



Governing Docs

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Regional Charter



National Association of College and University Residence Halls
Regional Charter for
Pacific Affiliate of College and University Residence Halls

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

As a recognized regional affiliate, the Pacific Affiliate shall have as members within its region those members of NACURH as are located in Alaska, Washington, Oregon, California, Nevada, Hawaii, British Columbia, the Yukon Territory, Hong Kong, and Australia.

The Pacific Affiliate shall abide by the Articles of Incorporation of NACURH, Inc. and the PACURH By-Laws and Policy Book, and as such shall hold annually one Fall Regional Conference and one Spring Business Meeting, where member schools within the region can come together to vote on the business of the Pacific Affiliate, share ideas about residence hall programming and policy, and discuss the advancement of student engagement within the residence halls. Annually, the PACURH National Communication Coordinators (NCCs), or their designee, shall democratically elect by majority a Regional Director, Associate Director(s) and other members of the Regional Board of Directors (RBD) as stated in the PACURH By-Laws. A quorum of at least forty percent (40%) of the registered regional membership must be present in order to elect the Regional Board of Directors. All members of the Regional Board of Directors, with the exception of the Regional Advisor, shall reside in an on-campus housing unit. The term of office shall run between the Annual NACURH Conferences. The PACURH Advisor or other unbiased person shall supervise the election procedures and tally the votes according to the PACURH Regional By-Laws.

Any Regional Board member may be recalled by a vote of two-thirds of the eligible voting membership of the region. Recall procedures may be initiated by a petition to the Regional Advisor signed by 25% of the member NCCs. The PACURH Advisor shall notify all member NCCs of the recall vote and serve as the recall coordinator. In the event that the Regional Advisor is being recalled, the Regional Director will serve in place of the Advisor. The person(s) recalled shall be replaced using the process stipulated in the PACURH Regional By-Laws.

Internal operating procedures shall be established at the discretion of the Regional Director and the regional membership, so long as such policies do not conflict with the Articles of Incorporation of the National Association of College and University Residence Halls, Inc., the By-Laws or Policy Book of said corporation, or the statutes of the State of Oklahoma.

In witness thereof, the NACURH Chairperson, the NACURH Advisor, the PACURH Regional Director, and the PACURH Regional Advisor have set their hands on this 24th Day of May, 2015.

Danielle Hall
PACURH Regional Director

Russell T. Jones
PACURH Regional Advisor

Kenneth J. Hughes
NACURH Chairperson

Dan Ocampo
NACURH Advisor

By-Laws

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Article I

Name

1. 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

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

Article III

Membership

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 affiliation form.
 - C. Submission of an acceptable RFI to be put on file at the NACURH Information Center (NIC), according to policy guidelines.
 - D. Remain in good financial standing with NACURH, PACURH, the NIC, the NSRO, the NACURH Annual Conference, the PACURH Regional Conference, and the PACURH No Frills Regional Conference.
2. All benefits and services of the regional and NACURH offices are available with Full and Associate Memberships.
3. Voting privileges
 - A. Voting privileges shall be exclusive to Full and Associate Memberships of PACURH/NACURH who are in good standing.
 - 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

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 & Finance (ADAF), Associate Director for National Residence Hall Honorary (ADNRHH), Coordinating Officer for Presidents (COP), Coordinating Officer for PACURH Relations (COPR), Coordinating Officer for Spirit and Bidding (COSB), Coordinating Officer of Communications and Technology (COCT), hereinafter conjoined and referred to as COs, Advisor and Advisor-Elect.
 - B. The Director, Associate Director for Administration and Finance, Associate Director for NRHH, COs, 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 for Administration and Finance, Associate Director for NRHH, and COs shall be one year, beginning on the last day of the NACURH Annual Conference.
 - D. The election of the RBD shall be at the No Frills Conference and they shall serve as the Directorship-elect for a three-month period, the period remaining until office is taken on the last day of the following NACURH Annual Conference.
 - E. Director, Associate Directors, and COs shall be elected at the No Frills Conference business meeting by the National Communications Coordinators, hereinafter referred to as NCCs. The Advisor shall be elected at the PACURH Regional Conference business meeting by the NCCs. All RBD members shall be elected for the upcoming RBD term.
 - F. The Associate Director for NRHH shall be elected in the NRHH Boardroom during the No Frills Conference by one representative of each NRHH chapter in good standing or one representative of any affiliated school without an NRHH chapter.
 - G. The Advisor will hold a 2-year term.
 - H. Individuals may serve more than one term if re-elected.
 - I. The eligibility requirements in Section B apply to each term that the individual serves.
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.
- 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 member NCCs. The petition may also include a provision to hold a special meeting as prescribed in the bylaws.
 - C. The Regional 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 bylaws of PACURH.
 - E. In the event that the Regional Advisor is being recalled, the Regional Director will serve in place of the Regional Advisor.

Article V

Regional Conference/ No Frills Conference

- 1. Conferences
 - A. PACURH shall hold a Regional Conference and a No Frills Conference for all member schools of the affiliate and observers from non-member schools.
- 2. Conference Site Selection Process
 - A. 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 a copy of the Host School Acknowledgement Form which must be signed. This requirement may be waived by a two-thirds vote of the member schools.
- 3. Conference Fees
 - A. The fees for the Regional Conference shall be established by the host school upon consultation with the Director, ADAF, and Advisor and must be approved in the bid presentation. The Conference Chairperson and ADAF shall be responsible for maintaining and monitoring the annual conference budget.
 - B. A Regional Conference Add-On Fee as stated in the PACURH Policy Book should be reflected in the conference budget.

Article VI

Business Meetings

- 1. Regional Meetings
 - A. A Regional Business Meeting shall be conducted at every NACURH and Regional Conference, and as otherwise provided for in these By-Laws and policies.

2. Quorum
 - A. 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

1. Upon becoming a member of NACURH, each participating representative governing unit shall select an NCC who shall serve as liaison between the NACURH organization, its regional affiliate, and the local institution.
2. The NCC, or their designee, shall serve as delegation chairperson of a school during regional and NACURH Conferences.
3. The NCC, or their designee, shall represent their respective school delegations in all business meetings or elections.
4. The NCC, or their designee, shall be required to organize and submit an annual research resource contribution, otherwise known as the NIC Report to the NACURH Information Center annually. Failure to comply will result in the loss of voting privileges.
5. The NCC, or their designee, shall be responsible for completing the policy and activity questionnaires sent to him/her by the NACURH and regional officers and returning them to the proper person by the particular date requested.
6. The NCC, or their designee, shall be responsible for nominating their school, when appropriate, for NACURH and regional awards.

Article VIII

PACURH Sub-Regions

1. PACURH shall be divided into two (2) sub-regions.
 - A. The Northern sub-regions shall consist of all schools that fall within the region, above the 38.5 latitude line. This includes: Alaska, British Columbia, Nevada (above 38.5 latitude line), California (above 38.5 latitude line), Oregon, Yukon Territories, and Washington.
 - B. The Southern sub-regions shall consist of all schools that fall within the region, below the 38.5 latitude line. This includes: Australia, Hawaii, Nevada (below 38.5 latitude line), California (below 38.5 latitude line).

Article IX

Awards

1. The RBD will present awards to member schools and individuals where deemed appropriate.
2. Member schools may initiate awards if approved by the NCCs of the region.

Article X

Amendments

1. These Bylaws 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 Bylaws changes may occur without being brought to the floor and voted on by NCCs. No phone ballots will be accepted.
2. Amendments to these By-Laws become effective immediately upon adoption.

Article XI

Organizational Authority

1. The Bylaws 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 Bylaws of the NACURH organization.
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.
3. Any duties, responsibilities, or purposes of NACURH not specifically brought out in these Bylaws shall be recognized as functions for the officers and member schools of PACURH.

Policy Book

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Section 1

Name

- A. 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).

Section 2

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 Bylaws of the NACURH 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 bylaws shall be recognized as functions for the officers and member schools of PACURH.

Section 3

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.

Section 4

Equity and Safety Statement

- A. 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, gender expressions, personal beliefs, political affiliations, and mental and physical abilities. 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 proactively 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.

- B. In accordance with the above statement, we as an organization will not allow discriminatory actions of those in attendance at all PACURH organizational proceedings. Such an incident of discriminatory action to be defined as: an action by an attendee to organizational proceedings that impedes the well-being of another attendee in areas laid in the above part A. Recognizing that PACURH as an organization does not hold authority for direct disciplinary during organizational proceedings;

Section 5

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:
- C. Submit an RIF Report to the NACURH Information Center
- D. Payment of annual dues as specified by the NACURH Board of Directors, hereinafter referred to as NBD, in one of the following categories:
 - i. Full Membership
 - 1. Large School Membership
 - a. Large school shall be defined as schools with 1,001 or more on campus residents.
 - 2. Small School Membership
 - a. Small schools shall be defined as schools with on campus populations not exceeding 1,000 resident
 - 3. Associate Membership
 - a. Associate membership is a trial membership for NACURH

- b. This option shall only be available for schools that are seeking membership for the first time within a three-year period
- E. Submit a completed registration form.
- F. Remain in good financial standing with the following affiliated offices: NACURH, PACURH, the NIC, the NSRO, the NACURH Annual Conference, the PACURH Regional Conference and the PACURH No Frills Regional Conference.
- G. All benefits and services of the regional and NACURH offices are available with Full and Associate School Memberships.
- H. Sub-Region Division
 - i. PACURH shall be divided into two (2) sub-regions.
 - ii. The Northern sub-regions shall consist of all schools that fall within the region, above the 38.5 latitude line. This includes: Alaska, British Columbia, Nevada (above 38.5 latitude line), California (above 38.5 latitude line), Oregon, Yukon Territories, and Washington.
 - iii. The Southern sub-regions shall consist of all schools that fall within the region, below the 38.5 latitude line. This includes: Australia, Hawaii, Nevada (below 38.5 latitude line), California (below 38.5 latitude line).
- I. National Communications Coordinators (NCC)
 - i. 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 NACURH organization, its regional affiliate, and the local institution.
 - ii. The NCC, or designee, shall serve as the delegation chairperson of a school during the Regional, No Frills, and NACURH Annual Conference.
 - iii. The NCC, or designee, shall represent their respective school delegation in Business Meetings and elections.
 - iv. The NCC, or designee, is required to do the following to maintain voting privileges:
 - 1. Submit a NIC Report to the NIC annually
 - 2. Submit an affiliation form to the NIC annually
 - 3. Payment of membership dues to NACURH annually

4. Payment of all debts due to PACURH, NACURH, and affiliated conferences.
5. Failure to comply will result in the loss of voting privileges.
- v. The NCC shall be responsible for completing the policy and activity questionnaires sent to him/her by the regional officers and returning them to the proper person by the particular date requested.
- vi. The NCC shall be responsible for nominating their school, when appropriate, for NACURH and regional awards.
- vii. The NCC shall subscribe to the PACURH listserv.

Section 6

Parliamentary Authority

- A. All meetings will be run according to the most current edition available of Robert's Rules of Order, where "current published edition" will be defined as the edition available at the close of business at the Annual Conference, and will remain the version used by the organization until the close of business at the following Annual Conference.

Section 7

Meetings

- A. Quorum
 - i. 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
 - i. A Regional Business Meeting shall be conducted at every Regional, No Frills, and NACURH Annual Conference and as otherwise provided for in this Policy Book.
 - ii. 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 NACURH Annual Conference.
- C. Special Meetings
 - i. 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

- i. The ADAF shall be responsible for transporting, typing, duplicating, and distributing copies of the minutes from the NCC meetings within thirty (30) days of the meeting.
- E. Board Meeting Summary
 - i. The Regional Director will be responsible for publishing a comprehensive Semi-Annual and Annual report that will include legislation passed by the NCCs.
 - ii. These reports will be distributed in the regional newsletter and distributed to the NBD.

Section 8

Voting Procedures

- A. Voting Privileges
 - i. Voting privileges shall be exclusive to Full and Associate 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
 - i. 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.
 - ii. 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.
 - iii. All voting members must have access to e-mail at some point during the voting time period.
 - iv. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chairperson.
 - v. Amendments are proposed over e-mail and must be voted on separately.
 - vi. When an amendment is proposed, the Director will announce the deadlines for votes regarding the amendment not to exceed seven (7) days.
 - vii. The deadline for overall proposal will then be reassigned by the chair not to exceed seven (7) days.
- C. Single Transferable Vote Method
 - i. The single transferable vote method will be used for the selection of PACURH Awards, the Regional Board of Directors, and the selection of Conference Sites.

- ii. The Single Transferable Vote Method shall follow these steps:
 - 1. Each voting member will receive a ballot where they rank the candidates in order of preference, with first being the most desired candidate.
 - 2. Each candidate needs a majority (above 50%) to be selected.
 - 3. If, after all the votes have been transferred, a candidate achieves a majority, the candidate is then selected.
 - 4. 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.
 - 5. Each vote that belonged to the eliminated candidate(s) are transferred to the voter's next preference at full value.
 - 6. If this candidate is one who was previously eliminated, Step e. is repeated.
 - 7. If the voter has not listed an additional preference or was unable to do so, their vote is exhausted.
 - 8. Steps 1 through 7 are repeated until a candidate achieves quota and is elected.
- D. Google Form Voting (Online Single Transferable Vote Method)
- E. The Google Form Voting method may be used as a voting method during regional webchats and boardrooms for selection of PACURH Awards, Regional Board of Directors Elections, section of Conference sites, and legislation.
- F. The Google form voting method shall follow these steps:
 - i. Each institution present at the time of voting will be provided a link to vote
 - ii. Each voting representative will then place one (1) vote on the form and submit it.
 - iii. The chair at the time will then count the vote and make sure there is only one vote per institution.

- iv. If the votes do not match the number of voting representatives present, a revote will be attempted twice before moving to a roll call vote.
- v. For awards, elections, conference site selection, and most legislation, a simple majority must be reached before the award/candidate/institution is selected.
- vi. For financial legislation and by-laws amendments, a two-thirds (2/3) vote must be reached to pass the piece.

Section 9

Amendments

- A. This policy book 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 policy book changes may occur without being brought to the floor and voted on by NCCs. No phone or mail ballots will be accepted.
- B. All Conference nominations, RBD nominations, Award nominations, Resolutions, Policy Book or Bylaw or Regional Charter changes, and proposals of any kind must be submitted to the RBD in a manner designated by the Regional Director in order to be considered.
- C. Any PACURH policy within the PACURH Policy Book and By-Laws not in accordance with the Ruling Documents of NACURH, Inc. may be changed without NCC approval at the discretion of the Associate Director of Administration and Finance in consultation with the NACURH Associate for Administration.
- D. The ADAF should distribute an updated version of the PACURH Governing Documents within 30 days of the close of the Regional Conference, No Frills Conference, Annual NACURH Conference, and NBD Semi-Annual Business Meeting.

Section 10

Mass Mailings

- A. All mass mailings from the region shall be sent to email addresses registered to the PACURH listserv. (i.e. Froggie Friday Newsletters).

Section 11

President's Business Meeting

- A. President's Regional Business Meetings shall be held at each PACURH, No Frills, and NACURH conference.
- B. For business that is exclusive to Presidents, one representative of each university in good standing attending the conference shall have voting rights.

- C. Quorum for conducting business meetings shall be any number above 50% of affiliated universities in the region registered and represented at the conference.
- D. The meeting shall be chaired by the COP with at least one other member of the RBD present.
- E. The COP shall be responsible for distributing copies of minutes from the President's Boardroom within thirty (30) days of conducting business.
- F. After each Presidents' meeting, the COP shall prepare a short summary of the awards, policies, and other decisions made during the meeting. The summary shall be distributed to the NCCs, RBD, and NBD along with the minutes from said meeting. This summary shall be included in the newsletter prior to the next Presidents meeting.

Section 12

NRHH Business Meeting

- A. NRHH Regional Business Meetings shall be held at each Regional and No Frills conference and as otherwise provided for this in this Policy Book.
- B. For business that is exclusive to NRHH, one representative of each chapter in good standing attending the conference shall have voting rights. For business that concerns all of PACURH, one representative of each school in good standing attending the conference shall have voting rights.
- C. Quorum for conducting business meetings shall be any number above 50% of affiliated chapters in the region registered and represented at the conference in question for NRHH business and any number above 50% if affiliated schools in the region registered and represented at the conference in question for PACURH business.
- D. The meeting shall be chaired by the ADNRRHH with at least one other member of the RBD present.
- E. The ADNRRHH shall be responsible for distributing copies of minutes from the NRHH meeting within thirty (30) days of the meeting.
- F. After each NRHH meeting, the ADNRRHH shall prepare a short summary of the awards, policies, and other decisions of the NRHH made during the meeting. The summary shall be distributed to the NCCs, RBD, and NBD along with the minutes from said meeting. This summary shall be included in the newsletter prior to the next NRHH meeting.

