

# BYLAWS

## SOUTHWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS

### FORWARD

These bylaws, nor hereinafter attached to the Regional Charter, shall define and support said Regional Charter and shall be as binding as any part of said Regional Charter and, when in conflict, shall be subordinate to said Regional Charter.

### ARTICLE I | NAME

The name of this organization shall be the Southwest Affiliate of College and University Residence Halls, hereinafter referred to as SWACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH, Inc. The NACURH, Inc. Bylaws shall take precedence over these Regional Bylaws.

### ARTICLE II | PURPOSE

The purpose of this organization shall be to promote and carry out, on a regional level, the purpose, goals, and legislation of NACURH, Inc.

### ARTICLE III | MEMBERSHIP

College and universities with residential student governing units, any residence organization association that promotes on-campus programming and legislation for its student body, are eligible for membership by completion of the following:

1. Payment of annual dues as specified by the NACURH Board of Directors (herein referred to as NBD) in one of the following categories:
  - a. **Full Membership:** allows members access to all NACURH services after the submission of an Affiliation Report and payment of NACURH dues designated by the NBD.
  - b. **New Affiliate Membership:** designed to provide schools interested in joining NACURH with a one-year, trial membership with NACURH, and is an option made available to schools seeking membership for the first time within a three-year period. The New Affiliate membership status is good for one year and is nonrenewable.
  - c. **Partial Membership:** allows for access to all NACURH services not including Regional services, and shall only include schools located outside of the North American continent.
2. Submit a NACURH Corporate Office (NCO) Affiliation Report each year of affiliation. This

report must also be approved by an NCO Representative. Associate Members are exempt from submitting an NCO Affiliation Report.

3. Remain in good financial standing with all affiliation auxiliaries of NACURH, Inc.
4. All benefits and services of the NACURH and SWACURH offices are available with Full, New Affiliate, and Partial Membership.
5. Voting Privileges
  - a. Voting privileges shall be exclusive to Full and New Affiliate Membership.
  - b. Eligible member schools shall be entitled to one vote at any regular or special meeting or election.
  - c. To be eligible for voting rights, institutions must be in good standing with SWACURH and NACURH.

### ARTICLE IV | REGIONAL BOARD OF DIRECTORS

The Regional Board of Directors (herein referred to as RBD) of SWACURH shall be the Director, Associate Director for Administration and Finance, Associate Director for National Residence Hall Honorary (NRHH), Coordinating Officers (COs), SWACURH Regional Conference Chairs and the Advisors (non-voting). All Regional Board members shall not represent their member school as a voting representative at business meetings and shall solicit bids to fill their respective RBD positions at the end of each term.

#### 1. General RBD Duties

- a. Serve as a resource to member schools.
- b. Submit monthly reports to the Regional Director.
- c. Attend all RBD meetings, representative meetings, retreats, and conferences as necessary for your position.
  - i. Conferences shall include RLC Pre-Conference & Conference, RBC Pre-Conference & Conference, the NACURH Semi-Annual Conference, and the Annual NACURH Pre-Conference and Conference.
- d. Attend all positional chats and business meetings when possible.
- e. Attend one-on-one meetings with the Regional Director.



- f. Chair regional task forces when appropriate.
- g. Ensure that the goals of NACURH, Inc. are worked toward on a regional level.
- h. Actively protect SWACURH governing documents from practices of the abridgement of freedom of speech, press, assembly, or religion, as well as protecting the governing documents and SWACURH practices from discrimination against the race, gender, class, marital status, and sexual orientation of members of SWACURH, as well as any other biases or prejudices that could violate their basic rights
- i. Uphold all SWACURH and NACURH governing documents, including but not limited to policy books, bylaws, and strategic plans.

## 2. Regional Transition Procedures

- a. All positions shall be responsible for transitioning between the current RBD member and the RBD Elect member.
- b. RBD transition shall be overseen by the Advisor with the assistance of the Director.
- c. Each RBD member shall be responsible for providing the incoming RBD member with the following materials:
  - i. A digital transition binder
  - ii. A to-do list of current tasks to be accomplished and deadlines for said tasks
  - iii. Physical resources related to position (e.g. gavel, check-book, etc.)
  - iv. Positional laptops (if provided), and
  - v. Log-in information for email and other pertinent online resources
  - vi. Contact information for the outgoing RBD member
- d. Each RBD member shall have at least two transition meetings with the RBD Elect member.
- e. In the case of a sudden vacancy, the Advisor will work with the Director and the RBD member's host institution in order to retrieve the positional resources deemed appropriate by the Advisor and Director.
- f. If an RBD member fails to hand over appropriate transition materials (as determined by the Director and Advisor), the region will cover the costs of missing materials and the host institution of the RBD member will enter bad standing for 6 months.

