

## Inter-Residence Hall Council Policy Book

### Policy I – Rules of Procedure

**Section A** - The Board of Directors may operate under the latest edition of Robert's Rules of Order, as deemed necessary by the Director and/or the executive officers.

**Section B** - The structure and level of formality of debate will be at the discretion of the chair.

**Section C** - No official action may be taken without quorum.

1. Quorum is defined by attendance of 50% of voting members
2. This definition applies to matters pertaining to the executive officers and committees, as well as the Board of Directors.

**Section D** - The IRHC Constitution, By-laws, or any other internal operating document shall not contradict the Constitution and Statutes of the Student Body.

**Section E** - Any budget allocation requests must be made four weeks (28 days) prior to the event for which allocation is being requested.

1. This stipulation may be waived by a simple majority vote of the Board of Directors

### Policy II – Conference Obligations

**Section C** – Conference Obligations

1. If a conference delegate has attended a previous conference in which programs are submitted to conference staff he or she must submit a program.
2. If a conference delegate has not previously attended a conference he or she must work with another delegate who is submitting a program.
3. After the conference, delegates must present a program pertaining to the conference. The planning for said program must begin within a calendar month after the delegates return from the conference.
  - a. If a conference delegate does not follow the guidelines outlined in Article VI Section C. #1-3 of the IRHC Constitution, as interpreted by the executive board, the neglectful delegate shall reimburse IRHC for travel to the conference.

### Policy III – Major Awards

**Section A** - Unless specifically stated otherwise, the executive officers shall choose the winner(s) of the major awards.

1. The executive officers may, by a majority vote, allocate this responsibility to an independent panel.

**Section B** - Unless specifically stated otherwise, the major awards will be given at the IRHC/NRHH Banquet in the Spring semester.

**Section C** - Qualifications for the Major Awards

2. Hall of Fame
  - a. The recipient must have given eight semesters (summer included) of hall government service to the residence halls.
  - b. Four semesters of direct service must have been to IRHC (i.e., Board member, executive officer, staff, etc.).
  - c. The recipient must have provided quality service to the improvement and success of hall government and/or IRHC.
  - d. This award may be presented to multiple recipients.
1. Honorary
  - a. The recipient must have given four semesters (summer included) of hall government service to the residence halls.
  - b. Two semesters of direct service must have been to IRHC (i.e., Board member, executive officer, staff, etc.).
  - c. The recipient must have provided quality service to the improvement and success of hall government and/or IRHC.
  - d. This award may be presented to multiple recipients.
2. President of the Year
  - a. The recipient must have served at least six months as Hall/Complex Government president.
  - b. Written nominations shall be submitted to the Director no later than one week before the IRHC/NRHH Banquet or at a time to be specified by the Director and/or executive officers.
  - c. The recipient must have given quality service to his/her hall community.
  - d. One recipient will be awarded each year.
3. Board Member of the Year
  - a. The recipient must have served at least six months as an IRHC Board member.

- b. Written nominations shall be submitted to the Director no later than one week before the IRHC/NRHH Banquet or at a time to be specified by the Director and/or executive officers.
  - c. The recipient must have given quality service to IRHC.
  - d. One recipient will be awarded each year.
4. Hall Government Executive Officer of the Year
- a. The recipient must have served at least six months as an active hall government member.
  - b. Written nominations shall be submitted to the Director no later than one week before the IRHC/NRHH Banquet or at a time to be specified by the Director and/or executive officers.
  - c. The recipient must have given quality service to his/her hall community.
  - d. One recipient will be awarded each year.
5. Hall Government Non-Executive Member of the Year
- a. The recipient must have served at least six months as an active hall government member.
  - b. Written nominations shall be submitted to the Director no later than one week before the IRHC/NRHH Banquet or at a time to be specified by the Director and/or executive officers.
  - c. The recipient must have given quality service to his/her hall community.
  - d. One recipient will be awarded each year.
6. Bronze Pins
- a. The recipients must have shown significant leadership and direction to NRHH and/or IRHC.
  - b. The recipients shall be chosen by the IRHC Director and NRHH President.
    - i. The IRHC Director and NRHH President may delegate the selection of pin recipients to their respective executive officers.
  - c. The maximum number of pins that may be given shall be equal to the number of regional affiliates of NACURH.
7. Paige D. Crandall Extra Mile Award
- a. The recipient must have shown outstanding service to the residence hall community over several years.
    - i. At least two of the aforementioned years must have been direct service to IRHC.
  - b. Written nominations shall be submitted to the Director no later than one week before the IRHC/NRHH Banquet or at a time to be specified by the Director and/or executive officers.
  - c. The IRHC Director and Advisor(s) will select the recipient.
  - d. No more than one recipient may be awarded each year.
8. Hall of the Semester
- a. Recipient must have submitted all required reports to date
  - b. Recipient must have shown the most outstanding levels of achievement in their respective categories.
  - c. There shall be one recipient each semester.
    - i. Hall/Complex of the Semester
  - d. The recipients of this award during the Fall semester will receive their award during the IRHC Semester Wrap-up.
9. Halls of the Year
- a. Recipients must have submitted all required reports to date
  - b. Recipients must have shown the most outstanding levels of achievement in their respective categories.
  - c. There will be one recipient each year.
    - i. Hall/Complex of the year

**Section D** - The executive officers may create additional awards not specifically enumerated above.

Ratified April 2<sup>nd</sup>, 2007