Section 13

Mascot

- A. The Frog shall be the official recognized mascot of the Pacific Affiliate of NACURH.

Section 14

PACURH Pride Colors

- A. The official recognized spirit colors of the Pacific Affiliate of NACURH shall be Green, Blue, and Yellow:
 - i. Green, signifying the grass that grows, the growing organization at the member schools, and the residents who are positively affected by the education their leaders gain through NACURH
 - ii. Blue, signifying water's motion, the strength of involved-students' leadership, and the depth of programs that are exchanged between schools.
 - iii. Yellow, signifying the sun's energy and desire to move in a positive direction that the Pacific Affiliate looks towards.

Section 15

Technology Recycling

- A. Any and all damaged and/or outdated laptops and technology shall be recycled appropriately upon purchase and physical delivery/receipt of a new/replacement laptop or technology.
- B. Before any laptop is recycled, all NACURH-related data must be backed up and transferred to another NACURH storage device.
- C. Before any laptop is recycled, the hard drive of the laptop to be recycled must be securely erased beyond recovery.
- D. Before any mass storage device is recycled, all data must be securely erased beyond recovery.
- E. If reimbursement is rendered for recycled technology, it shall be allocated to future technology purchases. The Associate Director of Administration and Finance shall move the monies to the correct account and line. If received in a gift certificate form, it will be saved by the Associate Director of Administration and Finance for future technology purchases.
- F. A minimum of one laptop may be retained and kept as a backup in the event of damage to a primary laptop being used by any individual whose position requires them to hold a laptop. The Regional Advisor will be responsible for retaining this asset until it is disposed.
- G. Laptops to be recycled must be disposed of within sixty (60) days of receiving the replacement laptop.
- H. Laptops to be recycled may not be utilized for personal gain or use.

Article II

Regional Board of Directors and Offices

Section 1

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Section 2

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Section 5

Regional Board of Directors Transition

Section 6

PACURH Alumni Association

Section 1

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), Coordinating Officer for Presidents (COP), Coordinating Officer for PACURH Relations (CO-PR), and Coordinating Officer for Spirit and Bidding (CO-SB), Coordinating Officer of Communications and Technology (CO-CT), and Advisor.
- B. The Director, Associate Director for Administration and Finance, Associate Director for NRHH, COs, 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, Associate Director of Presidents, CO-PR, CO-SB, and CO-CT shall be one year, beginning on the last day of NACURH Annual 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 RBD-elect until office is taken on the last day of the following NACURH Annual conference.
- E. All Regional Board of Director members and Regional Board of Director-Elect members must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and installation in office.
- F. All Regional Board of Director Members and Regional Board of Director-Elect Members, with the exception of the Advisor and Advisor elect, must maintain full time student status for the entirety of their terms of office, including the interim period between their election and installation in office.
- G. All Regional Board of Director members and Regional Board of Director-Elect members, with the exception of the Advisor and Advisor elect, must maintain good academic standing for the entirety of their terms of office, including the interim period between their election and installation in office.
- H. The Regional Advisor must be an employee in Housing/Residence Life of a school in good standing for the entirety of their terms of office, including the interim period between their election and installation in office.

Section 2

Regional Board of Directors Candidate Eligibility

- A. All candidates must be from a PACURH member institution in good standing and be a 'full-time' student. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements.
- 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 academic standing.
- C. All candidates must show proof of institutional support in a letter from their institution.
- D. All officers must be in attendance at the current conference at which they are elected, unless otherwise deemed necessary by the Director.
- E. The Director must have attended at least one previous PACURH or NACURH Conference.
- F. The Coordinating Officer for Presidents candidate must be serving as either currently or incoming RHA or NRHH executive board, or served on the executive board for a minimum of one academic year.
- G. 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.
- H. Advisor candidates must be an employee in Housing/Residence Life of a school in good standing at the time of election.
- I. Candidates for the ADNRRH must be a member of their host institution's NRHH Chapter.

Section 3

Regional Board of Directors Responsibilities

- A. Director
 - i. Shall administer to the affairs of PACURH.
 - ii. Shall preside at meetings of PACURH and all special meetings.
 - iii. Shall represent, act, and vote on behalf of the Affiliate at any applicable event, meeting, etc.
 - iv. Shall be responsible for the implementation of any policies and measures of the NACURH Board of Directors.

- v. Shall maintain the region's good standing with NACURH.
 - vi. 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.
 - vii. Shall vote at regional meetings only in the case of a tie.
 - viii. Shall prepare the Semi-Annual, Annual, and Corporate Reports for submission to the NAA as per NACURH Policy.
 - ix. Shall distribute the PACURH Annual Report to the Region within one week (1 week) of the close of the Annual Conference.
 - x. Shall be responsible for notifying all member schools of deadlines, applications, and all information pertinent to the region
 - xi. Shall chair NCC Boardroom at Conferences.
 - xii. 12. Shall chair meetings of the Regional Board of Directors
 - xiii. Shall attend the NBD's Semi-Annual Meeting and the NACURH NBD Pre-Conference Meeting in conjunction with the ADAF.
 - xiv. 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 they should appoint a representative to attend.
 - xv. Shall coordinate all awards on the regional level seen in the regional NCC Boardroom.
 - xvi. Shall coordinate all bid collections for NCC Boardroom at PACURH, No-Frills, and NACURH.
- B. Associate Director for Administration and Finance
- i. Shall assume the role and responsibilities of the Director, if a vacancy should appear.
 - ii. Shall be responsible for maintaining financial records, including budget maintenance, checkbook balancing, and check writing. This includes abiding by all of the financial policies outlined in the NACURH Policy Book and PACURH Governing Documents.
 - iii. Shall be responsible for, in coordination with the Director, CO-PR, CO-SB, and NIC, maintaining an active and current record of membership of PACURH schools.

- iv. Shall be responsible for monthly financial statements, reconciliations, and budget updates to be sent to the NACURH Associate for Finance, NACURH Advisor, Regional Director and Regional Advisor. Shall work with the Coordinating Officer of Communications and Technology to make the PACURH budget available to member schools on the PACURH website throughout each Fiscal Year.
- v. Shall give a detailed budget report at PACURH and No Frills.
- vi. 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. Shall find alternative people to keep minutes when not present at a meeting or otherwise unable to keep minutes at a meeting. Minutes will be kept at all regional meetings including but not limited to:
 - 1. NCC Meetings
 - 2. NRHH Meetings
 - 3. Presidents' Meetings
 - 4. Regional Board of Directors' Meetings
 - 5. Conference Site Visits
 - 6. Regional Chats
 - 7. Other Regional Meetings as required
- vii. Shall propose legislation to keep PACURH's Governing Documents up to date.
- viii. 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.
- ix. Shall be responsible for monitoring the conference budget and working with the conference staff in budget, management, planning, and wrap-up.
- x. 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 e-mail or web to member schools within 30 days of the close of the Regional, No Frills, NACURH, and NBD Semi-Annual Business Meetings.
- xi. Shall keep record of all resolutions passed by PACURH including the content and the date.
- xii. Shall work with the NACURH Advisor, Regional Advisor, and Regional Director to perform transfers between PACURH's Checking Account,

Savings Account, and Vanguard Investment Account.

- C. Associate Director for National Residence Hall Honorary
 - i. Shall work to recruit member schools to the NRHH.
 - ii. Shall coordinate and evaluate Of the Month awards for PACURH with the assistance of a regional OTM Committee consisting of at least three members from each sub-region.
 - iii. Shall maintain current NRHH Chapters.
 - iv. Shall maintain regular and consistent contact with affiliated member chapters.
 - v. Shall attend NNB Boardroom at the NACURH Semi Annual Business Meeting and NACURH Pre-Conference Business Meeting, in order to represent the region's interests.
 - vi. Shall coordinate all bid awards on the regional level seen in the regional NRHH Boardroom.
 - vii. Shall coordinate all award ceremonies at the PACURH and No Frills Conferences, as well as the PACURH regional awards ceremony during the NACURH Annual Conference.
 - viii. Shall coordinate all bid collections for NRHH Boardroom at Regional and No Frills Conferences.
 - ix. Shall send out a recruitment packet to prospective schools and follow up on that initial contact within two weeks.
 - x. Shall include recruitment updates, procedures and projections in the ADNRHH formal update to the region at each business meeting.
 - xi. Shall chair NRHH Business Meetings at Regional and No-Frills Conferences, as well as PACURH NRHH Breakouts at the NACURH Annual Conference.
 - xii. Shall prepare and distribute information to the PACURH NRHH representatives at least two weeks prior to the Regional, No Frills, and NACURH Annual Conferences communicating information such as, but not limited to, what to expect at the conference, what bids will be seen in NRHH Boardroom, and how to best prepare for the conference.
 - xiii. Shall complete an annual report outlining recruitment, facts on active schools and schools in the process of developing an NRHH.
 - xiv. Shall serve as the chair for the Regional OTM Committee

- xv. Shall facilitate a region-wide community service project for PACURH member schools.

D. Coordinating Officer for Presidents

- i. Shall serve as a contact between the RHA/NRHH Presidents and the RBD through monthly chats, and emails.
- ii. Shall keep, maintain, and disperse all file resources pertaining to RHA/NRHH Presidents.
- iii. Shall work with conference staffs and RBD to help facilitate RHA presidential activities at the conference (i.e. socials, programming, roundtables).
- iv. Shall actively work with RHA Presidents to promote chapter growth and promote the values of PACURH /NACURH.
- v. Shall conform to all requirements specified in the NACURH Policy Book and Bylaws specified for Coordinating Officers.
- vi. Shall communicate monthly with RHA Presidents of member schools.
- vii. Shall serve in an advisory capacity to the RHA Presidents of the region.
- viii. Shall coordinate all bid collections for Presidents Boardroom at PACURH, No Frills, and NACURH.
- ix. Shall chair Presidents Boardroom at PACURH, No Frills, and NACURH.

E. Coordinating Officer for PACURH Relations

- i. Actively seeking out prospective schools by communicating and cooperating with professional organizations.
- ii. Shall work with the Coordinating Officer of Communications and Technology to maintain affiliation statuses on the regional website.
- iii. Shall work with the AD-NRHH to stay updated on NACURH NRHH information and changes.
- iv. Shall attend and assist in the facilitation of regional conferences.
- v. Shall promote, provide, and enhance the services of the Regional and NACURH organization including promoting the use of the NACURH Information Center and the establishment of NRHH chapters.
- vi. Shall assist in NCC training at regional conferences.
- vii. Shall recruit schools from their region.
- viii. Shall be responsible for retention in their region.
- ix. Shall chair committees and task forces when appointed by the Director.

- x. Shall communicate monthly with schools in appropriate region.
 - xi. Shall assume any other duties delegated by the Director.
 - xii. Shall coordinate recruitment efforts in their region, through consultation with and chairing of the PACURH relations committee
 - xiii. Shall keep and update a list of unaffiliated schools and their contact status.
 - xiv. Maintain a current record of member affiliation status.
 - xv. Shall be responsible for creating, updating, and distributing public relations and recruitment materials.
 - xvi. Shall conform to all requirements specified in the NACURH Policy Book and By-Laws specified for Coordinating Officers.
- F. Coordinating Officer for Communications and Technology
- i. Shall attend and assist in the facilitation of regional conferences.
 - ii. Shall promote, provide, and enhance the services of the Regional and NACURH 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 NACURH Information Center (NIC) and NACURH Services and Recognition Office (NSRO), and the establishment of NRHH Chapters.
 - iii. Shall be responsible for the creation, administration, and maintenance of the Regional Website.
 - iv. Shall conform to all requirements specified in the NACURH Policy Book and By-Laws specified for Coordinating Officers.
 - v. 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. Shall be responsible for the PACURH weekly newsletter and at least one recognition newsletter a month.
 - vi. Shall be responsible for the maintenance and updating of the different publications of PACURH

(NCC Handbook, Survival Guides (Both PACURH and No Frills), RBD Handbook, RBD/PACURH Calendar).

- vii. Shall facilitate in the posting of all pertinent information from the different members of the RBD.
- viii. Shall maintain and monitor the posting of Online Bids and Legislation onto the Regional Website.
- ix. Shall be the recording secretary for all NRHH Boardroom meetings at all conferences.
- x. Shall coordinate and assist the regional board with their additions to the regional newsletter.
- xi. Shall assist the ADAF in posting of all governing documents, minutes, and budget updates onto the website.
- xii. Shall be in charge of maintaining all technological and digital media services utilized by PACURH, including, but not limited to, the PACURH Facebook page, Twitter account, and Google Documents account.
- xiii. Shall act as a liaison between all committee chairs and the RBD, and coordinate committee updates with committee chairs to be published regularly to the RBD/PACURH Region, excluding the Regional OTM Voting Committee and Accountability Committee to the Regional Board of Director.

G. Coordinating Officer for Spirit and Bidding

- i. Coordinate and oversee aspects of regional bidding
- ii. Create, update, and maintain comprehensive bidding resources
- iii. Shall coordinate the spirit for PACURH
- iv. Shall have the responsibility of coordinating the PACURH Regional Display and Regional Banner for the NACURH Conference.
- v. Shall promote, provide and enhance the services of the Regional and NACURH organization including Of The Months, Conference information and attendance, encouraging communication, promoting bids for offices, awards and conferences, promoting the Advancement Society, and promoting the use of the NACURH Information Center.
- vi. Execute any other duties assigned by the Director.
- vii. Shall conform to all requirements specified in the NACURH Policy Book and By-Laws specified for Coordinating Officers.

- viii. Shall chair committees and task forces when appointed by the Director.
- ix. Shall attend and assist in the facilitation of regional conferences.
- x. Shall be responsible in organizing and updating the Ribbit points for the region.
- xi. Shall have the responsibility of coordinating the PACURH Roll Call, spirit items and PACURH involvement in relation to spirit at the NACURH Conference.
- xii. Shall coordinate with conference staffs to promote spirit prior to conferences and be in contact with the spirit point person of the conference staff regarding pre-conference spirit and conference spirit.
- xiii. Support in the creation and promotion of the bidding timeline
- xiv. Shall be responsible in holding Jeremiah's Corner chats focused on the bidding process and answering any questions in relation to bidding prior to bids being due.
- xv. Work with the COPR to build interest and engage universities in the bidding process.
- xvi. Shall act as a resource to the PACURH affiliates in the bidding process as a whole.

H. Advisor

- i. Shall be a non-voting member of the PACURH Regional Board of Directors.
- ii. Shall be responsible for seeing that the policies of the region are carried out.
- iii. Shall be available for consultation at all times to officers, NCCs and personnel at all member schools.
- iv. Shall be responsible with the along with the Regional Communication Coordinators for Recruitment and Retention for the recruitment and expansion of PACURH.
- v. Shall be responsible to the member schools regarding the financial condition of the region and the RBD fulfillment of duties.
- vi. Shall be responsible with the Associate Director for Administration and Finance and the Regional Director to maintain the PACURH bank accounts.
- vii. Shall maintain regular and consistent contact with the other members of the RBD, NBD/NNB, other Regional Advisors, and the NACURH Advisor.

- viii. Shall maintain constant communication with RHA Advisors in PACURH.
- ix. Shall keep Advisors up-to-date on PACURH happenings via newsletter and/or other form of communication.
- x. Shall maintain the PACURH Advisor listserv.
- xi. Shall work with the Conference Advisor(s) to plan the advisor track programming.
- xii. Shall be responsible for coordinating all aspects of the PACURH Alumni Association.
- xiii. Shall be in charge of coordinating ART (Advisor Resource Training) within the PACURH region, as per the NACURH Policy Book and the ART Taskforce:
 - 1. Maintaining accurate records of advisor progress and completion status in Advisor Resource Training (ART)
 - 2. Ensuring the recognition of advisers who have completed all components of Advisor Resource Training (ART)
 - 3. Coordinating Advisor Resource Training (ART) programming at Regional Conferences
- xiv. Shall work with the Regional Director and the Associate Director for Administration and Finance to ensure that PACURH and NACURH policies are upheld at regional conferences.
- xv. Shall help coordinate the maintenance and updates to the PACURH History Book.
- xvi. Shall provide and/or coordinate three advisor webinars per year.
- xvii. Must verify the voting outcome for of all award, RBD, Conference host site, and annual budget votes.
- xviii. Shall be the recipient of all RBD bids and will check them to ensure that they meet established regional policy before submission to the region for consideration.
- xix. Shall be the recipient of all Conference Host bids and will check them to ensure that they meet established regional policy before submission to the region for consideration.
- xx. Will work with all other members of the Regional Board of Directors to help recruit potential conference host sites.