- a. The members of the RBD are not required to be from the same SWACURH member school.
- b. Candidates for RBD positions must have a minimum of one semester of living experience in an "on campus" living unit. RBD members must live in an "on campus" living unit for the duration of their terms in office.
- c. Candidates for RBD positions, excluding conference chairs, must have attended at least one regional conference prior to the business meeting they are being selected at.
- d. Candidates must have held a leadership role in their campus RHA or NRHH.
- e. RBD members shall not be allowed to hold multiple positions within the RBD at once.
- f. The Regional Advisor and Regional Advisor for NRHH shall hold a professional position within a department of student affairs or the equivalent, of a member school in good standing. Any candidate for the Regional Advisor or NRHH Advisor position must have two years of Post-Graduate Housing Experience. If a candidate did not attend graduate school then they must have four years of Post-Baccalaureate Housing Experience. It is preferred that the candidate for either of the Regional Advisor positions be ART certified.
- g. The SWACURH Director, Associate Director for Administration and Finance, Associate Director for NRHH, and COs may not represent their member school as a voting representative at business meetings during their terms of office.
- h. If a Conference Chair represents their host institution as a voting member, they must then proxy their vote during all business until the end of the conference they are chairing.
- i. All RBD members, with the exception of the Advisors, must remain enrolled and in good standing at an institution that is currently a member in good standing of SWACURH, unless otherwise stipulated.
- j. All RBD members, with the exception of the Advisors, must be enrolled as "full-time" within their respective programs.
  - i. An RBD member may be exempt from the requirement of being "full-time" if they meet the following criteria:
    - 1. They are in their graduating semester (i.e., graduating at the end of that semester).
    - 2. They are still permitted to live on campus.

## ARTICLE V

### SELECTION OF THE REGIONAL BOARD OF DIRECTORS

#### 1. RBD Eligibility



3. Dropping to part-time status does not extend their anticipated graduation date nor affect their enrollment status at their institution.
- ii. They must get a new letter of support from their Residential Housing unit that states that the department supports the student dropping to part-time, the student is still allowed to live on campus, the student is indeed graduating that semester, and confirm that allowing the student to drop to part-time will in no way affect that student's enrollment status at the institution.
  1. The letter of support must be sent to the Regional Director and Regional Advisor, who will review the request and either grant or deny exemption.
  2. If the Regional Director is the RBD member requesting exemption, then the ADAF, ADNRRH, and the Regional Advisor will review the letter of support and either grant or deny exemption. If the RBD member is granted exemption, a memo will be sent to the representatives that elected that member (i.e., NCCs for Director, ADAF and COMT, RHA Presidents for COPR, and NRHH representatives for ADNRRH and CORN).
- k. Current RBD members may run for re-election. They must submit a written bid. The written bid requirement may be waived by a 2/3 vote of NCCs present and voting.
- l. Regional Academic Policy – Any Person who desires to run for a Regional Board of Directors position must be present during the entire election process, and be a student in good academic standing.
- m. Waiving of Written Bid Requirement – In the event that no written bid is submitted for an RBD position and a candidate is therefore nominated from the floor, the written bid requirement may be waived by a two-thirds (2/3) majority of the NCCs

## 2. Elections

- a. RBD Elections
  - i. All positions, excluding Regional Advisor and Regional NRHH Advisor, will be elected at the Regional Business Conference.

