

## **Illinois Residence Hall Association Bylaws**

### **Article I Foreword**

#### **Section I**

- A. The bylaws, now hereinafter attached to the Illinois Residence Hall Association's Constitution, shall further define and support said Constitution and shall be binding as any part of said Constitution and, where in conflict, shall be subordinate to said Constitution.

### **Article II Membership**

#### **Section I Affiliation Procedures**

- A. The Vice President of Finance and Administration shall be the designated receiver of association dues and all completed affiliation forms.

#### **Section II Affiliation Dues**

- A. Any Residence Hall Organization will be designated to pay \$60.00 in dues for the affiliation year.
- B. Any NRHH Chapter will be designated to pay \$30.00 in dues for the affiliation year.
- C. Any Organization or Chapter desiring an Associate Institution Status will be designated to pay \$20.00 in dues for the affiliation year.

#### **Section III Standing**

- A. All affiliation forms will be due at the start of business at the Semi Annual Business Meeting. If payment cannot be produced, proof of payment must be presented.
- B. If affiliation forms are not received by the start of business at the IRHA Annual Conference, the institution will be deemed in poor standing in accordance to the IRHA Constitution.
- C. A member institution or NRHH Chapter will be deemed in poor standing until they have completed all necessary affiliation steps and are in good financial standing with IRHA.
- D. Two weeks prior to each business meeting, institutions having outstanding debts with the organization or the conference host institution shall be notified that they are not in good standing and that the debt must be paid off before the beginning of the next business meeting to maintain voting and membership privileges.

### **Article III Officer Qualifications**

#### **Section I Qualifications**

- A. The IRHA Executive Board, with the exception of the Advisor(s), shall:
  - a. Shall be a student in good academic standing.
  - b. Shall be a student at an affiliated institution.
  - c. Shall live in campus-housing during their term in office, with the exception of mandated breaks.
- B. The IRHA Advisor(s) shall:
  - a. Shall be full time Residence Life or equivalent housing department Faculty/Staff personnel from an IRHA affiliated institution.
  - b. Shall be selected at the Semi-Annual Business Meeting or through special election process agreed upon the IRHA Executive Board if a suitable candidate is not found at the Semi-Annual Business Meeting.
  - c. Shall serve a two-year term, from IRHA Annual Conference to IRHA Annual Conference.
  - d. In the event that an advisor changes positions, where they are no longer a Residence Life or equivalent housing department Faculty/Staff personnel from an IRHA affiliated institution the IRHA President may appoint a replacement advisor to serve in the position until the

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next IRHA Business Meeting or Conference where, at that time, a new advisor must be elected.

### **Article IV Duties of All Officers**

#### **Section I General Duties**

A. All Executive Board Members shall:

- a. Act in the best interests of IRHA as a whole.
- b. Serve as a representative of IRHA at all meetings and other functions.
- c. Attend all IRHA Executive Board Meetings, IRHA Business Meetings and the Annual Conference.
- d. Be responsible for miscellaneous duties as directed by the President.
- e. Respond to e-mails and phone calls within 48 hours during the school year and within 72 hours during weekends and vacations except under extreme circumstances or timely notification/explanation.
- f. Update the Coordinator of IT Services with new additions/changes to the web page and e-mail addresses.
- g. Submit an article to every issue of the IRHA newsletter.
- h. Be responsible for fully transitioning the incoming executive officers for the individual's respective position.
- i. Serve as an educational resource to all member institutions and NRHH Chapters.
- j. Be a voting member for the Executive Board, excluding the President that only holds a vote in the matter of a tie.
- k. If the President were to be absent from a meeting, or the position to become vacant, the line of succession shall be as follows: President, VPFA, VPRN, CITS, and Resource Consultant.

#### **Section II Positional Duties**

A. The President shall:

- a. Be the chief executive officer of the organization and direct its activities throughout the year.
- b. Be the official interpreter of the IRHA Constitution.
- c. Preside over all IRHA meetings
- d. Vote in executive board decisions, only in the case of a tie.
- e. Perform specific duties as directed by IRHA.
- f. Appoint non-elected officers and taskforce chairpersons as necessary, including the Parliamentarian and no more than three Resource Consultants.
- g. Establish or extend taskforces to maintain IRHA services.
- h. Call emergency meetings of the ICCs, NRHH CCs or Executive Board if deemed necessary.
- i. Post the agenda for all business meetings to the ICCs, NRHH CCs and Executive Board at least one week before the scheduled meeting.
- j. Inform the ICCs, NRHH CCs and Executive Board of legislation and letter of intent deadlines.
- k. Compile and update the ICC Handbook.
- l. Recognize up to 4 individuals at the annual conference with a President's Pin.