- xxi. Will help recruit potential Regional Board of Directors members.
 - xxii. Shall be in attendance of Conference Site Visits, PACURH, PACURH No-Frills, NACURH, RBD Retreats, the NACURH Semi Annual Business meeting (when invited), the NACURH Pre-Conference (when invited).
 - xxiii. Shall be responsible for ordering all Conference recognition and award plaques on behalf of the region.
 - xxiv. Shall work with the Regional Director and/or Director-Elect to find potential hosts for any RBD retreats.
 - xxv. Shall work with the Regional Director and/or Director-Elect to set the agenda for and RBD retreats.
- I. Advisor-Elect
- i. Shall be a non-voting member of the PACURH Regional Board of Directors.
 - ii. Shall shadow the Out-going Regional Advisor to successfully transition to the Regional Advisor position from the time of election at PACURH to NACURH (November-May).
 - iii. Shall attend the No-Frills early arrival conference (Wednesday prior to the start of No-Frills). The cost of registration for the No-Frills conference will be incurred by the No-Frills Conference budget.
 - iv. Shall attend the NACURH annual conference early (date designated by the NACURH Board of Directors).
- J. Additional Duties of the Regional Board of Directors
- i. Shall keep and maintain PACURH files.
 - ii. Shall attend Regional, No Frills, and NACURH Conferences.
 - iii. Shall not represent their school as a voting member at the business meeting/conference during term of office.
 - iv. Shall be responsible for writing articles and/or positional update for the regional newsletter.
 - v. Shall be responsible for monthly reports to the NCCs.
 - vi. Shall make a formal report (oral/written) to the member schools at PACURH, No Frills, and NACURH Regional business meetings.

- vii. Shall conform to all requirements specified in the NACURH Policy Book, NACURY Articles of Incorporation and NACURH By-Laws.
- viii. Shall maintain regular and consistent contact with the other members of the RBD, NBD, NNB, NACURH Executives, NACURH Offices, and COs of other regions.
- ix. Shall promote communication throughout the region through the use of the Regional Listserv and NACURH Forum.
- x. Shall be responsible for the care and maintenance of their positional Jump Drive, including passing it down in use of transition reports to the successor of the position.
- xi. Shall represent PACURH in an official capacity at other conferences and events.
- xii. Shall assume any other duties delegated by the Director.

Section 4

Election of Regional Board of Directors

A. Term of Office

- i. 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 NACURH Annual Conference.
- ii. The Advisor shall be elected for a two-year term, May to May to May. The Advisor-elect will be selected at the PACURH Conference (during the year in which the Regional Advisor's term ends) and take office on the last day of the NACURH Annual Conference. The Advisor-Elect will shadow the outgoing Advisor from November to May.
- iii. Officers may run for reelection if the candidate eligibility requirements are met.

B. Nominations

- i. Nominations must be made and seconded by member schools during the conference Business Meeting.
- ii. Nominations must be reflected in the minutes.

C. Written Bids

- i. Persons nominated must prepare a written bid declaring their reasons for desiring the position and proof of institutional support.
- ii. The Director will select a deadline for bid intents. Bid intents are mandatory for all bids. The

requirement to submit an intent may be waived by a 2/3 vote of the regional board of directors.

- iii. Bids are due to the Regional Advisor at a date and time determined by the current Director before the No Frills Conference.
- iv. Bids must be submitted to the Regional Advisor in PDF form.
- v. The Advisor has the right to disqualify any bids which do not meet policy requirements.
- vi. Bids are to be judged based on content of information. Page numbers and other formatting specifications are required criteria for ease in review of bids.
- vii. Written Bids Shall:
 - 1. Be no more than 8 (eight) pages (10-12 size type not including the cover page). Bids must include page numbers.
 - a. Pages will be double sided, with a page defined as a side with print (this includes appendices, letters of recommendation, dividers, text, etc.)
 - b. Title pages are not included in the page count but must include the person's name, host institution, institution hosting the conference, and region name.
 - c. Pages will be double sided, with a page defined as a side with print (this includes
 - d.
 - e. appendices, letters of recommendation, dividers, text, etc.)
 - f.
 - g. ii. Title pages are not included in the page count but must include the person's
 - h.
 - i. name, host institution, institution hosting the conference, and region name.
 - j.
 - k. iii. Any bid that goes over the page limit will be disqualified. Any bid that goes over the page limit will be disqualified.

2. Be due to the Regional Advisor at a date and time determined by the current Director before the No Frills Conference.
 3. Include a letter from a professional housing official from the student's host school declaring "good academic standing" and "full-time student" status of each candidate in writing.
 4. Provide a letter of support from their individual Office of Residence Life to ensure knowledge and acceptance of hosting these positions at the individual school, including the phrase "institutional support." This letter is also recommended to include, but is not limited to, financial support in the form of mailing, phone, and duplicating privileges.
- viii. No bid shall be plagiarized
 - ix. Plagiarism shall be defined as the presentation of someone else's words as one's own.
 - x. No school shall plagiarize any bid submitted by another school.
 - xi. Any school may bring forth a charge of plagiarism, whether on their own behalf or on behalf of another school.
 - xii. The Regional Board of Directors shall consider the charge and determine if the bid in question has been plagiarized.
 - xiii. If it is determined by the RBD that a bid is plagiarized, it shall no longer be eligible and will not be considered.

D. Election Procedures

- i. Selection of all Regional Board of Directors members shall follow the Single Transferable Vote Method.
- ii. The Regional Advisor or a second RBD member must be present.
- iii. There must be an explanation of protocol prior to nominations.
- iv. Each school receives and submits only one ballot for each position.
- v. The vote must be done by secret ballot.
- vi. Presentation time: speech of five minutes, question and answer of five minutes and discussion of five minutes.

- vii. Time allotments can be extended by a simple majority vote of the NCCs but may not be decreased.
- E. Vacancies of Regional Board of Directors
- i. If a vacancy appears in the office of Associate Director, Associate Director for NRHH/Recognition, COs, and/or Advisor then the Director shall appoint a replacement or hold an election.
 - ii. If a vacancy appears in the office of the Director, then the Associate Director shall assume that office.
 - iii. 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.
 - iv. Each Directorship shall turn over all financial records, funds, receipts, filed documents, and other Regional and NACURH property to the new Directorship at the NACURH Annual Conference site during the transition meeting before the closing of the NACURH Annual Conference.
 - v. Failure to transition all Regional and NACURH Property will result in the outgoing RBD member in question to not receive reimbursement for travel expenses and/or other expenses for the region from the ADAF until all property has been turned over to the new Directorship.
 - vi. Outstanding bills shall be forwarded to the new Directorship to be paid

Section 5

Regional Board of Directors Transition

- A. Each Directorship shall turn over all financial records, funds, receipts, filed documents, and other Regional and NACURH property to the new Directorship at the NACURH Annual Conference site during the transition meeting before the closing of the NACURH Annual Conference.
- B. Failure to transition all Regional and NACURH Property will result in the outgoing RBD member in question to not receive reimbursement for travel expenses and/or other expenses for the region from the ADAF until all property has been turned over to the new Directorship.
- C. Outstanding bills shall be forwarded to the new Directorship to be paid.

Section 6

PACURH Alumni Association

- A. The PACURH Alumni Association exists 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 quarterly newsletters, as defined by the calendar year, regular emails about award winners, conference sites and other regional developments.
- G. Alumni members can belong to a listserv and Facebook group that will be managed by the PACURH Regional Advisor.

Article III

Conferences

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Annual Conferences

Section 2

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Section 3

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Section 4

Conference Bid Requirements

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Section 20
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Section 22
Waiving of the NACURH
Affiliation Fee

Section 1

Annual Conferences

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

Section 2

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 they have 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 any 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.
- E. The PACURH Regional Director or the Associate Director of Administration and Finance shall provide an electronic or paper copy of the most recent conference wrap-up report to any bidding school in no more than two weeks after the bid intent has been submitted. For a school bidding for a PACURH Conference, they shall receive the most recent PACURH Conference Wrap-Up Report, and for a school bidding for a No Frills Conference, they shall receive the most recent No Frills Conference Wrap-Up Report.

Section 3

Bid Procedure

- A. Conference bid intents are due at a time and in a manner specified by the Regional Director. Bid intents are mandatory for all conference bids. The requirement to submit an intent may be waived by a 2/3 majority of the Regional Board of Directors.
- B. Conference bids are due at a time and in a manner specified by the Regional Director.
- C. Bids for the Regional Conference will be heard a year in advance (Regional at Regionals).
- D. Bids for the No-Frills Conference will be heard a year in advance (No-Frills at No-Frills).
- E. Bids for conferences must be nominated and seconded by the region's NCCs.
- F. In the event that no site is chosen a year in advance, the bid process will be opened up at the next conference.
- G. 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.
- H. There must be an explanation of protocol prior to the bid process.

- I. Each affiliated school receives one vote for the selection of the Regional and No-Frills Conferences.
- J. The votes must be done by secret ballot.
- K. Bid selection should follow these steps:
 - i. Schools have a maximum of 10 minutes to present their bid.
 - ii. After the presentation, there will be a 5-minute question and answer period.
 - iii. After the question and answer period, there will be a 5-minute Pro/Con session.
 - iv. Upon completion of all the presentations, question and answer periods, and Pro/Con sessions, there will be a 5-minute discussion of all bids.
 - v. Time allotments can be extended by a simple majority vote of the NCCs but may not be decreased. The maximum number of extensions shall be set by the Regional Director.
- L. The conference site will be announced before the close of the conference at which it is selected.
- M. Involvement of RBD or NBD Members in Conference Bids:
 - i. RBD or NBD members may not help in the writing or presentation of Conference Bids, with the exception of answering questions and providing advice
 - ii. RBD or NBD members of bidding schools may not participate in any presentation, question and answer session, Pro/Con session, or discussion during any Conference Host Site Selection.
- N. NCCs of the bidding schools may participate in question and answer and vote but may not participate in any part of the Pro/Con session or discussion for the conference that the school is bidding to host.
- O. Traveling Conference Plaque:
 - i. 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. If there is any damage sustained to the plaque the responsible person(s)/school(s) will be required to pay the full cost to restore the plaque back to reasonable condition, at the discretion of the ADAF. If the plaque is lost, the school(s) that lost it will be required to cover the cost of the replacement, at the discretion of the ADAF.
 - ii. 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.
 - iii. The Conference Chairperson(s) will be responsible for transitioning the plaque on to the next conference host.

- iv. If there is no host for the upcoming Regional Conference, the plaque will be given to the Associate Director of Administration and Finance.
- v. If the plaque is full, the region will cover the cost of a new one out\ of the Regional Budget, under the recognition line item.

Section 4

Conference Bid Requirements

- A. All bids must be in PDF form.
- B. Pages
 - i. Bids are limited to 30 (thirty) pages (in 10-12 size font).
 - ii. Dividers, appendices, and letters of recommendation are included in the page count as a page.
 - iii. Cover pages must include the school name and conference being bid for but are not included in the page count.
 - iv. All bids must contain page numbers.
 - v. Bids not meeting these criteria will be disqualified.
- C. The dates of the Fall Regional Conference must close prior to December 1.
- D. The dates of the No-Frills Conference must close prior to the end of the fiscal year: March 31.
- E. Each bid must contain at least 3 letters of support: from the Conference Chair(s), the Director of the Department of Residential Life, and the President of the Resident Hall Government.
- F. Only schools in good standing are eligible to bid for conference sites.
- G. All bids must include the Host School Acknowledgment Form which can be obtained 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.
- H. Bid must contain the following sections:
 - i. Introduction
 - 1. Welcome/Introduction Letter
 - 2. Letters of Support
 - ii. Orientation to
 - 1. School/Department of Residential Life
 - 2. Residence Hall Government
 - 3. School's involvement in PACURH & NACURH
 - iii. Conference Logistics
 - 1. List of Conference Bid Team
 - 2. Schedule
 - 3. Committee plans
 - a. Registration
 - b. Dining
 - c. Entertainment
 - d. Transportation
 - e. Hospitality
 - f. Security
 - g. Housing
 - h. Programming

- i. Wrap-Up
 - j. Others
- iv. Philanthropy
 - 1. A Philanthropy 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.
- v. ADA Compliance:
 - 1. Host site must take into consideration and present possible arrangements for the needs that may be required for conference delegates such as TTY/TDD, Sign Language interpreters, wheelchair accessibility, etc.
- vi. Special Considerations
 - 1. Special dietary needs:
 - a. Host sites must consider special dietary needs, including but not limited to vegan, vegetarian, kosher, all religious practices, as well as those with food allergies.
 - 2. Risk Management:
 - a. Host site must consider ways to manage staff and volunteer fatigue such as limiting staff and volunteer working hours, creating driver sleep contracts that require a specific amount of sleep for conference drivers, etc.
 - b. Host site must consider ways to collect and store all applicable forms indicating that participants understand the risk in attending conference.
 - c. Host site must consider ways to collect and store all applicable forms indicating that participants understand that all NACURH Conferences are Drug, Alcohol, and Weapons Free.
 - 3. Conference Recycling:
 - a. Host site must consider methods for recycling of conference waste by providing receptacles for any recyclable materials.
 - 4. School Time Schedule:
 - a. Host site must consider registration and other deadlines in relationship to semester and quarter system schools.
- vii. Financial Information
 - 1. Budget Breakdown
 - a. Refer to the Financial Policies subsection of the Conference policies section for specific content that must be included in the bid.

2. Host School Acknowledgment Form must be signed and included in the bid or the bid will be disqualified.
- I. No bid shall be plagiarized
 - i. Plagiarism shall be defined as the presentation of someone else's words as one's own.
 - ii. No school shall plagiarize any bid submitted by another school.
 - iii. Any school may bring forth a charge of plagiarism, whether on their own behalf or on behalf of another school.
 - iv. The Regional Board of Directors shall consider the charge and determine if the bid in question has been plagiarized.
 - v. If it is determined by the RBD that a bid is plagiarized, it shall no longer be eligible and will not be considered.
- J. Conference Bids will be made available in PDF format on the PACURH website at least 10 days prior to the first day of the conference at which they are being voted on.
- K. All votes on Conference Host Site Selection in NCC Boardroom shall be counted in the presence of the Regional Advisor, with the results verified by the Regional Advisor.