- ii. Election terms shall last one year beginning the day after the close of the NACURH Annual Conference, with the exception of a Conference Chair, whose term will end upon the submission of their respective conference wrap-up report.
- iii. The period in between the Regional Business Conference and the NACURH Annual Conference shall serve as a transition period for the incoming Regional Board of Directors-Elects.
- iv. The individuals elected at the Regional Business Conference shall be considered RBD-Elect. These elected individuals:
  1. Shall be of no Executive authority and shall not serve in any capacity of the Regional Board of Directors as RBD-Elect.
  2. Shall not assume control of any RBD property, files, or official duties until the beginning of their term, which shall not be before the day after the close of the NACURH Annual Conference.
  3. Must be responsible for ensuring the effective transition process between the sitting-elected official and themselves.
- v. Notice of Intent
  1. Individuals seeking to bid for any RBD position shall be required to submit notice of intent.
  2. Should the candidate desire to bid for more than one position, that intent must be indicated in the timeframe specified by the Director.
  3. Notice of intent will be due to the Regional Advisor by a date set by the Regional Director. The date must be no later than 14 days prior to the beginning of the regional business conference.
  4. If no intents are received for any RBD position, the intent and bid deadlines for that position will be extended to dates set by the Regional Director. If no intents or bids are received by their respective deadlines, this will be informed to the regional members and nominations will occur from the floor during elections at the Regional Business Conference.



- vi. Bids for Intended Positions and their Release
  - 1. Candidates will submit a bid for any or all positions intended at least seven days prior to conference.
  - 2. Only the candidate's primary bid, as determined by the candidate, will be available during the election process. A candidate's primary bid must be for the highest-ranking position eligible out of the positions for which the candidate chooses to bid.
  - 3. In the event that an individual does not receive their primary position, the bid for their next position, as determined by the candidate, will be sent to the voting members. This bid will be for the next highest position that the candidate submitted a notice of intent. This process will continue for as long as a candidate does not receive their position and has another position they have submitted intent for.

### 3. Regional Advisor & Regional NRHH Advisor Selection Process

- a. Selection
  - i. The Regional Advisor and Regional NRHH Advisor shall be selected on alternating years for a term of two (2) years beginning the day after the close of the NACURH Annual Conference.
  - ii. The confirmation of the Regional Advisor and Regional NRHH Advisor will take place at the Regional Business Conference prior to the end of the outgoing Regional Advisor or Regional NRHH Advisor's term.
  - iii. The Regional Advisor and Regional NRHH Advisor shall be selected through an application and confirmation process. Applicants must submit their application to the Selection Committee Chair at a date set by the Regional Director.
    - 1. Applications and the appointment timeline will be announced and released to the region during the Regional Leadership Conference.
    - 2. Applications must include, but not be limited to, a positional bid outlining the following requirements:
      - a. Regional Advisor Bid

- i. Outline of relevant experience including advising experience
  - ii. Outline of goals relevant to the position
  - iii. Letter of Support from the Chief Housing Officer or direct supervisor
  - iv. Letter of Support from RHA or equivalent
  - v. Letter of Support from NRHH Chapter (if applicable)
- b. Regional NRHH Advisor Bid
  - i. Outline of relevant experience including advising experience
  - ii. Outline of goals relevant to the position
  - iii. Letter of Support from the Chief Housing Officer or direct supervisor
  - iv. Letter of Support from NRHH Chapter
  - v. Letter of Support from RHA Chapter (if applicable)
- 3. All applications will be reviewed by the Selection Committee.
- 4. Interviews with each candidate will take place with the Selection Committee before the Regional Business Conference in the following format:
  - a. Presentation by the candidate
  - b. Period of question and answer for candidate
  - c. Period of question and answer by candidate
- 5. The Selection Committee will select one candidate to be confirmed at the Regional Business Conference.
- iv. Regional Advisor Selection Committee
  - 1. The Regional Advisor selection committee shall consist of the Regional Board of Directors, four to five voting representatives (one from Louisiana, one from Arkansas, one from Texas, one from Oklahoma and, one from Mexico if applicable), and one on-campus advisor. The selection committee will be advised by the