B. The Vice President of Finance and Administration shall:

- a. Keep and maintain financial records of IRHA, including issuing income and debit statements to member institutions at each IRHA meeting, and submitting monthly income and debit statements to the IRHA Executive Board and Advisor(s).
- b. Direct the expenditures of IRHA, excluding those of the conferences.
- c. Be in charge of writing all changes into the Constitution and Bylaws.

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- d. Act as recording secretary at all business meetings.
  - e. Supply the updated Constitution and Bylaws to the ICCs, NRHH CCs or Executive Board prior to every business meeting.
  - f. Submit a proposed budget for the upcoming year to be approved at the IRHA Annual Conference.
  - g. Be responsible for all conference registration of the IRHA Executive Board.
  - h. Send out affiliation e-mails on the 1<sup>st</sup> of September prior to the Semi Annual Business Meeting.
  - i. Communicate with institutions that did not re-affiliate by the IRHA Annual Conference to determine why they chose not to affiliate.
  - j. Let it be known what institutions are affiliated at the IRHA Annual Conference.
  - k. Maintain the following list of documentation in whatever medium deemed appropriate for no less than 4 years:
    - i. Monthly Bank Statements
    - ii. Annual Income and Expense Reports
    - iii. Annual Budgets that are approved by the General Assembly
    - iv. Pieces of passed legislation
    - v. Lists of affiliated institutions and their forms
- C. The Vice President of Recognition and NRHH shall:
- a. Receive all Of the Month nominations from the ICCs and NRHH Chapters by the 10<sup>th</sup> of each month for the previous month.
  - b. Direct the OTM selection process with the Executive Board.
  - c. Announce OTM winners on a monthly basis.
  - d. Be responsible for creating the following for IRHA institutions, advisors, CCs and ICCs:
    - i. 1 Passive Recognition
    - ii. 1 Active Recognition
  - e. Be a member of an affiliated NRHH Chapter within IRHA.
  - f. Maintain the following list of documentation in whatever medium deemed appropriate for no less than 4 years:
    - i. Submitted OTMs
    - ii. Winning OTMs
- D. The Coordinator of Information and Technology Services shall:
- a. Maintain the IRHA webpage.
  - b. Keep the Executive Board, ICCs, NRHH CCs, and Alumni updated on changes made to the IRHA webpage.
  - c. Work with the rest of the Executive Board to post any information deemed important by the organization to the webpage.
  - d. Research and contact institutions not affiliated with IRHA to express the benefits of affiliation in order to recruit new member institutions.
  - e. Edit, publish and distribute the bi-monthly IRHA newsletter, which shall consist of the following:
    - i. Articles on the topics selected prior to Semi's
    - ii. Any educational materials for ICCs, NRHH CCs and affiliated institutions
    - iii. Executive Board reports
  - f. Create and maintain all IRHA publicity, including pins, apparel and advertisements as deemed necessary by the IRHA President.
  - g. Create and maintain a year specific CC social media based networking group.
  - h. Maintain association social media networking group.

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- i. Create and research resources deemed needed for the association by the Executive Board and voting members.
- E. The IRHA Advisor(s) shall:
  - a. Provide continuity for and further the goals of the association.
  - b. Serve as an advisory resource for the members of the Executive Board.
  - c. Be responsible for communicating with member institutions' advisors.
  - d. Provide resources to the ICCs, NRHH CCs, and Executive Board.
  - e. Act as liaisons with the University of Illinois Archives on matters pertaining to the IRHA archival files.
  - f. Provide an educational programming session at all business meetings.
- F. The Conference Chairperson(s) shall:
  - a. Serve as an ex-officio member of the Executive Board, acting as the official liaison(s) between the individual(s) host institution and IRHA.
  - b. Submit a monthly report to the ICCs, NRHH CCs and Executive Board.
  - c. Be responsible for ensuring the conference operates within all objectives set by IRHA.
  - d. Establish committees necessary to host an effective conference.
  - e. Submit the IRHA Annual Conference Wrap Up Report and excess conference funds to IRHA.
  - f. Not concurrently serve as their member institution's ICC or NRHH CC.
- G. The Resource Consultant(s) shall:
  - a. Serve as an ex-officio member(s) of the Executive Board.
  - b. Be appointed and approved by the current President, with the approval of the Executive Board, to help maintain IRHA services.
  - c. Coordinate special projects as deemed by the organization.
  - d. Serve a term that will be established by the President with the approval of the Executive Board.