Section 5

Financial Policies

- A. Budgets should be formed in consultation with the Associate Director of Administration & Finance.
- B. Budget Line Items
 - i. Each budget must contain at minimum the following line items, and be prepared on the official spreadsheet as prepared by the Finance Chair of the conference:
 1. Conference Expenses
 - a. Regional Add-On Fee
 - b. ADA Compliance Add-On Fee
 - c. Guidebook Add-On Fee
 - d. ADA Compliance (To be compensated through the ADA Compliancy Line Item, with a funding request through the RBD.)
 - e. Administrative Costs – phone, copies, postage, office supplies, reports (including wrap-up report)
 - f. Awards
 - g. Bank Fees
 - h. Banquet
 - i. Communication
 - j. Conference Booklets
 - k. Dining
 - l. Entertainment
 - m. Facilities
 - n. Hospitality
 - o. Housing
 - p. Insurance
 - q. Nametags

- r. Philanthropy
 - s. Programming
 - t. Safety
 - u. Signage
 - v. Socials (President, NCC, NRHH, Advisor, GLBTQ)
 - w. Speaker
 - x. Spirit
 - y. Transportation
 - z. T-shirts (if applicable)
 - aa. Website
 - bb. Volunteers
2. RBD and Compensated Spot Expenses
- a. Regional Board Site Visit Travel (for the Regional Director, ADAF, and Regional Advisor)
 - b. Regional Board Site Visit Housing (two nights for the Regional Director, ADAF, and Regional Advisor)
 - c. Regional Board Site Visit Food (two-three days for the Regional Director, ADAF, and Regional Advisor)
 - d. Conference Staff Site Visit Expenses (Food for the Conference Chair(s) and Advisor(s) for three days, other expenses if needed)
 - e. Regional Board Travel (travel for eight RBD members)
 - f. Regional Board and NACURH Guest Pre-Conference Housing
 - g. OCM, NWACUHO/WACUHO Pre-Conference Housing (single rooms if possible)
 - h. Regional Board and NACURH Guest Pre-Conference Food
 - i. Regional Board and NACURH Guest Housing
 - j. OCM, NWACUHO/WACUHO Housing (single rooms if possible)
 - k. Regional Board, NACURH Guest, OCM, NWACUHO/WACUHO Food
 - l. Regional Board, NACURH Guest, OCM, NWACUHO/WACUHO Nametags
 - m. Regional Board, NACURH Guest, OCM, NWACUHO/WACUHO Conference Booklets
 - n. Conference Staff Banquet (up to 15 members)
 - o. Conference Staff Meals (up to 15 members)
 - p. Conference Staff Nametags
 - q. Conference Staff Recognition (maximum \$100)
 - r. Conference Staff T-Shirts
 - s. Individual line items for each other variable line item required for Regional Board, NACURH

Guest, OCM, NWACUHO, WACUHO (examples: t-shirts) – no fixed line items can be included here since those are already completely covered by the registration fees of all of the paying delegates and advisors

3. Sponsorships
 - a. Corporate Partners (OCM, NWACUHO/WACUHO, etc)
 - b. PACURH (ADA Compliance Fund)
 - c. Any other Sponsorships
4. Optional Add-On Fees
 - a. Any optional add-on fees (examples: extra meal on Sunday, parking permit, etc.)
5. Conference Fees
 - a. Cost in host institution's currency for Conference Fee, Advisor Fees, Optional Add-On Fees.
 - b. Same Fees converted into all other currencies used by PACURH member schools
- ii. Tax Exemption:
 1. Schools may be able to claim tax-exempt status for hosting a PACURH Conference.
- iii. Compensated Spots:
 1. For the Fall Regional Conference, 15 Special Guests will be compensated within the Conference Budget:
 - a. RBD Members (8)
 - i. All travel will be compensated in the conference budget
 - b. NACURH Executive (1)
 - i. Travel will not be compensated in the conference budget
 - c. NACURH Information Center (NIC) Staff Member (1)
 - i. Travel will not be compensated in the conference budget
 - d. NACURH Services and Recognition Office (NSRO) Staff Member (1)
 - i. Travel will not be compensated in the conference budget
 - e. On Campus Marketing (2)
 - i. Travel will not be compensated in the conference budget
 - ii. Best effort will be made to provide OCM Special Guests with Advisor Single Rooms
 - f. The President (or their designee) of the Professional Association (either NWACUHO or WACUHO) representing the state or province

within which the Regional Conference is hosted
(1)

- i. Travel will not be compensated in the conference budget
 - ii. Best effort will be made to provide WACUHO/NWACUHO Special Guests with Advisor Single Rooms
- g. A “Swap” (1)
- i. A “Swap” is defined as a Special Guest attending a PACURH Conference who is either a Regional Board Member, Advisor, or Conference Chair from another Region; an additional NACURH Executive, NIC or NSRO guest; or, a member of the Annual NACURH Conference Staff.
 - ii. Travel will not be compensated in the conference budget
 - iii. A second “Swap” will be invited if and only if one or more of the above Special Guests are unable to attend the conference
 1. There can be no more than 2 “Swaps” compensated at each Regional Conference regardless of other special guest attendance
 - iv. Applications for “Swap” spots will be sent out by the Regional Director at least 60 days prior to the first day of the Regional Conference
 - v. “Swaps” will be selected by a simple majority vote of the Regional Board of Directors and PACURH Conference Chair/Co-Chairs at least 35 days prior to the first day of the Regional Conference
 - vi. “Swaps” are required to submit a program proposal
2. For the No Frills Conference, 15 Special Guests will be compensated within the Conference Budget when there is a Regional Advisor elect, or 14 Special Guests will be compensated within the Conference Budget when there isn’t a Regional Advisor elect:
- a. RBD Members (8)
 - i. All travel will be compensated in the conference budget
 - b. NACURH Executive (1)
 - i. Travel will not be compensated in the conference budget

- c. NACURH Information Center (NIC) Staff Member (1)
 - i. Travel will not be compensated in the conference budget
- d. NACURH Services and Recognition Office (NSRO) Staff Member (1)
 - i. Travel will not be compensated in the conference budget
- e. On Campus Marketing (1)
 - i. Travel will not be compensated in the conference budget
 - ii. Best effort will be made to provide OCM Special Guests with Advisor Single Rooms
- f. The President (or their designee) of the Professional Association (either NWACUHO or WACUHO) representing the state or province within which the Regional Conference is hosted (1)
 - i. Travel will not be compensated in the conference budget
 - ii. Best effort will be made to provide WACUHO/NWACUHO Special Guests with Advisor Single Rooms
- g. The Regional Advisor Elect (0 or 1)
 - i. Travel will not be compensated in the conference budget
 - ii. This spot will only be compensated in years where a new Regional Advisor has been elected, for a total of 15 compensated spots
 - iii. In the event the same Regional Advisor will be serving in the following year there will only be a total of 14 compensated spots
 - iv. The Regional Advisor Elect is still permitted to act as the advisor for their host institution's delegation at the No Frills Conference where their registration is being compensated
- h. A "Swap" (1)
 - i. A "Swap" is defined as a Special Guest attending a PACURH Conference who is either a Regional Board Member, Advisor, or Conference Chair from another Region; an additional NACURH Executive, NIC or NSRO guest; or, a

member of the Annual NACURH Conference Staff.

- ii. Travel will not be compensated in the conference budget
 - iii. A second “Swap” will be invited if and only if one or more of the above Special Guests are unable to attend the conference
 1. There can be no more than 2 “Swaps” compensated at each No Frills Conference regardless of other special guest attendance
 - iv. Applications for “Swap” spots will be sent out by the Regional Director at least 60 days prior to the first day of the No Frills Conference
 - v. “Swaps” will be selected by a simple majority vote of the Regional Board of Directors and No Frills Conference Chair/Co-Chairs at least 35 days prior to the first day of the No Frills Conference
 - vi. “Swaps” will be required to give a brief presentation in at least one of PACURH’s Three Boardrooms, at the discretion of the Regional Director
3. If it is known before the conference fee is set that any of the above required Special Guests will not be attending or not need a Compensated Spot at the Regional or No Frills Conference, then the conference budget will be altered accordingly.
- iv. Add-On Fee:
1. PACURH Conference Budgets must include a \$17 USD Regional Add On fee for each paying delegate and advisor.
 2. PACURH Conference Budgets must include a \$3 USD Guidebook Add On fee for each paying delegate and advisor.
 3. No Frills Conference Budgets must include a \$10 USD Regional Add On fee for each paying delegate and advisor
 4. No Frills Conference Budgets must include a \$2 USD Guidebook Add On fee for each paying delegate and advisor
 - a. This fee will only be instituted if the PACURH Regional Conference
 5. Did not reach the amount required to pay for the service.

6. Only paying delegates and advisors will be charged the Add-On Fee at PACURH and No Frills Conferences. Compensated spots and special guests including the RBD, NACURH Guests, OCM, NWACUHO/ WACUHO, the Regional Advisor-elect, Conference Staff, Swaps, and any other compensated delegates will not be charged the Add-On Fee.
- v. Break Even Points:
1. The break-even point for the Regional Conference and No-Frills budgets should be determined by averaging the last three conference, of the same title, attendance levels, and multiplying this average by no more than a break-even factor of 80%. (# of delegates and advisors in attendance at past 3 PACURH or 3 No-Frills Conference x 80%) The conference attendance level used to develop the break-even point will only include the total number of paying delegates and advisors. This figure will exclude non-paying guests, members of the Regional Board of Directors, and NACURH guests whose fees are absorbed by the conference budget.
 2. The break-even point shall be used to set the registration and maximum expenses costs for the conference.
 3. 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 breakeven point that will be to the best benefit of the conference and the region.
 - a. In the event that the Break-Even point is to be raised higher than 80% a request must be made to the NACURH Execs, as outlined in the NACURH Policy Book
 4. In the case of an emergency, the Regional Board may reduce the break-even factor for an individual conference any time prior to the finalization of a conference budget.

C. Conference Working Budgets

- i. 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.
- ii. Conference Advisor and Regional Advisor will work in conjunction with the Associate Director of Administration and Finance Chair and the Conference Financial Chair, and

together will be responsible for monitoring the conference budget.

- iii. Any changes in the conference budget exceeding an increase of \$250 USD in expenses must be reported to and approved by the Associate Director of Administration and Finance.
- iv. At least 135 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director of Administration and Finance, the Regional Director, and the Regional Advisor. A Delegation Bracket Budget will include five versions of the conference budget with line item amounts reflecting the cost of the conference using the breakeven point and four other delegate increments at the discretion of the Associate Director of Administration and Finance.
 1. If the breakeven point is to be higher than the 80% of the average of the past three conferences, then a request must be made to the NACURH chair no later than 120 days prior to the conference.
- v. At least 90 days prior to the Conference, a break-even point must be set and maximum conference fees must be established. Between the time the maximum fees are chosen and the opening of Conference Registration, the fees for the conference may be reduced, but cannot exceed the maximum fees that were established. All regular policies requiring approval of the ADAF for changes to the conference budget must be followed during this period. Conference fees may only be increased by a 2/3 majority of the Regional Board of Directors.
- vi. At least 45 days prior to the Conference, registration must be opened, and finalized conference fees must be set and published. Finalized conference fees must be set and published before registration can be opened.
- vii. The conference fee will be set in the currency of the Conference Host Institution, and in any other currency used by PACURH member schools. The fee all currencies used by PACURH member schools will be set using the current exchange rate on the day that the conference fee is set, in consultation with the Associate Director of Administration and Finance.

D. Conference Finances

- i. A conference host will create a conference budget in their host institution's currency.
- ii. A conference host must set conference fees in all currencies used by PACURH member schools, using current exchange rates on the day the conference fee is set.
- iii. ADA Compliance and Regional Add-on Fees will be set in US Dollar amounts as per the appropriate sections of the Regional Policy Book. If necessary, these figures will be

converted to other currencies using the exchange rate used to set the conference fees.

- iv. ADA Compliance Add-on Fee, Regional Add-on Fee, and Conference Excess payments to the region may be issued in the currency used by the conference host institution, based on exact amounts realized by the conference host in the currency being used by the bank account used for the conference's finances.
- v. Conference Loan repayment may be issued in the currency used by the conference host institution, using the actualized amount from the original deposit of the loan into the conference's bank account.

E. Conference Fee Payments

- i. The Regional Conference and the No Frills Conference hosts will accept conference fee payments in any currency used by a PACURH member school, unless this violates the financial policy of the conference host. If a Conference host cannot accept conference fee payments in all of the currencies used by current member schools of PACURH, then this must be advertised when opening registration.
- ii. The Regional Conference Budget and No Frills Conference Budget will include a Bank Fees Line Item to cover the cost of depositing conference fee payments into the bank account used for the conference's finances, including the cost of credit card processing fees, the cost of exchanging currencies other than the currency used by the conference host, as well as any other bank fees associated with receiving funds into the conference's accounts.

F. Registration

- i. Registration dates will be published to the region at least 90 days prior to the first day of the Conference.
- ii. 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 occurs (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, Associate Director of Administration and Finance, and Regional Advisor.
- iii. If a school is making a change in their delegation from the time of registration cut off and check-in, it must be a same gender change.
- iv. Delegates who register after the Conference's official registration may not be granted attendance at the Conference.
- v. A policy of "No Pay, No Key" will be abided by for all conferences.
- vi. Schools without payment must settle their bills at Check-in by full payment or by signing a Promissory Note.

1. Promissory notes must contain the signatures of the following;
 - a. The Delegation NCC
 - b. The Delegation Advisor
 - c. The Conference Finance Chair
 - d. The Conference Advisor
 - e. The Regional ADAF
 - f. The Regional Advisor
2. In order for an institution to qualify for a promissory note they must present documentation at the time of check-in that verifies that a checking request has been made with their financing department(s)
3. Blank Promissory Notes shall be held by the Regional Advisor
4. Approved Promissory Notes shall be held by the Regional ADAF
 - a. The Conference Staff shall report all payments received from institutions with outstanding debt to the Regional ADAF as soon as the payment arrives at their institution.
 - i. This notification should be in the form of an email and must include the following individuals;
 1. The Regional Advisor
 2. The Regional ADAF
 3. The Delegation Advisor
 4. The Delegation NCC
 5. The Conference Advisor
 6. The Conference Finance Chair
5. Any institution that does not fulfil payment within the time frame outlined within the promissory note, due to failures on their end, may be referred to bad standing with NACURH Inc.

G. Add-on Fee

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

H. Host Acknowledgment Form

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

I. Refunds

- i. 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:
 1. 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.
 2. 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.

3. All refunds must be approved by the Associate Director of Administration and Finance.

J. Deficit

- i. In the event of a conference deficit:
 1. The host school shall pay the first \$500 USD.
 2. The remaining amount shall be paid accordingly: 50% by the host school and 50% by the region.
- ii. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in the NACURH Policy Book, the host school will be responsible for 100% of any debt incurred by the conference.

K. Excess

- i. 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.
- ii. any conference with an excess larger than \$1,000 USD in value, the excess shall be further divided into the following areas:
 1. 40% turned over to the next respective PACURH or No-Frills Conference to lower the delegate costs
 2. 15% to the recognition line item
 - a. at least 5% of which to the president's recognition line
 3. 45% to the General Savings Fund
- iii. A conference with an excess less than \$1,000 USD shall be solely absorbed into the General Fund (Checking Account)

L. Conference Reports

- i. 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:
 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

M. Conference Wrap-up

- i. 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.
- ii. After this time, the host school shall assume responsibility for any additional expenses incurred by the conference.
- iii. A complete final Conference Wrap-up Report must be submitted to the Regional ADAF, Regional Advisor, CRC, Regional Director, NACURH Chairperson, NACURH Associate for Administration, and NIC Director 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)
- iv. A Conference Evaluation form will be sent out no later than 30 days after the end of the conference.
- v. The Conference Wrap-up Report will be in digital format sent via email.
- vi. The final Conference Wrap-up Report will contain the following information in order:
 1. Introductory letter of the report by the Conference Chair(s)
 2. Table of Contents with page numbers
 3. Conference Schedule
 4. Total number of delegates in attendance, broken down by number of delegates per school.
 5. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
 6. All awards presented at the conference.
 7. Financial report, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances.
 8. Finalized version of the closed out conference budget.
 9. Conference Chairperson(s) report, including an overview of each committee, the chain of authority, staff policies, etc.

10. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities.
11. Committee Chairperson's Job Reports with following format:
 - a. General statement of committee responsibilities
 - b. Description of committee activities
 - i. Number of people on the committee or in positions
 - ii. Timeline of activities, month by month, as accomplished
 - iii. Problems with timeline
 - iv. Communication problems that hindered the committee's purpose and goals
 - v. An outline of successful procedures in organizing the committee and the activity
 - c. Description of Conference Responsibilities
 - i. What happened at the conference
 - ii. What planned committee activities occurred.
 - iii. A listing of critical reminders for the future planners
 - d. Recommendations for the future
 - i. Suggested solutions to timeline problems
 - ii. Suggested solutions to conference responsibility problems
 - iii. Evaluate your own participation level, with suggestions for better time utilization
 - iv. An outline of ideas considered but not utilized
 - e. Forms or form letters used
 - i. All related registration materials
 - ii. Conference delegate handbook
 - iii. A blank Conference Evaluation and final conference evaluation results
12. Summary of conference evaluations both qualitative and quantitative
- vii. The finances of the Regional and No Frills Conference must be concluded within 60 days of the close of the conference. Any bills after these 60 days must be paid by the host school.
- viii. The following are due no later than sixty (60) days after the close of the conference:
 1. A complete finalized financial report and ledger for the conference

- 2. A final wrap-up (see above for report dissemination)
- ix. The conference excess must be postmarked to the ADAF no later than sixty days after the close of conference.
- N. Non-Membership Fee
 - i. Non-affiliated schools and schools not in good standing are assessed a \$10.00 USD per delegate surcharge on delegate fees at all Regional Conferences.
 - ii. As long as a school completes the affiliation process and is in good standing prior to the closing of the Conference, they will not be assessed this fee.
- O. PACURH Conference Loan
 - i. Each conference host school can request a loan up to a total of two thousand dollars (\$2,000 USD) in US funds from the RBD to cover the start-up expenses for the conference. The Associate Director of Administration and Finance has the authority to make this loan if they determine that funds are available for such. This loan amount must not be included in the financial statement as conference profit. The total amount loaned is due on the first day of the conference. A host school has up to 90 days after receiving a bid to request the conference loan. The conference loan for both conferences will included as a separate line-item on the regional budget.
 - ii. The Loan must be paid back to PACURH by the opening of Conference unless otherwise approved by the Associate Director of Administration and Finance.