- Regional NRHH Advisor. The Regional Director shall act as chair of the Regional Advisor Selection Committee.
2. The process for the selection of the members of the selection committee will be up to the discretion of the committee chair and released by the Regional Leadership Conference.
- v. Regional NRHH Advisor Selection Committee
1. The Regional NRHH Advisor selection committee shall consist of the Regional Board of Directors, four to five NRHH voting representatives (one from Louisiana, one from Arkansas, one from Texas, one from Oklahoma and, one from Mexico if applicable), and one on-campus NRHH advisor. The selection committee will be advised by the Regional Advisor. The Associate Director for NRHH shall act as chair of the Regional NRHH Advisor Selection Committee.
  2. The process for the selection of the members of the selection committee will be up to the discretion of the committee chair and released by the Regional Leadership Conference.
- b. Confirmation
- i. The chosen candidate's application and bid will be released to the region no later than seven days prior to the start of the Regional Business Conference.
  - ii. At the Regional Business Conference the final candidate will give a five-minute presentation and the selection committee chair will give up to a five-minute presentation on the selection rationale of the candidate. Then there will be a period of five minutes for question and answer for the candidate. The representatives will also have the opportunity to ask the selection committee questions on their selection of the candidate. All questions will be directed to the selection committee chair, who may choose to yield the question to another committee member.
  - iii. The Regional Advisor will be confirmed by a simple majority vote of NCCs.
  - iv. The Regional NRHH Advisor will be confirmed by a simple majority vote of NRHH representatives.

- v. If the chosen candidate is not confirmed, the application process will be reopened after the close of conference and the Regional Board of Directors will move forward with the vacancy process outlined in Section 4. The originally chosen candidate will not be eligible to apply.

#### 4. Vacancies of Officers

- a. If a vacancy should occur in the office of Associate Director for Administration and Finance, Associate Director for NRHH, Coordinating Officers, Regional Advisor or Regional NRHH Advisor, the Director shall appoint a replacement.
  - i. The appointment process will be announced to the region within two (2) weeks of the position becoming vacant.
  - ii. The Regional Director may select one candidate for confirmation by the respective representatives.
  - iii. Before selection, the candidate must provide a letter of institutional support to the Regional Director.
  - iv. The chosen candidate's application and bid (if applicable), will be released to the region no later than seven days prior to the date of confirmation.
  - v. Following the normal election procedures outlined in Article V, Section 3, Subsection d, the representatives must approve the appointment by a simple majority vote.
  - vi. If a simple majority is not reached, the appointment fails and a new candidate must be selected following the same process.
- b. If a vacancy should occur in the office of Director, then the Associate Director for Administration and Finance will assume that office.
- c. A vacancy of a Conference Chair position shall be filled by a member of the conference's host school with consultation from the host school's Conference Advisor(s), the Regional Advisor, and the Regional Director.
- d. If a vacancy should occur in both the offices of Director and Associate Director for Administration and Finance a special meeting of the NCCs shall be called to hold an election.
- e. If any position is not bid for at its appropriate conference or a no-confidence vote has been given in plurality, the following procedures shall occur:
  - i. The Regional Director shall solicit for bids no more than two weeks following the conference at which the position was unfilled.



- ii. Once bids have been received, they will be released to the region and a special online election will occur following the normal election procedures outlined in Article V, Section 3, Subsection d.

## 5. Special RBD Circumstances

- a. Change of RBD School – If for any reason a member of the RBD shall find it necessary to not remain at the school they are attending when elected, they may move to another member school of SWACURH and remain in office if the new school's NCC and residential student governing unit Advisor submit a letter of support to the SWACURH Advisor within 35 days of transfer. If the new school is not a member of SWACURH, they must resign from office and the vacancy of office procedures will be followed.
- b. Accountability
  - i. All RBD members must fulfill the respective requirements and duties of their position as stated by the SWACURH bylaws.
  - ii. For no reason shall inappropriate behavior be displayed by an RBD member that could be interpreted as being detrimental to the established mission of NACURH, Inc.
  - iii. As a result of any violation of the fulfillment of requirements, duties, or appropriate behavior, the SWACURH financial support of the board member shall be removed.
    - 1. This shall be done at the discretion of the SWACURH Advisor and the other Regional Board members not in violation.
    - 2. If violations continue after the removal of financial support, impeachment procedures will begin. Appeals must be made within three weeks to the SWACURH Advisor. Overturning a decision to remove financial support would require a 2/3 vote of SWACURH member schools. Each school's vote shall be a vote cast at a special meeting.
  - iv. Impeachment will require a 2/3 vote of the member schools of the SWACURH region. Each school's vote shall be by vote cast in a special meeting. The SWACURH Advisor or NRHH Advisor shall serve as a mediator between the NCCs and respective board member. The appropriate Advisor will also serve as a coordinator for any special meeting that might result from this matter.