### Article V Illinois Communications Coordinator

#### **Section I Duties**

- A. Serve as the official liaison between the individual's institution and IRHA.
- B. Be the voting representative of the individual's institution.
- C. Be responsible for submission of membership dues and affiliation materials.
- D. Be responsible for reports any changes of ICCs' address, telephone number or emails to the CITS.
- E. Provide transition into office for the incoming ICC from the individual's institutions. This transition shall include passing of all files on to the individual's successor.

### Article VI National Residence Hall Honorary Communications Coordinator

#### **Section I Duties**

- A. Serve as the official liaison between the individual's NRHH Chapter and IRHA.
- B. Be the voting representative of the individual's NRHH Chapter.
- C. Be responsible for submission of affiliation materials.
- D. Be responsible for reporting any changes of NRHH CCs' address, telephone number or emails to the CITS.
- E. Provide transition into office for the incoming NRHH CC from the individual's institutions. This transition shall include passing of all files onto the individual's successor.

### Article VII Bidding, Election, Vacancy and Removal and Office

#### **Section I Bidding**

- A. The Bid shall include the following:
  - a. Name and position bidding for:

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- i. President
    - ii. Vice President of Finance and Administration
    - iii. Vice President of Recognition and NRHH
    - iv. Coordinator of IT Services
    - v. Advisor(s)
  - b. Current institution, past institution and community activities, accomplishments and involvement.
  - c. Goals for IRHA, the position and the plan for accomplishing these goals.
  - d. Qualifications for the position.
  - e. Financial support for the position:
    - i. Housing Office
    - ii. Campus' Residence Hall Government
    - iii. Etc.
  - f. Letters of Support from one of the following:
    - i. Campus Residence Hall Government
    - ii. Advisor
    - iii. Professional Housing Staff Member
- B. A bid is not required for a position but is highly recommended.
- C. If a bid is not submitted, a formal letter with advisor approval is required.

## **Section II Bidding Guidelines**

- A. IRHA Annual Conference
- a. Any member institution in good standing is eligible to bid to host the IRHA Annual Conference. Written bids and letters of support are to be presented to the member institutions prior to the Annual Conference Business Meeting. An oral bid shall also be prepared for presentation at the business meeting.
  - b. Selection of the bid shall be based on the following but not limited to:
    - i. Thoroughness and completion of the bid.
    - ii. Quality of the oral presentation.
    - iii. Knowledge demonstrated of the conference host.
    - iv. Quality of the written bid.
    - v. Detail of the preliminary budget.
    - vi. Dates selected.
  - c. In cases of a tie or lack of majority vote or quorum, standard-voting procedures shall be followed.
  - d. The host institution selected to be the site of the next annual conference shall also host the Semi-Annual Business Meeting prior to the annual conference.
  - e. The IRHA Executive Board requires that the IRHA Semi-Annual Business Meeting be held between the months of October and December and the annual conference be held between February and March.
- B. IRHA Annual Conference Bid Format
- a. Information about the host institution
  - b. Conference facts
    - i. Dates
    - ii. Theme
    - iii. Location
    - iv. Etc.
  - c. Tentative timelines and facilities
    - i. Conference schedule

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- ii. Staff timeline
- iii. General timeline
- iv. Facilities description
  - 1. On-Campus
  - 2. Off-Campus
- v. Proposed sites for events
- vi. Capacity
- d. Proposed budget
  - i. Detailed budget with all line items
  - ii. Budget narrative
  - iii. Source of funding prior to registration
  - iv. One half of the Executive Board fee for both the Semi-Annual Business Meeting and the annual IRHA conference for the IRHA Executive Board shall be provided for in the conference budget.
- e. Committee Structure
- f. Letters of Support
  - i. Chief Housing Officer
  - ii. Proposed conference Advisor(s)
  - iii. Campus residence hall government
- C. IRHA Virtual Retreat
  - a. A virtual meeting must be held by the Executive Board, if necessary.