Section 6

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:
 - i. Accessibility
 - ii. Banquet/Dining/Food
 - iii. Corporate/Special Guests
 - iv. Entertainment
 - v. Emergency Protocol. This includes, but is not limited to, sharing Clery Statistics, Campus Emergency Protocol, University Student Code of Conduct regulations, and any plans on enforcement of the drug/alcohol/weapons free conference attendee agreement.
 - vi. Facilities
 - vii. Finances/Budgets
 - viii. Housing
 - ix. Logistics
 - x. Meetings: NCC, NRHH, Presidents
 - xi. Newsletter/Communication
 - xii. Programming
 - xiii. RBD Arrival
 - xiv. Registration
 - xv. Schedule

- xvi. Spirit
- xvii. Sponsors
- xviii. Staff
- xix. Technology/Web Page
- xx. Transportation

Section 7

Conference Dates

- A. Regional Conferences are generally held in early November and must be held prior to December 1
- B. No Frills Conferences must be held prior to March 31.
- C. Both quarter and semester schools must be kept in mind 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 NCCs.
- E. The traditional Regional Conference will start on Friday (1st day) night and shall extend into Sunday (3rd, 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.

Section 8

Regional Conference Schedule

- A. The Regional Conference schedule shall allow for the following functions:
 - i. A banquet to be held prior to the close of Conference.
 - ii. NCC meetings:
 - 1. Day 1: around 4 hours.
 - 2. Day 2: all day with time for meals and if possible to change for the banquet. A break for roll call and programming if needed.
 - 3. Day 3: as needed, but should include at least 3 hours.
 - iii. NRHH meetings
 - 1. Day 1: around 4 hours.
 - 2. Day 2: all day with time for meals and if possible to change for the banquet. A break for roll call and programming if needed.
 - 3. Day 3: as needed, but should include at least 3 hours.
 - iv. Presidents meetings
 - 1. Day 1: around 4 hours.
 - 2. Day 2: all day with time for meals and if possible to change for the banquet. A break for roll call and programming if needed.
 - 3. Day 3: as needed, but should include at least 3 hours.
 - v. Roll Call on the first or second day of the Conference
 - vi. Socials as requested:
 - 1. Advisors
 - 2. NRHH
 - 3. NCC
 - 4. GLBTQ
 - 5. Presidents

- vii. At least five Programming sessions
- viii. One or Two Top Ten Programming Session on the third day.
- ix. Recreation and entertainment opportunities for delegates on both the first and second day
- x. Opening ceremonies on night of day one around 7 PM (1st day)
- xi. Closing ceremonies on the third day (3rd day)
- xii. No boardroom shall take place between the hours of 12:00am through 8am during conference.
- xiii. It is suggested that each school bring an NCC, a President, and an NRHH Representative (provided they have an NRHH Chapter).

Section 9

No Frills Conferences

- A. No Frills Conferences do not include recreation, entertainment, roll call, etc.).
- B. No Frills Conferences include:
 - i. A maximum of 4 delegates: NCC, Advisor, NRHH Representative (provided they have an NRHH Chapter), and President resulting in a smaller total attendance at the conference. This maximum can be increased if deemed appropriate by the host school and the Regional Board of Directors.
 - ii. The schedule should include boardroom time for the entirety of each day with the exception of breaks for meals, Opening Ceremonies, Closing Ceremonies and during the hours of 12:00am through 8am.
 - iii. The Director is in charge of scheduling all NCC Business, the ADNRHH is in charge of scheduling all NRHH Business, and the COP is in charge of scheduling all Presidents Business.

Section 10

Delegation Requirements

- A. For every five (5) delegates a school wishes to register for a PACURH Regional conference, it must submit at least one program proposal.
- B. Each college or university that attends a PACURH regional or No Frills conference must have a minimum of one registered advisor.

Section 11

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, Conference Chair, and the Conference Advisor to determine appropriate action, including possible expulsion from the conference.

Section 12

Non-Conference Persons at a Regional Conference

- A. Only officially registered and officially invited guests (defined by 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

Section 13

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. 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.

Section 14

Conference Drug, Alcohol, and Weapons Policy

- A. All participants (delegates, Advisors, NCCs, RBD members, Corporate Partners, Guests, Conference Staff, etc.) will remain alcohol, drug and weapons 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, Alcohol and weapons Policy.
- C. In the event that someone is found under the influence of drugs and/or alcohol, or in the possession of a weapon, 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, Alcohol or Weapons Policy will be banned from all NACURH-related conferences for a 1-year term.
- E. Participant's schools will be placed on regional probation which will last for a minimum of 1 year.

Section 15

Advisor Liability

- A. An advisor is defined as a professional or graduate student employed by a college or university that is responsible for their institution's delegation in the event of an emergency.
- B. Each institution sending delegates to a PACURH Regional or No Frills conference is required to have an advisor registered.
- C. Once conference registration is closed, the conference staff shall check to ensure each school has an advisor registered with their delegation.
- D. If a school is unable to send an advisor, an advisor from another institution that is in attendance at the conference can be recruited and be listed as the advisor of record. This may only be done with permission of the host institution of the advisor of record, and with the permission of the school that is unable to attend an advisor. This is contingent upon the advisor of record taking responsibility for the delegation. If this is the case, the NCC must submit a statement with this information to the conference chair, the conference advisor, and the Regional Advisor.
- E. An advisor of record should have access to the following information for the additional school they are advising:
 - i. Emergency contact information for delegates
 - ii. Host institution information in the event of an emergency
 - iii. Any medical concerns for all delegates.
 - iv. Conference registration information, payment, school affiliation, and any other information that may be necessary for the purposes of conference check-in.

Section 16

Conference Fair Housing Policy

- A. Physically challenged, hearing impaired and visually impaired students will be housed on floors other than the traditionally accessible floors (first floor) at Regional and NACURH 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.

Section 17

Gender Inclusive Housing

- A. Conference sites are not required to provide Gender Inclusive Housing, but shall abide by the following policies if they are able to provide this option.
- B. For any PACURH spirit or business conference that utilizes off campus housing, the conference staff will work to assure that there will be spaces created to accommodate those who identify as Trans* or do not identify with the gender binary. Upon confirming this space can be created, gender inclusive housing options for all attendees will be provided. The conference staff will be responsible for communicating all information about the use and expectations of gender inclusive facilities to the attendees of PACURH.
- C. Gender Inclusive Housing will be provided through an opt in process. By opting into Gender Inclusive Housing, the PACURH Conference Staff will not take gender into account when assigning rooms. Priority will be given to placing students from the same delegation in housing together.

Section 18

Gender Inclusive Housing Disclaimer Statement

- A. I, _____(Name) in consideration of the National Association of College and University Residence Halls, Inc. (NACURH) and _____(PACURH Conference Host School), providing the opportunity to opt into Gender Inclusive Housing at the PACURH ____ (Year) Conference, hereby agree to the following: I understand that gender will not be taken into consideration with my housing assignment and that I may be sharing a bathroom and/or bed with a person who identifies with another gender than my own gender identity. I also understand that opting into Gender Inclusive Housing does not guarantee that I will be placed with a person who identifies with another gender than my own gender identity.

Section 19

International Relations

- A. The conference staff is responsible for displaying the national flags of all schools in attendance whenever a national flag is displayed as part of the conference.
- B. The conference staff is responsible for playing the national anthems of all schools in attendance whenever a national anthem is played as a part of the conference.

Section 20

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.

Section 21

Sub-Regional Conferences

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

Section 22

Waiving of the NACURH Affiliation Fee

- A. PACURH will pay for the NACURH affiliation fee for the host schools of the Regional Conference and the No Frills Conference. If a host school is late in submitting their wrap-up reports/excess fees check, without asking for an appropriate extension, then the region will not reimburse the conference host school for their affiliation dues, at the discretion of the ADAF and Regional Director.

Article IV

Awards

Section 1

Award Guidelines

Section 2

School Awards

Section 3

Individual Awards

Section 4

Individual Service Awards

Section 5

Scholarships and Grants

Section 6

National Residence Hall Honorary Awards

Section 7

Conference Awards

Section 1

Award Guidelines

- A. The RBD will present awards to member schools and individuals when deemed appropriate.
- B. The RBD has the right to disqualify any bids which do not meet policy requirements.
- C. Except for Conference Awards, all awards are optional and shall be given at the RBD's discretion. These and other awards may be presented by the Director or their designee.
- D. All current PACURH RBD Members, NBD members, NNB members, and NACURH Executives are ineligible to be nominated for PACURH Awards with the one exception being the Hallenbeck Service Award (which is open to the Regional Advisor). In the case where a vacancy of a normally elected position is appointed, and the appointment term overlaps with the award timeline, that person shall also be ineligible.
- E. No NBD, NNB, NACURH Executive, nor PACURH RBD members are permitted to write or assist with writing award bids at/for their host institution. This includes letters of support with the exception of regional letters of support for regional-winning award bids submitted to the NACURH level.
- F. Individuals may only be nominated for and win one Individual Award per year.
- G. The Director will select a deadline for bid intents. Bid intents are mandatory for all award bids. The requirement to submit an intent may be waived by a 2/3 vote of the regional board of directors.
- H. Bids are to be judged based on content of information. Page numbers and other formatting specifications are required criteria for ease in review of bids.
- I. Bids must be submitted to the Regional Director in PDF form.
- J. Pages:
 - i. Bids will stay within page limits as specified in the Pages criteria for each award.
 - ii. Bids will be in 10-12-point type
 - iii. Pages will be double sided, with a page defined as a side with print. This includes appendices, letters of recommendation, dividers, text, etc., which are included in the page count.
 - iv. Title pages are not included in the page count but must include the award name, host institution of the bid, institution hosting the conference and region name.
 - v. Any bid that goes over the page limit will be disqualified.
 - vi. All bids must include page numbers.
 - vii. Bids not following these criteria will not be considered.
- K. "Letter of Good Standing" must be written by an official from the bidding institution and the letter must explicitly state "good standing" as defined by the institution.
- L. Letters of support and letters of good standing included in award bids must occupy the same page size as if they were placed in the bid as text (each full page of a letter must occupy a full page of the bid).

Letters of support or letters of good standing placed in the bid as text must be in size 10-12-point type.

- M. No bid shall be plagiarized.
 - i. Plagiarism shall be defined as the presentation of someone else's words as one's own.
 - ii. No school shall plagiarize any bid submitted by another school.
 - iii. Any school may bring forth a charge of plagiarism, whether on their own behalf or on behalf of another school.
 - iv. The Regional Board of Directors shall consider the charge and determine if the bid in question has been plagiarized.
 - v. If it is determined by the RBD that a bid is plagiarized, it shall no longer be eligible and will not be considered.
- N. All award bids are due at a time and in a manner specified by the Regional Director.
- O. Bids will be published by the Coordinating Officer of Communications and Technology on the PACURH Regional Website and the URL published to the region at least 10 days prior to the first day of the conference at which they are being voted on.
- P. All votes on award selection in NCC, NRHH, or Presidents Boardroom shall be counted in the presence of the Regional Advisor, with the results verified by the Regional Advisor.
- Q. In the event that a Conference closes and not all award selection business has been completed, the Regional Board of Directors shall decide upon a process for the region's NCCs, NRHH Reps and/or Presidents to complete the selection of any remaining awards from that particular boardroom.
- R. All school and individual winners of awards eligible for NACURH awards will receive if requested and provided they intend to bid for the respective NACURH award. This letter of support is not included in the page count.
- S. Unless otherwise stated in the NACURH Policy Book, all awards being submitted to the NACURH level must follow the timeline of NACURH to NACURH.

Section 2

School Awards

- A. PACURH Program of the Year
 - i. Purpose: The PACURH Program of the Year (POY) Award is to recognize outstanding student implemented programs in the 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.
 - ii. Refer to the PACURH NRHH Policy Book for more information.
- B. PACURH Student Award for Leadership Training
 - i. Purpose: The PACURH Student Award for Leadership Training (SALT) is to recognize outstanding student-

implemented leadership training programs in the 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.

- ii. Eligibility: Only one nominee per school is allowed. Bids should cover the period from PACURH of the previous year to PACURH of the current year. Bid must meet online bidding requirements or be subject to disqualification.
- iii. Pages: Bids will be no longer than twenty (20) pages.
- iv. Selection: The winning entry will be selected at the No Frills Regional Conference by the Presidents. Each nominee will be allotted 10 minutes to present their bid, followed by 5 minutes of question and answer, and 5 minutes of Pro/Con. After all presentations have been completed, 5 minutes will be allotted for discussion. Time allotments can be extended by a simple majority vote.
- v. Award: The award will consist of a plaque. The award shall be announced at the No Frills Regional Conference. A maximum of one award per year may be given.
- vi. Required Elements
 1. The bid must include a letter of support from an upper-level professional staff member of the institution's housing or Residence Life department.
- vii. Criteria for Selection
 1. Section One: Introduction and Overview
 - a. Write a one-paragraph summary of the SALT nomination that could be used in describing the nomination as a conference program session.
 - b. Describe how the program originated
 - c. Describe the educational component of the SALT
 - d. Describe whom the program was designed for and the individuals that benefited from the program
 - e. Describe the goals and objectives of the SALT nomination
 - f. Describe the specific student needs that this program attempted to address
 - g. Describe the relatedness to residence hall students/residence hall setting of the SALT nomination
 - h. Describe what makes this program unique
 2. Section Two: Content and Planning
 - a. Describe the who, what, where, why, when, and how of the program
 - b. Describe how students were involved in the conception, planning and overall presentation of the program.

- c. Describe the planning process used in development of the SALT.
 - d. Describe how the program was marketed. Provide samples of advertising.
 - e. Describe the resources used in developing the SALT, including information on the following:
 - i. Budget – provide a budget, with specific line items and funding sources. Describe how costs changed or how they were met.
 - ii. Supplies – list the supplies used and/or needed to implement the program.
 - iii. Personnel – describe how many students were involved and their specific roles in the conception, planning and overall presentation of the program.
 - iv. Campus/community resources – describe the campus/community resources that were used to plan and present the program.
 - f. Describe how this program affected students. Include the lasting effects that the program may have made.
3. Section Three: Evaluation
- a. Describe the program successes
 - b. Describe the program improvements that can be made and what your school would do differently if they were to present the program again.
 - c. Describe the type of evaluation tool used; and how it was implemented and collected.
 - d. Describe the uniqueness of the program in presentation style – new twists to old concerns
 - e. If you did not use an evaluation tool for your program, describe why.
4. Section Four: Conference Presentation
- a. Describe how you would present this program in a conference session format. Include an outline with time allotments.
- viii. NACURH Eligibility
1. There is no NACURH level award.
- C. PACURH Commitment to Diversity Award
- i. Purpose: The Commitment to Diversity Award is given to a school that involves a student-directed year long and campus wide commitment to awareness and education of residential students concerning diversity issues and to encourage schools in the PACURH region to bid for the NACURH Commitment to Diversity Award.

- ii. Refer to the PACURH NRHH Policy Book for more information.

D. PACURH School of the Year Award

- i. 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 NACURH levels.
- ii. Eligibility: Only year-specific information will be considered. 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 online bidding requirements or be subject to disqualification.
- iii. Pages: Bids will be no longer than thirty (30) pages
- iv. 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.
- v. 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.
- vi. 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.
- vii. Required Elements: The bid must include a letter of support from an upper-level professional staff member of the institution's Housing or Residence Life department
- viii. Criteria for Selection:
 - 1. Campus Level (45%)
 - a. Purpose and Goals
 - i. Achievement of organization purpose.
 - ii. Goals and objectives of the organization.
 - iii. Measureable results of goal achievement
 - b. Structure
 - i. Structure of organization, executive officers, and membership.
 - ii. Benefits of the organizational structure on achievements.

- c. Resident Involvement
 - i. Recruitment methods and achievements.
 - ii. Role of residents in developing the organization's vision, goals, and objectives.
 - iii. Role of residents in activities and achievements of the organization.
- d. Programming, Initiatives, and Accomplishments
 - i. New and traditional programs, including challenges and results
 - ii. Development of new initiatives, including challenges and results.
 - iii. Program and initiative evaluation tools.
 - iv. Community service and community partnerships.
 - v. Benefit of residential community from programs, initiatives, and accomplishments
 - vi. Resident perception of benefits from programs, initiatives, and accomplishments.
 - vii. Other accomplishments and successes.
- e. Challenges
 - i. Challenges faced by the organization and results.
- f. Communication
 - i. Communication with residents.
 - ii. Communication with NRHH Chapter (if one exists) and other organizations on campus
 - iii. Communication with residence hall staff and administration.
- g. Budget
 - i. Source, structure, and use of organization budget.
 - ii. Budget growth, changes, and improvements.
- h. State Involvement (if applicable)
 - i. Involvement in state-level projects, initiatives, and conferences.
- 2. Regional Level (30%)
 - a. Regional Conferences
 - i. Representation at regional conference in and out of boardrooms.
 - b. Regional Communication
 - i. Communication with regional representatives and institutions.