## c. Recall Process

- i. Regional Board of Directors
  - 1. Any member of the Regional Board of Directors may be recalled (removed from office) by a vote of 2/3 of the membership of the SWACURH Region.
    - a. Any Regional Boardroom Representative (RBR) or member of the Regional Board of Directors (RBD) can initiate a recall process.
    - b. Reasons for recall shall be based upon concrete evidence and reason provided by the initiator.
  - 2. The initiator should submit a petition of at least  $\frac{2}{3}$  of the voting body of the region to the Regional Advisor and Regional Director.
    - a. In the case of the Regional Director, it must be sent to the Regional Advisor and Associate Director of Administration & Finance.
  - 3. Each school's vote shall be made by votes cast in a special meeting.
    - a. The Regional Advisor shall serve as mediator between the NCCs and the Director.
    - b. The Regional Director shall serve as mediator between Presidents and the Coordinating Officer for Presidential Relations. They shall also serve as mediator between NRHH Representatives and the Associate Director for NRHH.
  - 4. The Advisor will also serve as a coordinator for any special meeting that might result from this matter.
- d. Special Meetings – A special meeting of SWACURH may be called by submission of a petition of no less than 2/3 of the member schools. This petition shall be submitted to the SWACURH Director or Advisor, as appropriate, who shall act upon it within 15 working days of receipt of the petition.
- e. Electronic Mail Ballots – The Regional Director shall have the power to call for an electronic mail ballot on a specific issue at any time during the year at their discretion. Ballots that are not returned shall be counted as abstentions. Any motion to recall or reconsider must be made within 5 working days after the close of the balloting.





## **ARTICLE VI**

### **REGIONAL CALLS**

1. Each National Communications Coordinator (NCC), NRHH Representative (NRHH Rep), and President of affiliated institutions shall attend their respective regional conference calls or designate a representative.
2. The Regional Director or their designee may call NCC conference calls.
3. The Regional Associate Director for National Residence Hall Honorary or their designee may call NRHH Rep conference calls.
4. The Regional Coordinating Officer for RHA Presidential Relations or their designee may call President conference calls.
5. The purpose of these conference calls will be to increase communication between the Regional Board of Directors and the affiliated institutions and to foster open discussion between leaders of affiliated institutions

## **ARTICLE VII**

### **NATIONAL COMMUNICATIONS COORDINATORS (NCCs)**

1. Upon becoming a member of NACURH, Inc., each participating representative residential student governing unit shall select a National Communications Coordinator (NCC), who shall serve as the liaison between NACURH, its regional affiliate, and the local institution.
2. The NCC, or designee, shall serve as the delegation chair of their school during regional and NACURH Annual Conferences, and shall hold the primary voting privileges of their respective school during delegation.
3. The NCC shall be responsible for reviewing all bids and legislation being heard in NCC and Joint boardroom, fill out spreadsheets on all of the bids to the standards of the Regional Director, and submit all spreadsheets to the Regional Director before the conference begins.
4. The NCC shall be their school's official representative in all business meetings and elections, unless otherwise noted in the regional policy book.
5. The NCC, or designee, shall be required to organize and annually submit a resource contribution to the Affiliation Report through the NACURH Corporate Office (NCO). This resource contribution must also be approved by an NCO Representative. Failure to comply will result in the loss of voting privileges.

6. The NCC shall be responsible for completing the policy and activity questionnaires sent to them by the NACURH or SWACURH officers and returning them to the proper persons by the particular dates requested.
7. The NCC shall be responsible for nominating their school, when appropriate, for regional and NACURH awards.
8. The body of NCCs, in conjunction with the Regional Board of Directors, will act as the chief legislative body of the region, reserving the right to hear and vote legislation impacting the regional policies and bylaws submitted by any member of SWACURH.
9. The NCC will be sworn in by oath to uphold the mission and governing documents of SWACURH and NACURH, Inc. at every fall regional conference by the Regional Director.
10. The NCC shall be responsible for ensuring their institution is represented on at least one task force each semester.
  - a. An institution may be represented by an NCC, RHA President, NRHH Rep, or any student living on campus from that university.
11. The NCC shall be responsible for attending all NCC chats as deemed necessary by the Regional Board of Directors.
  - a. If an NCC is unable to attend a chat or meeting, they are responsible for appointing a proxy to represent their institution in their place.