### **Section III Conference Agreement Forms**

- A. All IRHA member institutions bidding for any IRHA conference or meeting shall submit and sign a conference agreement form and present it with their written bid.
- B. The conference agreement form will include the following:
  - a. Financial responsibilities
  - b. Host institution responsibilities
  - c. Signatures of the IRHA Advisor(s), Conference Advisor(s), Conference Chair(s), IRHA President and the host institution's Chief Housing Officer.

### **Section IV Conference Finances**

- A. The Semi Annual and the Annual Conference shall operate on the revenue collected at the time of registration; the institution shall determine this amount.
  - a. A \$7.00 conference tax per person shall be added to the total Annual Conference cost and paid to IRHA by the following Semi Annual Business Meeting.
  - b. A \$5.00 conference tax per person shall be added to the Semi Annual Business Meeting and Spring Retreat total conference cost and will be paid to IRHA within 90 days of the closing of the conference.
  - c. If the conference add-on fee is not paid to IRHA within the timeline listed, the institution will lose its good standing and be charged a 2% late fee for every 14 days it is late until the conference tax is paid to IRHA.
- B. Any additional funds shall be deposited in the association treasury. However, these moneys will be separate from the working budget for the purpose of future conference debt. These funds will only be available to the host institution in the case of emergency or unforeseen circumstances as determined by the ICCs and NRHH CCs.
- C. Host institutions will be responsible for paying all conference fees that are required up-front. Institution registration fees must be paid prior to conference check-in.

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### **Section V Conference Wrap Up Report**

- A. The Conference Chair(s) from the host institution of the Annual Conference must submit a finance conference report and any conference financial excess to the IRHA President in order to retrain voting privileges in the organization by the Semi Annual Business Meeting.
- B. The final conference report should contain the following:
  - a. Introductory letter to the report by the Conference Chairperson(s)
  - b. Table of contents, with page numbers
  - c. Conference schedule
  - d. Institution attendance list, with delegate totals by institution and a conference total
  - e. Recognition and awards given at the conference
  - f. Financial statement including:
    - i. Income
    - ii. Expenses
    - iii. Final Balance
  - g. Conference Chairperson(s) Report including:
    - i. Overview of each committee
    - ii. Semi Annual Business Meeting overview
    - iii. Channel of authority
    - iv. Staff policies
  - h. Conference Staff information including:
    - i. Semi Annual Business Meeting arrival and departure expectations
    - ii. Annual Conference arrival and departure expectations
    - iii. Work details
    - iv. Office procedures
    - v. Pre-Conference points to remember by committees
  - i. Committee Chairperson(s) Job Reports including:
    - i. General statement of committee activities
    - ii. Description of conference activities
    - iii. Description of conference responsibilities
    - iv. Recommendation for the future
    - v. Forms and form letter used
  - j. A blank evaluation copy and final evaluation results tabulated.

### **Section VI Programming**

- A. A program is a scheduled event that select delegates present during the IRHA Annual Conference.
- B. Programs are expected to contain the following:
  - a. Minimum of 250 words
  - b. Lack of spelling mistakes
  - c. Written using complete sentences
  - d. 12-point font
  - e. Purpose and goal of the program
- C. The following program submissions are strongly recommended for each institution:
  - a. 1 program per 3 delegates
  - b. 1 program per CC
  - c. 1 program per advisor

### Article IX Bids and Awards

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### **Section I General Policies**