- c. Involvement in regional projects/initiatives/committees
 - i. Level of involvement in regional projects and initiatives.
 - ii. Involvement and achievements in regional committees.
 - d. Regional Awards
 - i. Bids submitted for regional awards.
 - ii. Regional award recognition and achievement.
 - iii. Regional OTM submissions and success.
 - e. Hosting
 - i. Hosting a regional officer.
 - ii. Hosting a regional conference.
3. NACURH Level (25%)
- a. NACURH Annual Conference
 - i. Representation at the NACURH Annual Conference in and out of boardrooms.
 - b. NACURH Communication
 - i. Communication with NACURH representatives and institutions.
 - ii. Communication with the NIC/NSRO.
 - iii. Participation in NACURH projects/initiatives/committees.
 - iv. Impact of NACURH communication on organizational growth.
 - c. NACURH Awards
 - i. Bids submitted for NACURH awards.
 - ii. NACURH award recognition and achievement.
 - iii. NACURH OTM submissions and success.
 - d. Hosting
 - i. Hosting a NACURH officer.
 - ii. Hosting a NACURH office.
 - iii. Hosting a NACURH conference.
 - e. NRHH (if a chapter exists)
 - i. Goals and achievements of the NRHH Chapter.
 - ii. Relationship between RHA and NRHH Chapter.
 - iii. Impact of NRHH Chapter on organizational success.
 - iv. Schools bidding for the NACURH School of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.

E. PACURH RHA Building Block Award

- i. Purpose: The PACURH RHA Building Block 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.
- ii. Eligibility: 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 online bidding requirements or be subject to disqualification.
- iii. Pages: Bids will be no longer than twenty (20) pages
- iv. Selection: NCCs shall choose one recipient at the No Frills Conference.
- v. 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.
- vi. Required Elements
 1. The bid must include demonstrable comparisons between the previous and current academic years in all criteria.
 2. The bid must include a letter of support from an upper-level professional staff member of the institution's Housing or Residence Life department.
- vii. Criteria:
 1. Campus Level (65%)
 - a. Purpose and Goals
 - i. Achievement of organization purpose.
 - ii. Goals and objectives of the organization.
 - iii. Measurable results of goal achievement.
 - b. Structure
 - i. Structure of organization, executive officers, and membership.
 - ii. Changes in and improvements to organization structure.
 - c. Resident Involvement
 - i. Recruitment methods and achievements.
 - ii. Role of residents in developing the organization's vision, goals, and objectives.
 - iii. Role of residents in activities and achievements of the organization.
 - d. Programming, Initiatives, and Accomplishments
 - i. New and traditional programs, including challenges and results

- ii. Development of new initiatives, including challenges and results.
 - iii. Program and initiative evaluation tools.
 - iv. Other accomplishments and successes.
 - e. Challenges
 - i. Challenges faced by the organization and results.
 - f. Communication
 - i. Communication with residents.
 - ii. Communication with NRHH Chapter (if one exists) and other organizations on campus.
 - iii. Communication with residence hall staff and administration.
 - g. Budget
 - i. Source, structure, and use of organization budget.
 - ii. Budget growth, changes, and improvements.
- 2. Regional Level (25%)
 - a. Regional Conferences
 - i. Representation at regional conference in and out of boardrooms.
 - ii. Impact of conference attendance on organizational growth and campus level achievement.
 - b. Regional Communication
 - i. Communication with regional representatives and institutions.
 - ii. Impact of regional communication on organizational growth.
 - c. Involvement in regional projects/initiatives/committees
 - i. Level of involvement in regional projects/initiatives/committees.
 - ii. Impact of involvement on organizational growth.
- 3. NACURH Level (10%)
 - a. NACURH Annual Conference
 - i. Representation at the NACURH Annual Conference in and out of boardrooms.
 - ii. Impact of conference attendance on organizational growth and campus level achievement.
 - b. NACURH Communication
 - i. Communication with NACURH representatives and institutions.
 - ii. Communication with the NIC/NSRO.

- iii. Participation in NACURH projects/ initiatives/committees.
 - iv. Impact of NACURH communication on organizational growth.
 - c. NRHH (if a chapter exists)
 - i. Relationship between RHA and NRHH Chapter.
 - ii. Impact of NRHH Chapter on organizational growth.
 - iii. Schools bidding for the NACURH RHA Building Block of the Year Award will not be penalized if an NRHH Chapter does not exist on their campus.
- F. Outstanding Advocacy Initiative Award
 - i. Purpose: The Outstanding Advocacy Initiative (OAI) Award is designed to recognize a member institution that has demonstrated a student-initiated commitment to advocating for their students. Advocacy is defined as, but not limited to, any change occurring as a result of student influence leading to an increased safety, awareness, acceptance, or contribution on a campus or community-wide level.
 - ii. Eligibility: The bid is due prior to the No Frills Conference by the deadline stipulated by the current PACURH Director. Any student – initiated advocacy initiative is eligible for this award. Bids can cover a several year period advocacy effort. Only one nominee per school is allowed. Bid must meet online bidding requirements or be subject to disqualification.
 - iii. Pages: The written bid shall not exceed sixteen (16) pages in length with an additional five (5) pages of letter of recommendation and an additional ten (10) pages of appendices, for a total of thirty (30) pages.
 - iv. Selection: Recipients will be selected by PACURH’s Presidents during Presidents’ Boardroom at the No Frills Conference.
 - v. Award: The winning school shall be announced at the No Frills Regional Conference and shall receive a plaque. A maximum of one award per year may be given.
 - vi. Required Elements
 - 1. The bid must include a letter of support from a representative of the organization or group that initiated the advocacy initiative.
 - 2. The bid must include a letter of support from a professional-level advisor, residence hall staff member, or administrator.
 - vii. Criteria for Selection:
 - 1. Introduction
 - a. Campus and organization needs and characteristics relevant to the area of advocacy.
 - b. Origin of advocacy initiative.

- c. Method of identifying the area of advocacy for this initiative.
 - d. Organization's approach to and support of this advocacy effort.
 - e. Level of student involvement in the advocacy initiative.
2. Goals
 - a. Organization goals for the initiative.
 - b. Level of student involvement in goal creation.
 - c. Measurable results of goal achievement.
 - d. Goals not achieved by the advocacy initiative.
 3. Implementation
 - a. Step-by-step process for the execution of this initiative.
 - b. Detailed timeline of the initiative.
 - c. Initiative budget requirements and uses.
 - d. Level of student, group, and professional involvement in initiative implementation.
 - e. Degree to which advocacy efforts met the needs of the student population.
 4. Evaluation
 - a. Evaluation methods and tools.
 - b. Successes and failures of the initiative.
 - c. Level of student participation in the initiative.
 - d. Short- and long-term impact of the advocacy initiative and campus.
 - e. Publicity and notoriety received from the initiative.
 5. Conclusion
 - a. Organizational achievement and growth as a result of the initiative.
 - b. Suggestions for improvement in future initiatives.
 - c. Suggestions for implementing similar initiatives at different institutions.

Section 3

Individual Awards

- A. PACURH NCC of the Year Award
 - i. Purpose: This award recognizes outstanding service to PACURH by a National Communications Coordinator who has been directly affiliated with the organization.
 - ii. Eligibility: Nominees must have been an NCC during the past year. Only one nominee per school is allowed. Bid must meet online bidding requirements or be subject to disqualification.
 - iii. Pages: Bids will be no longer than eight (8) pages.
 - iv. Selection: Recipients will be selected by the NRHH Representatives at the No-Frills Conference.

- v. Award: This 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.
- vi. Required Elements
 - 1. The bid must include a letter of support from a professional-level advisor of residence hall staff member.
- vii. Criteria for Selection:
 - 1. Campus level role, goals, and accomplishments.
 - 2. Regional level goals, involvement, and accomplishments.
 - 3. Attendance and participation in regional and NACURH conferences.
 - 4. Participation in regional and NACURH services and correspondence.
 - 5. Participation in regional and NACURH level leadership experiences and opportunities.
 - 6. Participation in regional and NACURH level business.
 - 7. Development of connections between the campus level and the regional and NACURH levels.
 - 8. Recognition received through awards.
- viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- B. PACURH/On Campus Marketing (OCM) Distinguished Service Award
 - i. Purpose: This award was designated to recognize distinguished student leadership while serving PACURH, its affiliates and member schools over a several year period.
 - ii. Eligibility: One nominee per school is allowed. 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. Any individual who has been an enrolled student during the year of nomination and who has lived in a residence hall is eligible for this award. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered.
 - iii. Pages: Bids will be no longer than sixteen (16) pages.
 - iv. Selection: Recipients shall be selected by the RBD at the No Frills Conference.
 - v. Awards: Each nominee shall receive a plaque. The award shall be announced at the No Frills Conference. A maximum of one award per year may be given.
 - vi. Required Elements
 - 1. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
 - 2. The bid must include a letter of support from a resident directly impacted by the nominee.

3. The bid must outline accomplishments of the nominee for each year of involvement in residential leadership.
- vii. Criteria:
1. Campus level involvement, goals, and accomplishments.
 2. Regional and NACURH level involvement, goals, accomplishments, and participation in services.
 3. Attendance and participation in leadership conferences.
 4. Recognition received through awards.
 - v. Impact and legacy on the campus, regional, or NACURH levels.
- viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- C. PACURH First Year Experience
- i. Purpose: The First Year Experience recognizes the outstanding contributions of a first year student.
 - ii. Eligibility: Students with first year experience in Residence Life. Only one nominee per school is allowed.
 - iii. Pages: Bids will be no longer than eight (8) pages.
 - iv. Selection: Recipients will be selected by PACURH's Presidents during Presidents' Boardroom at the No Frills Conference.
 - v. 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.
 - vi. Required Elements
 1. The bid must outline the nominee's plans to return to the residence halls or university housing for the following semester.
 2. The bid must include a letter of support from a professional-level advisor or residence hall staff member.
 - vii. Criteria for Selection:
 1. Campus level accomplishments and involvement.
 2. Regional and NACURH level accomplishments and involvement.
 3. Academic honors.
 4. Community involvement.
 5. Motivation for involvement in residential leadership.
 6. Goals and objectives.
 7. Personal and professional growth and development through experiences.
 8. Plans and goals for the nominee's future in residential leadership.
 - viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- D. PACURH Dan Hallenbeck Service Award

- i. 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.
 - ii. Eligibility: Only full-time housing or student affairs professionals with more than ten (10) years of fulltime professional-level experience are eligible for this award. Regional Advisors are eligible. Only one nominee per school is allowed.
 - iii. Pages: Bids will be no longer than sixteen (16) pages.
 - iv. Selection: Recipients will be selected by the RBD. Bids are due at the No Frills conference.
 - v. 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.
 - vi. Required Elements
 - 1. The bid must include a letter of support from a student/students directly impacted by the nominee.
 - 2. The bid must outline all professional roles held by the nominee.
 - vii. Criteria for Selection:
 - 1. Campus level role, goals, achievements, and long-term impact.
 - 2. Regional and NACURH level involvement, achievements, contributions, and participation in services.
 - 3. Recognition received through awards.
 - 4. Attendance and participation in leadership conferences.
 - 5. Roles and contributions in housing or student affairs professional organizations.
 - viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- E. PACURH RHA President of the Year
- i. Purpose: The RHA President of the Year Award is to recognize outstanding contributions made by an RHA president of an affiliated residential life programming board and governing body of PACURH.
 - ii. Eligibility: Nominations are limited to one per school. The nominee may not have been an NCC in the past year. Bid must meet on-line bidding requirements or be subject to disqualification.
 - iii. Pages: Bids will be no longer than eight (8) pages.
 - iv. Selection: Recipients will be selected by the NCC's at the No Frills Conference.

- v. 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.
- vi. Required Elements
 - 1. The bid must include a letter of support from an professional level advisor or residence hall staff member.
 - 2. The bid must include a letter of support from a student representative of the residential housing organization over which the nominee presides.
- vii. Criteria:
 - 1. Service to residential housing organization, including delegation, communication, goal-setting, and execution of goals.
 - 2. Connections formed with the nominee's board and the residential housing community.
 - 3. Demonstration of leadership, motivation, enthusiasm, and creativity. iv. Success or growth of the organization.
 - 4. Recognition received through awards.
 - 5. Regional and NACURH-level involvement.
 - 6. Attendance and participation in leadership conferences.
- viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- F. PACURH Executive Board Member of the Year
 - i. 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.
 - ii. Refer to the PACURH Regional NRHH Policy Book for more information.
- G. PACURH Student of the Year
 - i. Purpose: This award was designed to recognize outstanding service to PACURH by an individual who has been directly affiliated with the organization.
 - ii. Refer to the PACURH Regional NRHH Policy Book for more information.
- H. PACURH Residential Assistant of the Year
 - i. 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.
 - ii. Refer to the PACURH NRHH Policy Book for more information.
- I. PACURH Kenrick Ali Advisor of the Year
 - i. Purpose: The Kenrick Ali 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.
- ii. 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 No Frills to No Frills.
 - iii. Pages: Bids will be no longer than eight (8) pages
 - iv. Selection: Recipients will be selected by PACURH's Presidents during Presidents' Boardroom at the No Frills Conference.
 - v. 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.
 - vi. Required Elements
 - 1. The bid must include the position description for the nominee's advisor role
 - 2. The bid must include a letter of support from a student representative of the residence hall student leadership group that the nominee advises
 - vii. Criteria for selection:
 - 1. Nominee's approach to advising and advising style.
 - 2. Nominee's experience advising students and groups through challenges.
 - 3. Campus level involvement, goals, and achievements as an advisor.
 - 4. Regional and NACURH-level involvement as an advisor.
 - 5. Recognition received through awards.
 - 6. Training and certifications by campus, regional, national, or international organizations.
 - viii. NACURH Eligibility: Only one nominee per region is allowed. The PACURH Regional Winner will be the NACURH nominee.
- J. PACURH Community of the Year
- i. 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.
 - ii. Refer to the PACURH Regional NRHH Policy Book for more information.

Section 4

Individual Service Awards

A. The Silver Pin Awards

- i. Purpose: The pin shall be awarded to individuals who have provided leadership and direction to PACURH.
- ii. Eligibility: Awarded to individuals who have provided leadership and direction to PACURH
- iii. Pages: None
- iv. Selection: The Silver Pin is a regional award given at the Director's discretion.

- v. 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.
 - vi. Criteria: Leadership and direction to the regional affiliate of NACURH.
- B. PACURH ADAF Certificate of Excellence
- i. Purpose: The ADAF 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.
 - ii. 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.
 - iii. Pages: None
 - iv. Selection: Selected by the Associate Director of Administration and Finance
 - v. 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.
 - vi. 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. Windi Sasaki NRHH Cornerstone Award
- i. Purpose: Named after past PACURH AD of NRHH and current RHA and NRHH advisor Windi Sasaki, the Windi Sasaki NRHH Cornerstone 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 in their position.
 - ii. Eligibility: The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have assisted the ADNRHH with their position, or worked on a committee that relates to NRHH and/or recognition.
 - iii. Pages: None
 - iv. Selection: Selected by the Associate Director of NRHH
 - v. Award: The recipient will receive a token of award received presented by the ADNRHH at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The Associate

Director of NRHH/Recognition has a maximum of four (4) awards to give out at their discretion.

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

D. PACURH Presidential Service Award

- i. Purpose: The Presidential 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 Coordinating Officer for Presidents in their position.
- ii. Eligibility: The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have assisted the COP with their position, or worked on a committee with the PACURH Presidents.
- iii. Pages: None
- iv. Selection: Selected by the Coordinating Officer for Presidents
- v. Award: The recipient will receive a Certificate presented by the COP at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The Coordinating Officer for Presidents has a maximum of four (4) certificates to give out at their discretion.
- vi. Criteria: Significant contributions to the region. Particularly, these individuals should have assisted the Coordinating Officer for Presidents with their position or worked on a committee with the PACURH Presidents.

E. PACURH Three Year Outstanding Service Pin

- i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.
- ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Conference, No Frills Conference, or NACURH Regional Recognition Ceremony.
- iii. Criteria:
 - 1. Refer to the PACURH NRHH Policy book for more information.