## **ARTICLE VIII**

### **NRHH REPRESENTATIVES (NRHH Reps)**

1. The National Residence Hall Honorary Representatives (NRHH Reps) shall serve as the official liaison between the individual's NRHH Chapter, SWACURH, and NACURH.
2. The NRHH Rep shall have speaking rights in all SWACURH business, but shall have voting rights only during NRHH specific business.
3. The NRHH Rep shall be responsible for reviewing all bids and legislation being heard in NRHH boardroom, fill out spreadsheets on all of the bids to the standards of the Associate Director for NRHH, and submit all spreadsheets to the Associate Director for NRHH before the conference begins.
4. The NRHH Rep will receive all rights and responsibilities defined in the NRHH Policy Book.
5. The NRHH Rep may serve on a regional task force.
6. The NRHH Rep shall be their institution's official representative in the NRHH Rep Conference calls during each term they serve.



7. NRHH Reps will be sworn in by oath to uphold the mission and governing documents of SWACURH and NACURH, Inc. at every fall regional conference by the Associate Director for NRHH.

## **ARTICLE IX**

### **RHA PRESIDENTS**

1. The RHA President shall serve as an additional liaison between the individual's RHA, SWACURH, and NACURH.
2. The RHA President shall aid their NCC with procuring any affiliation and Affiliation Report materials they may need and help in general with the affiliation and Affiliation Report processes.
3. The RHA President shall have speaking rights in all SWACURH business, but shall have voting rights only during President boardroom.
4. The RHA President shall be responsible for reviewing all bids being heard in RHA President boardroom, fill out spreadsheets on all of the bids to the standards of the Coordinating Officer for Presidential Relations, and submit all spreadsheets to the Coordinating Officer for Presidential Relations before the conference begins.
5. The RHA President may serve on a regional task force.
6. The RHA President shall be their institution's official representative in the President Conference calls during each term they serve.
  - a. If an RHA President is unable to attend a chat or meeting, they are responsible for appointing a proxy to represent their institution in their place.
7. Complete all surveys, questionnaires, polls, etc. that the RBD sends to you and return them to the proper persons by the particular dates requested.
8. RHA Presidents will be sworn in by oath to uphold the mission and governing documents of SWACURH and NACURH, Inc. at every fall regional conference by the Coordinating Officer of Presidential Relations.

## **ARTICLE X**

### **OATHS OF OFFICE**

1. Regional Board of Directors Oath of Office
  - a. The outgoing Regional Director shall swear in the incoming Regional Board of Directors at each NACURH Annual Conference with the following oath of office:
    - i. "I, *state your name*, pledge to uphold the bylaws and policies of the Southwest Affiliate of the National Association of College and University Residence Halls, Incorporated; to uphold the high standards

of civic duty, academics, integrity, and leadership of my office; to fulfill all the duties that are required of me and represent the people of this region responsibly."

- b. Any RBD members who enter their position throughout the year and have not been sworn in shall be sworn into their office by the Regional Director at the conference, NACURH or regional, immediately following their entrance into their office.
2. National Communications Coordinator Oath of Office
  - a. The Regional Director shall swear in all NCCs that need to be sworn in at each regional conference with the following oath of office:
    - i. "I, *state your name*, do hereby swear to serve, uphold, and honor the policies and bylaws of the National Association of College and University Residence Halls Incorporated and its Southwest Affiliate. I promise to continue the traditions of advocacy and development, and to serve as a role model for my peers. I pledge, as the National Communications Coordinator of my institution to always serve with integrity, honesty, and ducky love."
3. NRHH Representative Oath of Office
  - a. The Associate Director for NRHH shall swear in all NRHH Reps that need to be sworn in at each regional conference with the following oath of office:
    - i. "I, *state your name*, do hereby swear to uphold and honor all the principles, values, and beliefs of the National Residence Hall Honorary and the Southwest Affiliate of College and University Residence Halls. I promise to continue the traditions of recognition and service, and to serve as a role model for my peers. In my efforts to serve this region, I will uphold the SWACURH NRHH policy book, all NACURH NRHH governing documents, the policies and bylaws of the National Association of College and University Residence Halls Incorporated and its Southwest Affiliate to the best of my abilities. I pledge as the National Residence Hall Honorary Representative of my institution to always serve with integrity, honesty, and diamond ducky love."
4. RHA President Oath of Office
  - a. The Coordinating Officer for Presidential Relations shall swear in all RHA Presidents that





need to be sworn in at each regional conference with the following oath of office:

- i. "I, *state your name*, do hereby swear to serve, uphold, and honor the policies and bylaws of the National Association of College and University Residence Halls Incorporated and its Southwest Affiliate. I promise to continue the traditions of advocacy and development, and to serve as a role model for my peers. I pledge, as the RHA President of my institution to always serve with integrity, honesty, and ducky love."