- A. All awards are optional and shall be given at the President's discretion.
- B. Eligibility includes:
  - a. All currently serving IRHA Executive Board members are not eligible for any Individual Awards.
  - b. IRHA Executive Board member cannot write award bids at/for their host institutions.
  - c. Individuals bidding for awards must be from a member institution in good standing.
  - d. Institutions bidding for awards must be member institutions in good standing.
  - e. Each member institution is allowed to submit one bid per award.
  - f. Only year specific information will be considered, with exception of the Carlene Verstraete Outstanding Service Award (VOSA).
- C. Award formatting and submissions include:
  - a. Bids will be submitted online in PDF formatting. The IRHA President will confirm any received bids immediately upon receiving it.
  - b. Any institution interested in bidding for an award presented at the IRHA Annual Conference shall submit a bidding intent to the IRHA Advisor, President and VPRN 28 days prior to the IRHA Annual Conference.
    - i. Awards that shall be given at the IRHA Annual Conference include:
      1. First Year Experience Award
      2. ICC of the Year
      3. NRHH Outstanding Chapter of the Year
      4. NRHH CC of the Year
      5. NRHH Member of the Year
      6. President of the Year
      7. Program of the Year
      8. Student of the Year
  - c. Any institution interested in bidding for an award presented at the IRHA Semi Annual Business Meeting shall submit bidding intent to the IRHA Advisor(s), President and VPRN 28 days prior to the IRHA Semi Annual Business Meeting.
    - i. Awards that shall be given at the IRHA Semi Annual Business Meeting include:
      1. Advisor of the Year
      2. Carlene Verstraete Outstanding Service Award
      3. Kaylee McAllister Travel Award
      4. Institution of the Year
  - d. Any institution interested in bidding for an award must submit a completed bid 14 days prior to the respective IRHA Conference/Business Meeting to the IRHA Advisor(s), President and VPRN.
    - i. Any submitted bids that are considered unconstitutional will be returned to the author and given 24 hours to make the appropriate changes.
  - e. Bids must be posted or sent in a manner that all appropriate people can access it at least one week prior to the conference/meeting at which it will be presented.
  - f. Bids must be submitted with the following information:
    - i. Vertical Page Setup (8.5" x 11")
    - ii. Font Size, within reason, necessary to fit bidding requirements and page maximum.
    - iii. Page limit of 8, unless otherwise stated, with numbering on each page
      1. Cover/Title Pages do not count towards the page count
  - g. Bids must include the following information:
    - i. Cover/Title Page
    - ii. Table of Contents



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- iii. Any Required Information
- iv. 2 Letters of Support, unless otherwise stated
- h. Bid titles must contain the following:
  - i. Institution Name
  - ii. Award Title
  - iii. Respective Year
    - 1. i.e. NIU\_AOY\_SEMIS2015
    - 2. i.e. UIC\_POY\_IRHA2016
- i. All bids submitted 14 days prior to the respective IRHA Conference/Business Meeting will be reviewed and posted for all appropriate members, within 10 days prior for the respective IRHA Conference/Business Meeting.
- j. All bids being presented will receive the following, unless otherwise stated:
  - i. 3 Minute Presentation
  - ii. 3 Minute Q&A
  - iii. 3 Minute Discussion
- k. The nominees must be in good standing at their host institution, which must be affiliated with IRHA for the school year they are bidding during.

This table displays designated file names for bids submitted at the IRHA Semi Annual Business Meeting.

<b>Bid Category</b>	<b>File Name</b>
Advisor of the Year	AOY
Carlene Verstraete Outstanding Service Award	VOSA
Kaylee McAllister Travel Award	KMTA
Institution of the Year	IOY

This table displays designated file names for bids submitted at the IRHA Annual Conference.

<b>Bid Category</b>	<b>File Name</b>
First Year Experience Award	FYE
ICC of the Year	ICC
NRHH Chapter of the Year	NRHH-CHAP
NRHH CC of the Year	NRHH-CC
NRHH Member of the Year	NRHH-MEM
President of the Year	PROY
Program of the Year	POY
Student of the Year	SOY

### **Section II IRHA Annual Conference Awards**

#### **A. First Year Experience Award**

- a. The FYEA recognized the outstanding contributions of a first year student. The award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on their campus.
- b. Requirements for selection:
  - i. Recipient must be of freshman status or transfer students, who are in their first year of involvement within a housing organization, and in good academic standing at the individual's institution.
  - ii. Recipient must be returning to the residence halls or university housing for the following semester.
  - iii. The bid shall have 1 Letter of Recommendation from an advisor or residence all staff members.

