

- A. Anyone seeking reimbursement from the region must submit receipts to the Associate Director within 45 days of purchase and prior to the end of the fiscal year, March 31.
- B. No reimbursement will be honored for receipts submitted after 45 days of purchase and/or March 31.

### IV. Budget Reports & Proposals

- A. The Associate Director of Administration and Finance will send out a financial report on a monthly basis to the Regional Director, the Regional Advisor, the National Associate of Finance and the National Advisor.
- B. The Associate Director of Administration and Finance will prepare a detailed budget report for each regional business meeting: the Regional, No-Frills and National Conferences.
- C. The Associate Director of Administration and Finance will prepare a detailed budget proposal and report for the start of a new fiscal year. These will be presented at the No-Frills Conference.
- D. The Associate Director of Administration and Finance will prepare a detailed budget report, including detailed expenditure and income reports.
- E. PACURH will use the same Chart of Accounts as NACURH for external and internal reporting purposes (tax purposes).

- F. Monthly Statements will be sent by the ADAF to the NAF according to the NACURH, Inc. National Policy Book Section IX, VI, C.
- G. The ADAF will send the approved budget from the No Frills Conference to the NAF by April 1.

**V. Regional Spending Limits**

For the following amounts over budgeted line items:

- |                 |                                       |
|-----------------|---------------------------------------|
| \$0 - \$50      | At the Director's discretion          |
| \$50.01 - \$100 | Director will seek Advisor's approval |
| \$100.01 +      | Director will need approval of NCCs.  |

**VI. Outstanding Debts**

- A. Schools with outstanding debts will be notified on a monthly basis by the Associate Director of Administration and Finance.
- B. The privilege to vote, and bid for awards, conferences, and RBD positions will cease until all outstanding debts have been reconciled.

**VII. End of the Fiscal Year**

Any funds that remain in the PACURH budget at the end of the fiscal year shall revert back to the next year's budget in a line item under income titled "Carryover".

**VIII. Conference Finances**

**A. Funding for the RBD Conference Travel**

1. Initial travel costs for regional conferences (PACURH and No-Frills) will be paid by the region, and then reimbursed from the conference account to the region once sufficient funds are available.
2. The region shall pay for travel of all Regional Board of Directors to the NACURH national conference out of the regional budget.
3. The region shall pay for the travel for the Regional Director and Associate Director of Administration and Finance to the Semi-Annual Conference held at the National Conference Site.
4. The region shall pay for half of the travel for the Associate Director of NRHH/Recognition to the Semi-Annual RAD Conference held at the National NRHH Office. The other half shall be paid by the NRHH National Office.

**B. Concluding Finances**

The finances of the Regional and No Frills conference must be concluded within 60 days of the end of the conference. Any bills after these 60 days must be paid by the host school. Any host school bidding for a PACURH Conference must be made aware of this policy during the bidding process.

**C. Conference add-on Fee**

1. The Regional Conference will have a \$10/delegate fee to be included as a line item in the Regional Conference budget. This shall be paid to the regional organization prior to the last day of the Regional Conference.
2. The No Frills Conference will have a \$10/delegate fee to be included as a line item in the No Frills Conference budget. This shall be paid to the regional organization prior to the last day of the No Frills conference.

3. The conference excess will be paid to the regional organization no later than sixty days after the conference.
- D. Any excess from the PACURH Regional and No Frills conferences shall be divided evenly; with half placed in the PACURH savings account and the other half in the PACURH contingency fund.

## **Section Six – Committees**

### **I. Accountability Committee to the Regional Board of Directors**

#### **A. Duties**

The board shall hold every Regional Board of Director member (including the PACURH Advisor) accountable for their actions, support and dispute any accusations against the RBD, and deal with any conflict between an RBD member and any member (including other RBD members) of the region.

#### **B. Members**

1. This board will be made up of six NCC's and one Advisor.
2. Two NCC's from each sub-region shall sit on the board and one Advisor from the PACURH region.
3. One of the six NCC's shall be selected as the Chair for the year by the other NCC members on the board, in which the Chair shall have no vote.
4. The Advisors shall be any individual with some type of advisor capacity position such as RHA Advisor, Hall/Area Council Advisor, Student Advisor, etc. with a good working knowledge of PACURH/NACURH policy.
5. No RBD member (including the RBD Advisor) may sit on the board.
6. Anyone on the board who is directly affiliated with any individual in question such as the same host school shall step down from the board during the review of that case.

#### **C. Selection**

1. The members shall be selected through an election process.
2. NCCs shall select two NCC representatives from their sub-region through a voting process at PACURH. If a sub-region is unable to select two representatives at PACURH, then the representatives shall be selected no later than the first week of October, specific date to be chosen by the Regional Communications Coordinators (RCC's).
3. The NCC's that are interested in sitting on the board shall submit a letter of why they like to be on the Review Board to the RCC of that sub-region, and the RCC shall forward the letter to the other NCC's of the sub-region.
4. The Advisors shall be volunteers, who shall submit a letter of why they would like to serve on the Review Board to the RCC's. If one sub-region has two or more volunteers, then the NCC's of the sub-region shall elect the Advisor.
5. The Advisors interested shall contact their RCC and the RCC shall forward the intent to all the NCC's of the sub-region.
6. In the event that any member of the board must resign before the term is up, the NCC's of the sub-region from which the member is from shall select the replacement.

#### **D. Procedure**

1. Before a member of the RBD can be asked to resign by the Director or Advisor, they must first call for a meeting of the "Review Board" via e-mail or chat room.

2. A letter (by e-mail or hard copy) from any member of a PACURH school including RBD members, stating the reasons for a request for review shall be submitted to the committee Chair.
3. The committee Chair shall look over this submission and have a copy sent to the rest of the board as well as the person in question within 3 days.
4. This person shall have a week to respond with his or her own letter to the committee Chair/board.
5. The board shall then investigate/deliberate for a week asking questions of RBD and others (i.e. host school).
6. After the investigation/deliberation the board shall render the first letter enforceable or void.
7. After the letter has been rendered, it shall be the job of the committee Chair to inform all parties of the boards and to submit a report of the proceedings stating the main points brought up to the region as appropriate.
8. The committee will then make a recommendation to the region on possible action for the RBD member in question.

## **Section Seven – Supplements**

All additions and/or changes made to the PACURH Policy Book and/or By-laws shall be added under the appropriate subheading in this section within 45 days after each conference. Along with each addition, the following information shall be included: the placement that addition/change appears in the policy, dates to when the policy takes effect, and any other relevant information. Also, two (2) weeks after the National Conference (NACURH), all information found in this section shall be removed and be placed in the appropriate area of the Policy Book and/or By-laws. Section number (then name of section), name of subsection, letter, then number subsequently. For example: Section Two (Responsibilities and Guidelines), Regional Board of Directors, Letter B. The original policy should be stated, the changes should be reflected in italics. (11/01)

### **By-Laws Supplement**

### **Policy Book Supplement**