F. PACURH Four Year Outstanding Service Pin

- i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.
- ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Conference, No Frills Conference, or NACURH Regional Recognition Ceremony.
- iii. Criteria:

1. Refer to the PACURH NRHH Policy book for more information.
- G. PACURH Five Year Outstanding Service Pin
- i. Purpose: This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region.
 - ii. Award: Recipients will be presented with their award, in the form of a pin, by the Associate Director for NRHH at the Regional Conference, No Frills Conference, or NACURH Regional Recognition Ceremony.
 - iii. Criteria:
 1. Refer to the PACURH NRHH Policy book for more information.
- H. PACURH Outstanding Advisor Service Pin
- i. 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.
 - ii. Eligibility: Awarded to individuals that have provided leadership and direction to PACURH.
 - iii. Pages: None.
 - iv. Selection: The PACURH Outstanding Advisor Service Pin is a regional award given at the Regional Advisor's discretion.
 - v. Award: Pin. The maximum number of pins that may be given out in a year is four.
 - vi. Criteria: Leadership and direction to the regional affiliate of PACURH.
- I. Conference Staff Service Pin
- i. Purpose: The Conference Staff Service Pin is designated to recognize each member of the conference staff.
 - ii. The Regional Director or designee at the closing banquet of each conference shall present the pin.
- J. Frog Award
- i. Purpose: Frog 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 Sub-Regional Coordinating Officers and Coordinating Officer of Communications and Technology in their position.
 - ii. Eligibility: The individuals chosen for the award should have made significant contributions to the region. Particularly, these individuals should have assisted the CO-PR, CO-SB, or CO-CT with their position.
 - iii. Pages: None
 - iv. Selection: Selected by the CO-PR, CO-SB, or CO-CT
 - v. Award: The recipient will receive a pin presented by the CO-PR, CO-SB, or CO-CT at the Regional Banquet, No Frills Banquet, or NACURH Regional Reception. The CO-PR, CO-SB,

or CO-CT has a maximum of three (3) pins to give out at their discretion.

- vi. Criteria: Significant contributions to the region. Particularly, these individuals should have assisted the CO-PR, CO-SB, or CO-CT with their position.

Section 5

Scholarships and Grants

- A. The Jimmy French First-Time Delegate Scholarship
 - i. Purpose: The Jimmy French First-Time Delegate Scholarship encourages the contributions of a first-time conference delegate, to the PACURH Regional or NACURH Annual Conference, to both their host institution and the PACURH region.
 - ii. Eligibility: Students attending the PACURH Regional or NACURH Annual Conference for the first time who have been approved to attend by their host institution. There may be more than one applicant from each school.
 - iii. Pages: Consisting of an application form that will be distributed by the Regional Director.
 - iv. Selection: The Regional Director will make an announcement about the scholarship and distribute applications at least three weeks prior to the start of the PACURH or NACURH Annual Conference. Recipients will be selected by PACURH's Presidents.
 - v. Award: The scholarship will be awarded in the form of a check, not to exceed \$250 USD, to the host school in payment for some or all of the cost of registration to the PACURH Regional or NACURH Annual Conference. Checks will not be issued to individuals; they must be issued to the host school or their RHA or NRHH.
 - vi. Criteria: Interested students must complete the application and turn it in in a manner specified by the Regional Director.
- B. PACURH Programming Grant
 - i. Purpose: The PACURH Programming Grant encourages member schools to implement programs that benefit residential life in their respective institutions.
 - ii. Eligibility: Member schools in good standing can apply for this grant. Any program taking place between the No Frills at which the school applies and the No Frills the following year is eligible to be funded by this grant.
 - iii. Pages: Consisting of an application and program proposal. Proposal must include page numbers. Applications must be turned in in a manner specified by the Regional Director.
 - iv. Selection: The Regional Director will distribute application requirements for the Programming Grant application at least three weeks prior to the No Frills Conference and applications will be due at least one week prior to the first day of the No Frills Conference. PACURH's Presidents will select the recipients at the No Frills Conference.

- v. Award: The grant will be awarded to the winning proposal in a form of up to \$300 USD and a certificate. The grant will be awarded as a reimbursement check following the submission and approval of the wrap-up report as outlined below. The earliest date that the reimbursement check will be issued is April 1 at the start of the fiscal year following the close of the No Frills Conference at which the award is won. The reimbursement check must be cashed prior to the end of that fiscal year. Failure to deposit the check prior to the end of that fiscal year will result in the winning school losing its funding and a stop order being placed on the check.
- vi. Criteria: The winning proposal will be based on the content of the proposal as contained in the application. The submitted program must take place between the No Frills Conference at which the application was submitted and the following No Frills Conference. PACURH must be a co-sponsor in all publicity for the event. The program can be a new or a traditional program from a variety of programming styles (social, educational, etc.).
- vii. Wrap-up: The award will be given after the receipts and a follow-up report have been turned in to the ADAF, within two weeks after the program has happened. The winning proposal will lose its funding if it fails to turn in all the required documents. Required documents in the wrap-up report include a final budget and images of all receipts for the expenses being covered by the PACURH Programming Grant, as well as a copy of the original Programming Grant Application. All wrap-up documents must be turned in to the ADAF prior to the No Frills Conference in the year following the No Frills in which the award was won. Failure to meet this deadline will result in the winning school losing its funding.

Section 6

National Residence Hall Honorary Awards

- A. NRHH Building Block Award
 - i. Purpose: The PACURH NRHH Building Block Award is given to the chapter which shows outstanding growth and development during the year of nomination.
 - ii. Refer to the PACURH NRHH Regional Policy Book for more information
- B. NRHH Outstanding Chapter of the Year
 - i. 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.
 - ii. Refer to the PACURH Regional NRHH Policy Book for more information.
- C. NRHH Outstanding Member of the Year
 - i. 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.

- ii. Refer to the PACURH NRHH Policy Book for more information.

D. NRHH Excellence in Service

- i. Purpose: The NRHH Excellence in Service Award is designed to provide recognition for an individual NRHH chapter in good standing with NACURH, Inc. that has shown a yearlong commitment to the service pillar of the National Residence Hall Honorary.
- ii. Refer to the PACURH Regional NRHH Policy Book for more information.

E. Of The Month (OTM) Awards

- i. Eligibility:
 - 1. OTM Award forms must be submitted in the OTM Database (otms.nrhh.org), to the regional level by the 10th of each month. (e.g. March OTMs are due to the regional office by the 10th of April).
 - 2. Nominations must be month specific.
 - 3. OTMs cannot be authored by the Regional Director, the Regional Associate Director for NRHH, the NACURH Executives. These individuals are also ineligible to receive an OTM. Nominations in violation of this policy will be removed from consideration on the regional level by the AD-NRHH.
 - 4. Elected officers within the regions may not be nominated for any of the NACURH OTM categories, as specified in Section IV, Article 1, Section 1 of the NRHH By-Laws.
- ii. Categories: The following are categories up for nomination each month:
 - 1. Advisor
 - 2. Community Service Program
 - 3. Diversity Program
 - 4. Educational Program
 - 5. Executive Board Member
 - 6. First Year Student
 - 7. Institution Faculty/Staff
 - 8. Organization
 - 9. Passive Program
 - 10. Residential Community
 - 11. Residence Life Faculty/Staff
 - 12. Resident Assistant
 - 13. Social Program
 - 14. Spotlight
 - 15. Student
- iii. Updates: It is the responsibility of the Associate Director of NRHH in conjunction with the Associate Director of

Administration and Finance to ensure the the policy book includes the most accurate and up to date OTM information and is in alignment with NACURH and NRHH policies.

- iv. Selection:
 - 1. The OTM Awards will be chosen by the Regional OTM Selection Committee chaired by the AD-NRHH.
 - 2. In the event that the OTM selected as the regional winner by the OTM Selection Committee does not meet all required eligibility criteria as stated above, the decision to not submit the OTM to the NACURH level can be made at the discretion of the AD-NRHH.
- v. Award: A certificate will be awarded to each person, program, group, or event selected as a regionally winning OTM. Additionally, a regional OTM pin shall be awarded to any recipient from an individual category (ex. student, resident advisor, executive board member, etc). Certificates and Pins will be distributed at the Regional Conference, No Frill Conference, or Regional Recognition Ceremony at the NACURH Annual Conference.
- vi. Criteria: Criteria for OTMs are available through the Associate Director for NRHH.

Section 7

Conference Awards

A. Best School Display

- i. 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 NACURH during the regional conference.
- ii. Eligibility: Only member schools are eligible for the award.
- iii. Selection: The Regional Conference staff will select the winner.
- iv. 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.
- v. Criteria:
 - 1. 10% Creativity/originality
 - 2. 10% Relation to conference theme
 - 3. 10% Aesthetic value and general appearance
 - 4. 10% General information about school
 - 5. 10% Relevant information available to delegates about school
 - 6. 50% Relevant information available to delegates about school's residence halls and residential life, programming board or governing body (handouts, leaflets, etc.)
 - 7. Dimensions of the Display will be determined by the conference staff.

B. Best School Banner

- i. 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 NACURH during the regional conference.
- ii. Eligibility: Only member schools are eligible for the award.
- iii. Selection: The Regional Conference staff will select the winner.
- iv. 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.
- v. Criteria:
 - 1. 40% Creativity/originality
 - 2. 30% Relation to conference theme
 - 3. 20% Aesthetic value and general appearance
 - 4. 10% Relevant information available to delegates about school
 - 5. Dimensions of the Banner will be determined by the conference staff.

C. Most Spirited Delegation

- i. Purpose: To recognize a large and small delegation for its outstanding spirit, enthusiasm and goodwill during the Regional Conference.
- ii. Eligibility: Only member schools are eligible for the award.
- iii. 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.
- iv. 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.
- v. 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 Roll Call

- i. Purpose: To recognize a roll call group for their outstanding creativity in regards to school and regional pride at the Regional Conference for their roll call.
- ii. Eligibility: Only member schools are eligible for the award.
- iii. Selection: The school roll call award will be awarded by the conference staff.
- iv. Award: Awards will be prepared by the conference staff and will be awarded by the conference staff at the Regional Conference Banquet.
- v. 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)?

Article V

Finances

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Section 1

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 Finance and the Advisor will all have check writing privileges for the regional bank accounts.
- C. All regional bank accounts are required to be at the same bank as the NACURH accounts.
- D. Approval for any financial policy or proposal will consist of a 2/3 majority of the NCCs present with voting rights.
- E. Any unallocated income, excluding Conference Excess Fees, shall be assigned to the PACURH General Fund line item in the PACURH Regional Budget.
- F. The Associate Director of Administration and Finance shall be responsible for maintaining financial records for at least seven (7) years.

Section 2

Membership

- A. NACURH membership (Large School)
 - i. The membership fee for NACURH shall be \$110 USD per year, with \$40 USD of that being used for the regional budget.
- B. NACURH reduced membership (Small School)
 - i. Those colleges and universities with an on-campus capacity of 1,000 or fewer may join NACURH for \$85 USD per year, with \$30 USD of that being used for the regional budget.
- C. Associate Membership
 - i. Associate Membership fees are set at \$35 USD with \$20 USD being required for regional funds.
- D. Payment of Membership Dues will be submitted to the NACURH Information Center when affiliating.

Section 3

Reimbursement

- A. Anyone seeking payment and reimbursement from the region must submit receipts to the Associate Director of Administration and Finance within 30 (thirty) days of purchase and/or prior to the end of the fiscal year, March 31. If a receipt is in a currency other than the US Dollar, this must be clearly indicated.
 - i. Once the original, itemized receipts are collected, the Associate Director of Administration and Finance will fill out a Financial Transaction Form.
 - ii. The Financial Transaction Form will be confirmed and signed by the individual seeking payment at the next NACURH affiliated Conference.
 1. In the event that the individual seeking payment will not be in attendance at the next available conference they will have 30 (thirty) days from the date of submitting the receipts to send a copy of the Financial transaction form to the ADAF.

- B. Reimbursements for purchases made in currencies other than the US Dollar will be issued in US Dollars using the current exchange rate on the date the reimbursement is issued.
- C. It will be the responsibility of the person or organization being reimbursed to cover the cost of converting the reimbursement into another currency should that be required.
- D. No reimbursement will be honored for receipts and a Financial Transaction Form submitted after 45 days of purchase and/or March 31, at the discretion of the Associate Director of Administration and Finance in consultation with the Regional Director and Regional Advisor.
- E. The Financial Transaction Form shall include specific information, including: the purpose for the reimbursement, the individual(s)/institution(s) responsible for the expense, the corresponding line-item where the expense occurs, and contact information of the individual being reimbursed. All expenses must be documented with the appropriate paperwork stated above in a financial transaction binder, which the Associate Director of Administration and Finance will be responsible for maintaining.
- F. All paperwork for reimbursements in currencies other than the US Dollar will clearly indicate the amount in both the alternative currency and in US Dollars.
- G. All payments and reimbursements from the region must be deposited by the recipient of the payment/reimbursement before the end of the fiscal year, March 31.
- H. Payment and reimbursement not cleared by the end of the fiscal year, March 31, will incur a stop payment order and any fees/charges associated with the stop payment order will be the responsibility of the payment/reimbursement recipient.

Section 4

Deposits

- A. Any deposits made to the PACURH Checking account (including transfers from other NACURH-related accounts) shall be recorded with the appropriate check stub/confirmation number and a Deposit Transaction Form by the Associate Director.
- B. Photocopies of deposited checks, deposit slips, and any correspondence detailing the occurrence of transfer between accounts will be maintained in the financial transaction binder by the Associate Director of Administration and Finance.
- C. The Deposit Transaction Form shall include specific information, including: the purpose for the deposit, the individual(s)/institution(s) making the deposit, the corresponding line-item or accounts to which the deposits will be assigned, and contact information for the entity making the deposit. All deposits must be documented with the appropriate paperwork stated above in a financial transaction binder, which the Associate Director of Administration and Finance will be responsible for maintaining. The Financial Deposit Form for a deposit in a currency other than the US Dollar deposited into NACURH's financial institution shall indicate

both the original amount in the alternative currency and the actualized amount in US Dollars.

Section 5

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 NACURH Associate of Finance (NAF) and the NACURH Advisor. Member schools may ask the ADAF to send them a copy of the report.
- B. The Associate Director of Administration and Finance will prepare a detailed budget report, including detailed expenditure and income reports, at the PACURH and No Frills Conferences.
- C. The Associate Director of Administration and Finance will prepare a detailed budget proposal for the start of a new fiscal year. These will be presented at the No-Frills Conference. This must be approved by a 2/3 majority of PACURH's NCCs.
- D. PACURH will use the same Chart of Accounts as NACURH for external and internal reporting purposes (tax purposes).
- E. The ADAF will send the approved budget from the No Frills Conference to the NAF within two weeks of approval by the region's NCCs.
- F. The approved budget will be made available to member schools on the PACURH website throughout the fiscal year.

Section 6

Savings Account Monies

- A. The PACURH Savings Account shall host the regional ADA Compliance Fund, the regional Contingency Fund, and the regional General Savings Fund. Usage requires approval of PACURH's NCCs.
- B. ADA Compliance Funds
 - i. The PACURH Region shall maintain an ADA Compliance Fund to pay for expenses related to providing ADA compliance accommodations at regional conferences.
 - ii. Should the ADA Compliance Fund amount to less than \$10,000 USD, an ADA Compliance Add-On Fee shall be added to all regional conference registration fees, in accordance with the NACURH, Inc. Policy Book.
- C. Contingency Funds
 - i. The PACURH Region shall maintain a Contingency Fund to pay for unforeseen expenses (not accounted for in the budget) related to the operations and services of PACURH.
- D. General Savings Fun
 - i. The PACURH Region shall maintain a General Savings Fund to pay for technology, inventory, equipment, and other expenses as approved by PACURH's NCCs.

Section 7

Regional Spending Limits

- A. For the following amounts over budgeted line items:
 - i. \$0 USD - \$50 USD At the Director's discretion
 - ii. \$50.01 USD - \$100 USD Director will seek Advisor's approval

- iii. \$100.01 USD + Director will need approval of NCCs.

Section 8

Outstanding Debts

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

Section 9

End of the Fiscal Year

- A. 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 titled "Carryover".
- B. Carryover will not be counted in the Total Revenue line used in the proposed budget for any given Fiscal Year.
- C. Any money in the Carryover line item will be automatically applied to the Checking Account Balance line item of the Fiscal Year in which the Carryover is a revenue.