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- iv. The bid shall include a list of collegiate accomplishments and involvement.
- v. Involvement in residence hall/university housing programs includes:
  - 1. RHA or campus equivalent
  - 2. NRHH Chapter
  - 3. Hall programming
  - 4. Conduct boards
  - 5. Campus and community projects
  - 6. Committee work
- vi. Other suggestions include, but are not limited to:
  - 1. Involvement at the state, regional or national level
  - 2. Academic honors

### B. Illinois Communications Coordinator of the Year

- a. The purpose of the ICC of the Year award is to recognize outstanding service to IRHA by an individual who has been directly affiliated with the organization in the role of ICC.
- b. The nominee must be a current ICC.
- c. The ICC of the Year will be awarded based on contributions, activities and all other pertinent information occurring within the past state year.
- d. Bids for ICC of the Year must include the following:
  - i. State, regional and national correspondence
  - ii. Recognition through awards through state, regional and national activities
  - iii. Participation in campus, state, regional and national services
  - iv. Participation in conferences including:
    - 1. Delegation building
    - 2. Spirit
    - 3. Attendance
    - 4. Participation in meetings
    - 5. Programs

### C. NRHH Outstanding Chapter of the Year

- a. The purpose of the NRHH Outstanding Chapter of the Year Award is the highest honor an NRHH Chapter can obtain. The award recognizes outstanding achievements of an NRHH chapter on the state, regional and NACURH levels.
- b. The chapter must be in good standing with IRHA.
- c. Only year specific information may be included in the bid.
- d. The page requirement will be a maximum of 20 pages.
- e. NRHH Outstanding Chapter of the Year will be awarded to a chapter based on the following:
  - i. Purpose and Goals of the chapter
  - ii. How the chapter incorporates the values
  - iii. Advancement and Growth
  - iv. Challenges
  - v. Collaboration on campus along with state, regional and national conferences
  - vi. Chapter budget and structure
  - vii. Individuality and creativity
  - viii. Letters of Recommendation
- f. Bids must include 2 Letters of Recommendation

### D. NRHH Communications Coordinator of the Year

- a. This award is designated to recognize outstanding service to NRHH and IRHa by an individual who has been directly affiliated with the organization(s) in the role of NRHH CC.
- b. The nominee must be a current NRHH CC.

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- c. The NRHH CC of the Year will be awarded based on contribution, activities and all other pertinent information occurring within the past state year.
  - d. Bids for NRHH CC of the Year must include the following:
    - i. State, regional and national correspondence
    - ii. Recognition through awards through state, regional and national activities
    - iii. Participation in campus, state, regional and national services
    - iv. Participation in conferences including:
      - 1. Delegation building
      - 2. Spirit
      - 3. Attendance
      - 4. Participation in meetings
      - 5. Programs
- E. NRHH Member of the Year
- a. This award is designed to recognize outstanding service to NRHH and IRHA by an individual who has been directly affiliated with the organization(s) in the role of active member.
  - b. The NRHH Member of the Year will be awarded based on contribution, activities, and all other pertinent information occurring within the past state year.
  - c. Bids for NRHH Member of the Year must include the following:
    - i. On campus involvement.
    - ii. NRHH impact.
    - iii. Any pertinent information regarding state, regional and national involvement.
    - iv. 1 Letter of Support.
- F. President of the Year
- a. The President of the Year Award recognizes the outstanding service of a residential housing organization's President, or a school's equivalent, at an affiliated school who has had a direct positive impact on their school, state, and region. Bids for President of the Year must include the following:
    - i. Service to affiliated residential housing organization by exhibiting: delegation, communication, goal-setting, execution of goals, connection with their board and the residential housing community, leadership, motivation, creativity and growth or success of the organization.
    - ii. Recognition through awards: campus, state, regional and national services.
    - iii. Participation in campus, state, regional and national services.
    - iv. Participation in conferences: spirit, attendance, and participation in meetings and programs.
  - b. Recipient of the President of the Year Award must have completed or be currently completing a term of office as President, or a school's equivalent, of a residential housing organization as prescribed by their organization's governing body.
- G. Program of the Year
- a. The Program of the Year Award recognizes the most outstanding that is presented by a residential housing organization during a state year.
  - b. Bids may not be more than 20 pages
  - c. Bids for Program of the Year must include the following:
    - i. Schedule of Events
    - ii. Basic Organization
    - iii. Line Item Budget
    - iv. Funding Sources
    - v. Goals