## ARTICLE XI

### REGIONAL PARLIAMENTARIAN

1. Responsibilities
  - a. Shall be an ex-officio non-voting member of the Regional Board of Directors.
  - b. Shall be present at the SWACURH Leadership and Business Conference, and the NACURH Annual Conference Boardrooms.
  - c. Shall be familiar with Roberts' Rules of Order, Newly Revised, and the SWACURH Governing Documents.
  - d. Shall be the mediator of any debate and the interpreter of Roberts' Rules of Order, Newly Revised.
  - e. Shall meet with the Regional Director, ADAF, and Advisor one week prior to conferences.
  - f. Shall carry out any other duties assigned by the Regional Director.
2. Appointment
  - a. For each in-person business meeting, the Regional Board of Directors shall select a parliamentarian. The application for this position will be reopened prior to each conference, however, a past/current parliamentarian may apply, at the discretion of the Regional Director.
  - b. The Regional Director may begin solicitation for the parliamentarian position thirty (30) days prior to the opening of conference registration via an application created by the Regional Director.
  - c. The application shall close ten (10) days prior to the close of the conference registration.
  - d. Applications will be reviewed by the Director and a recommendation will be made by the Director to the Regional Board. Once approved, the candidate must be notified within five (5) days of the close of registration in order to give ample time to prepare for the upcoming conference.

- e. Parliamentarian candidates must obtain and return a host acknowledgment form from the Regional Director and indicate that the parliamentarian's host institution is still responsible for all conference-related expenses.

## ARTICLE XII

### AD-HOC PRESIDENTIAL ADVISOR

1. The Regional Advisor may appoint an advisor to oversee the business of the Presidential Boardroom at Regional Leadership and Regional Business Conferences.
2. The Regional Advisor must get the approval and confirmation of the RBD to appoint said advisor.
3. The Ad-hoc Advisor's duty is to advise the Presidential boardroom at the specific conference and to validate all votes.
4. At the close of conference, the Ad-hoc Presidential Advisor will be dissolved until the appointment of another at the next business meeting.

## ARTICLE XIII

### BUSINESS MEETINGS

1. A SWACURH business meeting shall be conducted at every NACURH and regional conference and as otherwise provided for in the regional policies and bylaws.
2. Each Regional Leadership Conference and Regional Business Conference will also host a Presidential Boardroom and NRHH Boardroom to function in a similar fashion to that of other business meetings.
3. A quorum for conducting business shall be a simple majority of the member schools present at the conference.
4. A quorum for any special meetings of the NCCs is a simple majority of the affiliated members of SWACURH.
5. Any legislation presented at these meetings shall be made public on the SWACURH website at least seven days prior to its presentation.
6. After the legislation passes or fails, updated versions that reflect any amendments, as well as the result of the vote, shall be uploaded to a storage medium accessible to the region within forty-five (45) days of the result.

## ARTICLE XIV

### TASK FORCES



1. Task forces shall be any others formed by the Director or RBD.
2. These task forces can be created to review the policies of each standing committee, to make recommendations concerning the regional policies and bylaws, and to review the budget proposal by the Associate Director for Administration and Finance, etc.
3. The Director, to help facilitate in the operations of their offices, may create Ad-hoc task forces.
4. The Director shall dissolve Ad-hoc task forces when their tasks are completed

## **ARTICLE XV**

### **PARLIAMENTARY AUTHORITY**

1. SWACURH will follow the parliamentary procedure set in *Robert's Rules of Order Newly Revised*, unless it is superseded by the bylaws and/or policy book set for the region.

## **ARTICLE XVII**

### **AMENDMENTS AND RATIFICATION**

1. Amendments
  - a. These bylaws may be adopted by 2/3 of the members of the SWACURH region.
2. Ratification
  - a. The bylaws must be ratified prior to the close of the NACURH, Inc. Annual Conference.
  - b. Ratification of these bylaws becomes effective immediately after a 2/3 vote of the SWACURH member schools present.