Section 10

Conference Finances

- A. Funding for the RBD Conference Travel
 - i. 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.
 - ii. The region shall pay for travel of all Regional Board of Directors to the NACURH Annual Conference out of the regional budget.
 - iii. The region shall pay for the travel for the Regional Director, Associate Director of Administration and Finance, Associate Director of the National Residence Hall Honorary, and Advisor to the Semi-Annual Conference held at the NACURH Annual Conference Site.
 - iv. The region shall pay for half of the registration cost of the RBD Elect for the NACURH annual conference.
- B. Conference add-on Fee
 - i. The Regional Conference will have a \$17 USD/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.
 - ii. The No Frills Conference will have a \$10 USD/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.
- C. Any excess from the PACURH Regional and No Frills Conferences shall be divided as follows:
 - i. Up to \$3,000 USD of the excess funds be placed into the ADA Compliancy Line Item

- ii. Half of the remaining funds will be placed in the PACURH savings account
- iii. The remainder being placed in the PACURH contingency fund.

Section 11

Mileage Reimbursement

- A. The region shall reimburse gas purchases during round-trip travel for all personal and rental vehicles driven by a member of the RBD. This will not include any type of university or motor pool vehicles.
 - i. Gas purchase reimbursements will be calculated at a rate found on the United States Internal Revenue Service (IRS) website, determined by multiplying the gas reimbursement rate by the miles driven during the round-trip travel. This will only include travel to and from the location.

Section 12

Payments in Alternative Currencies

- A. PACURH will accept payments by check in any currency used by a current member school.
- B. In a situation where cash payments are permitted, they will be permitted in any currency used by a current member school.
- C. PACURH will cover the cost of any bank fees resulting from the need to exchange monies between currencies used by PACURH member schools in order to process a deposit into one of PACURH's accounts.

Section 13

Guidebook

- A. Each year the regional budget shall include a payment to NACURH for the PACURH portion
- B. This amount will be determined by the NAF and shall be included in the following years fiscal of the corporate sponsorship with Guidebook. year budget.

Section 14

Card Swipe System

- A. The ADAF shall be the RBD member that holds the card reader and must bring it to every conference and site visit.
- B. When selling regional merchandise
 - i. Bank fees affiliated with each swipe will be compensated by setting the selling price of the merchandise where it can cover the original cost, the bank fee, and bring in profit.
 - ii. Bank fees will be accounted for in the bank fee line item of the Operating Budget of that fiscal year.
- C. If the conference staff chooses to partner with the region in accepting credit cards for conference registration payments:
 - i. Bank fees affiliated with each swipe will be added to the final price of registration so that the region does not incur the cost associated per card swipe.

Article VI

Committees

Section 1

Accountability Committee to the Regional Board of
Directors (RBD Accountability Committee)

Section 2

Regional OTM Selection Committee

Section 3

PACURH Strategic Planning Committee

Section 4

PACURH Relations Committee

Section 5

PACURH Task Forces

Section 1

Accountability Committee to the Regional Board of Directors (RBD Accountability Committee)

A. Duties

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

B. Members

- i. This board will be made up of one Advisor and four-to-six students who must be NCCs, NRHH Reps, or Presidents. They must have previously attended at least one PACURH Regional or No Frills Conference.
- ii. One of the student members shall be selected as the Chair for the year by the other members on the Committee.
- iii. The chair of the RBD Accountability Committee shall have no vote.
- iv. The Advisor shall be a professional staff member at a PACURH affiliated school with a good working knowledge of PACURH/NACURH policy.
- v. No RBD or Conference Staff member (including the Regional Advisor) may sit on the board.
- vi. Anyone on the committee 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

- i. The members shall be selected through an application process, and then appointed by the Regional Advisor.

D. Procedure.

- i. A letter (by e-mail or hard copy) from any member of a PACURH school (including RBD or Conference Staff members), may be sent to the Committee at any time stating concerns with any individual member of the RBD, or with the RBD as a whole, or with any conflicts concerning the RBD member, or

- with any actions of RBD members. This may include asking an individual member to resign.
- ii. The Committee Chair shall look over this submission and have a copy sent to the rest of the Committee as well as any individuals in question within 3 days. .
 - iii. All person(s) in question shall have 3 days to respond to the allegation with their own letter to the Committee.
 - iv. The Committee shall then investigate and discuss the allegations and response(s) for a week asking questions of RBD and others (i.e. host school).
 - v. After the investigation/deliberation, the committee shall render the first letter enforceable or void.
 - vi. After the letter has been rendered, it shall be the job of the Committee Chair to submit a report summarizing the results of the Committee's investigations. This report shall be send out as a memo (via-email) to the region.
 - vii. The committee will then make a recommendation to the region including a suggested course of action if deemed appropriate, including a potentially asking one or more RBD members to resign.

Section 2

Regional OTM Selection Committee

A. Duties

- i. The committee shall be responsible for voting on regional OTM winners each month as assigned and facilitated by the AD-NRHH.

B. Members

- i. The committee shall consist of at least two members from each sub-region.
- ii. The committee shall consist of at least eight members.
- iii. There is no limit to how many people may serve on the committee.
- iv. Committee members do not need to be members of NRHH.
- v. Committee members must be students, faculty or staff members hosted at a PACURH member school in good standing.

C. Selection

- i. Members shall be recruited and appointed via an application process facilitated by the AD-NRHH. In the event that any member of the committee must resign causing the above stated member

requirements to no longer be met the AD-NRHH shall facilitate an application and appointment process to fill the vacancy.

D. Timeline

- i. The Regional OTM Selection Committee must function consistently from NACURH to NACURH.

Section 3

PACURH Strategic Planning Committee

A. Duties

- i. The Committee shall be responsible for reevaluating and updating the PACURH Strategic Plan.
- ii. The Committee shall conduct a survey of the region to assess the wants and needs of the affiliates before the No Frills Conference.

B. Members

- i. This committee shall consist of at least three NCC's from each sub-region
- ii. This committee shall consist of at least three Presidents
- iii. This committee shall consist of at least three NRHH Presidents
- iv. This committee shall consist of at least three Alumni
- v. This committee shall consist of at least fifteen members

C. Selection

- i. Members shall be recruited and appointed via an application process facilitated by the Director or their designee.
- ii. If the member requirements cannot be met after an application period of at least one (1) month, the committee shall be formed by the chosen applicants with no less than fifteen (15) members.

D. Timeline

- i. The PACURH Strategic Plan Committee shall be created every three years starting in 2015.
- ii. The PACURH Strategic Plan Committee shall serve one academic calendar year.
- iii. The PACURH Strategic Plan shall be presented to the region at the No Frills Conference to be voted on by the region.

E. Compliance with NACURH standards

- i. The PACURH Strategic Plan will follow all style, format, and phrasing guidelines outlined by NACURH policy and the One NACURH Style Guide.

Section 4

PACURH Relations Committee

A. Duties

- i. The committee shall be responsible for assisting the Coordinating Officer for PACURH Relations (COPR) with the recruitment and retention of PACURH member schools. The committee's duties shall include:
 1. Inform the COPR, based on committee members' collective experiences, of how different RHAs and NRHH Chapters interact with their respective campus' housing and residence life offices; and,
 2. Brainstorm different methods of recruiting new PACURH member schools and encouraging retention of PACURH membership for the COPR; and,
 3. Serve as a primary connector out in the field of the region to bridge together potential member schools with the COPR; and,
 4. Produce and publish an update of the committee's findings, metrics, and/or results at a PACURH, No Frills, NACURH conference; and,
 5. Assist the COPR with additional PACURH Relations duties as brainstormed, discussed, and mutually agreed upon by the COPR and the committee.
- ii. The committee will be facilitated and chaired by the COPR.

B. Members

- i. The committee shall consist of no more than three members per sub-area of PACURH: British Columbia, the Yukon Territory, Australia, Alaska, Washington, Oregon, California, Nevada, and Hawaii.
- ii. The committee shall consist of at least ten members.
- iii. Committee members do not need to serve as the RHA President, NCC, or NRHH Representative of the region, but must have some involvement with housing or residence life at their respective institution.

- iv. Committee members must be students, faculty, or staff members hosted, and in good standing, at a PACURH member school.
- C. Accountability
- i. Committee members must commit to consistent communication with the COPR through committee chats.
 - ii. In the event that a committee member has two unexcused absences at a committee chat, the member is placed in bad standing with the committee and must meet with the COPR within two weeks of their second unexcused absence.
 - iii. In the event that a committee member is in bad standing with the committee and either (1) fails to communicate with the COPR within two weeks of their second unexcused absence, or (2) has a third unexcused absence from a committee chat, the member is removed from the committee.
- D. Selection
- i. Members shall be recruited and appointed via an application process facilitated by the COPR.
 - ii. In the event that any member of this committee must resign causing the above-stated member requirements to no longer be met, the COPR shall facilitate an application and appointment process to fill the vacancy.
- E. Timeline
- i. The PACURH Relations Committee must function consistently from NACURH to NACURH.

Section 5

PACURH Task Forces

- F. Duties
- i. Task Forces shall be called by the Regional Board of Directors to address issues, concerns, needs, or for any matter deemed appropriate by the Regional Board of Directors.
 - ii. Task Forces shall be responsible for publishing a report and presenting the findings and/or results of their Task Force at a PACURH, No Frills, or NACURH conference.
- G. Members
- i. Members of Task Forces shall be comprised of members of PACURH and NRHH
 - ii. Task Forces shall have at minimum one (1) Regional Board of Directors member to act as advisor.

- iii. Members of Task Forces will be selected through an application process administered by the Regional Board of Directors.
- iv. Task Forces shall have a maximum of ten (10) members

H. Timeline

- i. Task Forces can be called at any time, as deemed appropriate by the Regional Board of Directors.
- ii. Task Forces shall be called for a minimum of three (3) weeks.
- iii. Task Forces must have an end date set by the Regional Board of Directors.
- iv. There must be a minimum of three (3) separate application periods for Task Forces from NACURH to NACURH conference.
 - 1. One (1) application period must be open before the PACURH conference.
 - 2. Once (1) application period must be open between PACURH and No Frills Conferences.
 - 3. One (1) application period must be open after the No Frills Conference.
- v. There must be a minimum of six (6) Task Forces called from NACURH conference to NACURH conference.

Article VII

Resolutions

Section 1

Passing Resolutions

Section 2

NRHH Representatives
Resolution (Passed
05/29/2011)

Section 3

Conference Participation
Resolution (Passed
05/29/2011)

Section 4

Communication
Resolution (Passed
11/05/2011)

Section 5

Payments in Alternative
Currencies Resolution
(Passed 11/05/2011)

Section 6

First Year Student
Resolution (Passed
02/19/2012)

Section 7

Spirit Item Resolution
(Passed 06/02/2012)

Section 8

Spirit Committee
Resolution (Passed
06/02/2012)

Section 9
Conference Chair + RBD
Member Resolution

Section 10
Affirming Religiously –
Affiliated Member
Schools (Passed
06/02/2013)

Section 11
POY Bid Notification
Deadline

Section 12
Health and Wellness
Priority

Section 13
Edu Account
Requirements for
Conference

Section 14
Safe Space Declaration
(Passed 06/01/2014)

Section 15
Gender Allyship Promise
(Passed 06/01/2014)

Section 16
Declaration of Gender
Neutral Bathrooms
(Passed 06/01/2014)

Section 17
MM 16-1
(Passed 02/27/2016)

Section 1

Passing Resolutions

- A. Resolutions may be proposed by any affiliated member school in the PACURH Region, and will be submitted in the same manner and abide by the same timeline as other legislation.
- B. Resolutions require a 2/3 majority vote to pass.
- C. All resolutions that pass will be noted in this section of the PACURH Policy Book. The ADAF will be responsible for maintaining this section of the PACURH Policy Book.
- D. Resolutions may be reconsidered by a 2/3 majority vote.

Section 2

NRHH Representatives Resolution (Passed 05/29/2011)

- A. When possible the individual filling the NRHH Rep Position for each school for PACURH be the same person at the PACURH regional conference as well as the No Frills conference.
- B. NRHH Chapters develop a stable NRHH Representative position within an executive board, or within an executive board member's duties, to attend regional and/or NACURH Conferences.

Section 3

Conference Participation Resolution (Passed 05/29/2011)

- A. PACURH supports the further education of all schools within the region to be aware of international issues when planning conferences and presenting new information to the region, and
- B. PACURH ensures that all pre-conference and conference activities are internationally friendly.

Section 4

Communication Resolution (Passed 11/05/2011)

- A. PACURH supports the further education of all schools within the region to be aware of international issues when planning conferences and presenting new information to the region.
- B. PACURH will strive to find other forms of communication to use for committee chats. (aside from AIM)

Section 5

Payments in Alternative Currencies Resolution (Passed 11/05/2011)

- A. PACURH will strive to accept payments (for Regional T-Shirts or otherwise) in any currency used by PACURH member schools.
- B. PACURH and No Frills Conference Hosts will strive to be able to accept conference fee payments in any currency used by PACURH member schools.

Section 6

First Year Student Resolution (Passed 02/19/2012)

- A. PACURH will strive to remove the term “freshman” from use at conferences and during regional meetings.
- B. PACURH will endeavor to utilize the gender neutral and inclusive term “first year students” in documents and speech.

Section 7

Spirit Item Resolution (Passed 06/02/2012)

- A. PACURH will strive to make it a tradition that we have Spirit Items at future NACURH Conferences.
- B. Depending on PACURH’s financial state, an appropriate amount will be proposed in the budget by the PACURH ADAF in the NACURH Spirit and Reception sub-line item within the fiscal budget being approved at each year’s No Frills Conference.

Section 8

Spirit Committee Resolution (06/02/2012)

- A. The Spirit Committee will stay an integral part of the region.
- B. PACURH will strive to appoint a Spirit Committee each year to manage the T-shirts, Roll Call Video, Spirit Items and any other spirit-related activities that the Spirit Committee and RBD sees fit.

Section 9

Conference Chair + RBD Member Resolution

- A. In order to best serve PACURH, RBD members must strive to not serve as Conference Chairpersons during their term of office.

Section 10

Affirming Religiously – Affiliated Member Schools (Passed 06/02/2013)

- A. The members of PACURH affirm and recognize the membership of religiously affiliated schools within the region
- B. Religious affiliation not be a potential con to a member institution’s prospective hosting of a regional conference.
- C. Member institutions of both religious and secular affiliation work for the promotion of programs which educate residents on religious diversity

Section 11

POY Bid Notification Deadline

- A. A. POY bid deadlines must be sent out by Sept. 1st

Section 12

Health and Wellness Priority

- A. Wellness be taken into a concern at conference
- B. Water should be readily available
- C. More time should be allotted for sleep and bathroom breaks

Section 13

Edu Account Requirements for Conference

- A. PACURH will strive to not require.EDU for regional conferences registration.

Section 14

Safe Space Declaration (Passed 06/01/2014)

- A. The PACURH conference will actively work to be a safe space and all conference staff shall seek opportunities to inform constituents of space where deemed appropriate

- B. Should there be a conflict with providing this space, the host institution shall discuss solutions and other options with the RBD.
- C. The PACURH staff and RBD shall announce this declaration at the opening ceremonies of the conference.

Section 15

Gender Allyship Promise (Passed 06/01/2014)

- A. Should an institution wish to utilize on campus housing, they will seek out strategizes with the RBD, advisers, and host staff and faculty to try and provide information on gender neutral housing options for the conference delegation should their institution allow such policies and include this information for the bid intent for PACURH business and spirit conferences
- B. Should a host institution be able to provide gender neutral housing they follow the procedures outlines in the PACURH policy book
- C. Should a host institution not be able to provide these gender neutral housing options, the bid reflects this information, but not be considered a negative aspect to disallow hosting.

Section 16

Declaration of Gender Neutral Bathrooms (Passed 06/01/2014)

- A. We, the affiliated schools of NACURH, Inc., hereby commit to providing safe and functional gender inclusive facilities to all participants of NACURH related events. NACURH, Inc. affirms the right of all program participants, advisors, and NACURH guests to safe and accessible bathroom facilities for themselves and their dependents, regardless of their gender identity [. . .].
- B. In order to meet the needs of all conference participants and actively uphold the Diversity Statement [Equity and Safety Statement as of No Frills 2016], we shall support the designation of existing single-stall bathrooms on campuses from gender-specific to gender-neutral during the time of a conference. Furthermore, “designation” implies that large visual postings (and Braille posting, if possible) will exist on both the facility door and on all conference maps and materials.

Section 17

MM16 – 3

- A. The members of PACURH shall promote the inclusion and interests of all ages, races, gender identifications, sexual identifications, sexual preferences, cultures, ethnic practices, and any other characteristics of diversity or multiculturalism in the PACURH region.
- B. PACURH shall develop resources to assist all schools of our region.
- C. Unity and Inclusion shall be a foundation of all actions that PACURH makes as a region.