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- vi. Positive Effects
  - vii. Testimonies
  - viii. Evaluation
  - ix. Addendum(s)
  - d. Requirements for Selection:
    - i. Relatedness to Residence Hall Students:
      - 1. For whom is the program designed?
      - 2. How does it relate to residence hall settings?
      - 3. Is it practical and applicable to other residence hall settings?
      - 4. What were the goals of the program?
    - ii. Proven Effectiveness:
      - 1. How successful was the implemented program?
      - 2. How was the evaluation of the program or concept carried out?
      - 3. How was the program marketed?
    - iii. Creativity and Uniqueness:
      - 1. How new is the concept of the program in dealing with general residence hall programming?
      - 2. How unique is the program in presentation style?
      - 3. Is this a new twist to an old concern?
        - a. This is not to be judged on the uniqueness of the program to a particular campus or residence hall system, but rather on the uniqueness of it throughout the state.
      - 4. How were program costs met?
      - 5. What methods were used in developing the program?
        - a. E.g. Research, Questionnaires, Interviews, etc.
    - iv. Level of Student Input and Involvement:
      - 1. Was the program conceived by students?
      - 2. How many students were involved in the actual planning and implementation of the program?
      - 3. Who benefitted from the program?
  - e. The IRHA Executive Board will choose 2 finalists to present their bid.
- H. Student of the Year
- a. The award recognizes outstanding service to IRHA by an individual who has been affiliated with the organization.
  - b. The nominee may not have been an ICC/NRHH CC in the past year.
  - c. The nominee may not have been a President, or a school's equivalent, in the current year.
  - d. Bids for Student of the Year must include the following:
    - i. Service for RHA, NRHH, campus, state, region and nation.
      - 1. Weight will be assigned to the individual's involvement in IRHA.
    - ii. Recognition through awards: campus, state, regional and national activities.
    - iii. Participation in campus, state, regional, and national services.
    - iv. Participation in conferences: spirit, attendance and participation in meetings and programs.

### **Section III IRHA Semi Annual Business Meeting Awards**

- A. Advisor of the Year
  - a. The Advisor of the Year Award recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising role to their university community and their residence life community.

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- b. Nominees for the Advisor of the Year Award must be an RHA or NRHH Advisor, or hold any other residence life advising position on their campus.
  - c. Bids for Advisor of the Year must include the following:
    - i. Current job description
    - ii. Current and past involvement on all levels: school, state, regional and national (One page of past involvement is allowed. All other information must be year specific.)
    - iii. All listed information must contain dates that will distinguish past involvements from current involvements throughout the bid.
  - d. Other suggestions for the bid include, but are not limited to:
    - i. Campus, state, regional and national involvement
    - ii. Recognition received through awards
    - iii. Participation in conferences: attendance, presenting programs, etc.
  - e. All information included should be Post-Undergrad.
- B. Carlene Verstraete Outstanding Service Award
- a. The Carlene Verstraete Outstanding Service Award recognizes outstanding “behind the scenes” dedication and service of an individual to their RHA, NRHH and IRHA.
  - b. The nominee must be a full time student residing in the residence halls.
  - c. The nominee may not be holding the position of President, or a school’s equivalent, of their RHA or NRHH, or be serving as ICC or NRHH CC.
  - d. Bids for Carlene Verstraete Outstanding Service must include the following:
    - i. Service for RHA, NRHH, campus, state, region or nation.
      - 1. Weight will be assigned to the individual’s involvement in IRHA.
    - ii. Participation in campus, state, regional, or national services.
    - iii. Participation in conferences: spirit, attendance and participation in meetings and programs.
  - e. Information is not required to be year specific.
  - f. Recipient of the Carlene Verstraete Outstanding Service Award is awarded a \$100 scholarship.
- C. Kaylee McAllister Travel Award
- a. This travel scholarship was created at the IRHA Conference in 2016. The award was premised by CCs who recognized the benefit in awarding dedicated institutions that continually present bids and bring delegations to IRHA Affiliated Conferences. Any affiliated school, college or institution meets the requirements for the award. The bid should include:
    - i. Information about the schools’ RHA and NRHH Chapters
    - ii. Chapter involvement on campus
      - 1. Programs
      - 2. New Initiatives
      - 3. Committees
      - 4. Collaborations
    - iii. Past involvement with IRHA, if any
    - iv. Two Letters of Support
- D. Institution of the Year
- a. The Institution of the Year Award is the highest honor an IRHA member school can attain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on state, regional and national levels.
  - b. Bids may not be more than 20 pages.
  - c. Bids for Institution of the Year shall include the following:

## IRHA Bylaws

- i. Institutional Description
  - ii. Governmental Description
  - iii. Programming Description
  - iv. Policies Description
  - v. Facilities Description
  - vi. Campus Involvement
  - vii. State Involvement
  - viii. Regional Involvement
  - ix. National Involvement
  - x. Addendum(s)
- d. Requirements for Selection:
- i. Campus Level
    - 1. Structure and organization of residence hall government
    - 2. Goals and programs accomplished (emphasis on new programs and organizational growth)
    - 3. Perceived student benefits from the residence hall government
    - 4. Community service
    - 5. Addressing challenging issues
    - 6. Other residence hall groups
  - ii. State Level
    - 1. Representation at state conferences
    - 2. Communication with state member schools
    - 3. Involvement in state projects
    - 4. Bids for state awards
    - 5. Number of state OTMs submitted/winners
    - 6. Communication with state executive board members
    - 7. Representation at state business meetings
    - 8. State involvement
    - 9. Hosting a state executive board member or conference
  - iii. Miscellaneous
    - 1. Letters of support
    - 2. Adherence to format
    - 3. Appearance/neatness
    - 4. Conciseness
- e. The Institution of the Year will be awarded based on contributions, activities, and all other pertinent information occurring within the past state annual year.

### **Section IV Selection Process**

- A. The ICCs and NRHH CCs present at the respective conference boardrooms will select recipients.
- B. Recipients of IRHA Conference Awards will be announced during the IRHA Banquet.
- C. Recipients of IRHA Semi Annual Business Meeting will be announced before the close of the IRHA Semi Annual Business Meeting.

### **Section V IRHA Executive Board Awards**

- A. IRHA Outstanding Service Award
  - a. Recipient must be a student at an IRHA institution in good standing to be eligible.
  - b. Recipient must have been active in their campus residence life system for at least two years.
    - i. Active involvement may include, but is not limited to:

## **IRHA Bylaws**

1. RHA, or institution's equivalent
  2. NRHH
  3. RA/CA
  4. Programming Assistant
  5. Etc.
- c. Recipient must have attended two state conferences. These need not be consecutive, just total conference attended.
  - d. The application must be signed by a ICC/NRHH CC and a housing or residence life professional staff member.
  - e. The award will be given at the IRHA Annual Conference.
- B. Silver Cardinal Pins
- a. Each IRHA Executive Board Member, with the exception of the IRHA President, has the opportunity to award one SCP to a person of their choosing.
- C. Of the Month Awards
- a. All IRHA OTMs must be submitted by 11:59 pm on the 10<sup>th</sup> of each month.
  - b. The format and medium shall be announced in the first month of the VPRN's term.
  - c. OTM categories will be as follows:
    - i. Program of the Month:
      1. Community Service
      2. Educational
      3. Social
      4. Diversity
    - ii. Student of the Month
    - iii. Resident Assistant/Community Advisor of the Month
    - iv. Executive Board Member of the Month
    - v. Spotlight of the Month
    - vi. Advisor of the Month
    - vii. Illinois Communications Coordinator
    - viii. Community of the Month

## **Article X Bylaw Maintenance**

### **Section I Updating Officers**

- A. August 14, 2014
  - a. Samantha Dawe: VPFA
- B. December 20, 2015
  - a. Sarah Karim: VPFA
- C. February 23, 2016
  - a. Zachery Cramer: VPFA
- D. May 1, 2016
  - a. Zachery Cramer: VPFA
- E. October 16, 2017
  - a. Liam Bechtold: VPFA
- F. November 6, 2018
  - a. Mia Calderone: VPFA
- G. August 22, 2019
  - a. Anne Gonzales: President