

# Virginia Association of Residence Halls (VAARH)

## Policy Handbook

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March 22, 2019

### ***Policy 1. Annual Conference***

#### **Section 1. General Policies**

1. Host Institutions are encouraged to provide a 2-3 day weekend conference experience that includes an all-inclusive registration cost that provides housing, during the Spring Semester of the academic calendar.
2. Host Institutions unable to provide an all-inclusive registration cost are encouraged to reserve hotel space at the Per Diem rate.

#### **Section 2. Finances**

1. There is a \$200 registration fee cap set for each student delegate for the VAARH Annual Conference. This cap is not applicable to delegation advisors or graduate students.
2. Conference registrations fees will not be refunded for any reason.
3. Conference finances will be handled through the VAARH/VACUHO bank account.
4. The conference add-on fee shall be \$5 per registrant paid to the VACUHO Governing Council within 30 days of the close of the annual VAARH Conference.
5. If the VAARH conference exceeds its budget and runs a debt, the host institution will be responsible for those outstanding debts.
6. Any conference excess is property of VAARH and shall be paid to the VACUHO governing council within 30 days of the close of the annual VAARH Conference.
7. The advisor may extend post conference financial deadlines in consultation with VACUHO Business Manager.

#### **Section 3. State Board of Directors Attendance**

1. The State Board of Directors shall register to attend the annual VAARH Conference through their host institution.
2. Members of the State Board of Directors shall not count towards the delegation cap of their host institution.
3. The conference staff shall take the attendance of the State Board of Directors into consideration when determining the delegation cap.

### ***Policy 2. Finances***

1. The fiscal year for VAARH shall be defined as annual conference to annual conference.
2. The State Board of Directors shall construct the operating budget prior to the annual conference.
3. The VAARH Assistant Director of Administration shall present the budget at the business meeting.
4. Institutions may present amendments that must be approved by a simple majority vote.
5. VAARH in conjunction with VACUHO may offer Registration/Housing scholarships.

### ***Policy 3. Rules***

## **Section 1. Elections**

1. Candidates are required to submit an electronic application of intent to run for a State Board position to the VAARH Advisor 48 hours before the annual business meeting.
2. The application should include the applicants name, school, statement of intent, and resume.
3. If no applications are submitted, then nominations from the floor will be taken.
4. Elections will take place in the following order: Director, Assistant Director of Administration, Assistant Director of Public Relations, and Assistant Director of Resources.
5. Candidates may “slide” if not elected to a previous office.
6. In the case no one is nominated for an office, that office will be elected last.
7. The positions descriptions shall be read before each election.
8. Nominations will be taken for each position individually. After all nominations for that office are taken, nominees may accept or decline.
9. Candidates will have two minutes to make a statement of intent. The order of statements will be selected randomly, and candidates may not remain in the room while other candidates for the same position present their statements. This time is not extendable.
10. After each statement, the candidate will begin a 3 minute question and answer session. This time is not extendable.

## **Section 2. Voting**

1. Each institution in attendance at the annual business meeting will receive one vote.
2. A two minute caucus for schools will be permitted.
3. Votes will be taken by secret ballot.
4. A candidate must receive a simple majority vote to be selected.
5. In case of a tie a revote will be taken, if no winner is identified after the revote, the chair will cast the tie breaking vote.
6. If no candidate receives a simple majority, the position will be filled at a later time.

## **Section 3. Parliamentary Procedure**

1. Roberts Rules of Order shall be followed to conduct orderly business, time may only be extended by approval of the SBD.
2. Motion to end debate and vote may be called by the chair at any time.
3. The SBD or the Advisor may suspend parliamentary procedure and open the floor for open discussion.
4. Annual Business Meeting must occur within the allotted time agreed upon by the host institution and VAARH State Board of Directors.

## **Policy 4. Committees**

The Standing Committees shall be as follows:

1. Legislation and Policy Review: responsible keeping the constitution and policies of VAARH in alignment with the goals of VAARH through the creation of legislation. Overseen by the Assistant Director of Administration.
2. Special Projects: responsible for any area or project deemed appropriate by the SBD, which may include philanthropy and conference preparation. Overseen by the Director.
3. Resources: responsible for keeping member schools engaged in VAARH throughout the year and conference season. Assisting with the development of various resources to be offered to member schools. Overseen by the Assistant Director of Resources.

4. Public Relations: responsible for assisting in the maintenance of the website and all social media platforms. Overseen by the Assistant Director of Public Relations.
5. Memberships on these committees is open to all students affiliated with VAARH member schools.

## ***Policy 5. Awards***

### **Section 1. Guidelines for Award Submission**

1. Institutions are required to submit an electronic nomination for VAARH awards 48 hours before the annual business meeting.
2. All submissions should be submitted through the electronic form designed and created by the Assistant Director of Resources.
3. If no submissions are submitted then nominations from the floor will be taken.

### **Section 2. Award Voting Procedure**

1. Voting representatives at the Annual Business Meeting will choose the winner of each award by majority vote.
2. For each award, institutions will have two minutes to present their nomination bid for their award, and a two minute question and answer session. This time may not be extended.
3. Institutions may not remain in the room while other institutions for the same award present their nomination bids.
4. Each institution in attendance at the annual business meeting will receive one vote.
5. A two minute caucus for schools will be permitted.
6. Votes will be taken by secret ballot.
7. An institution must receive a simple majority vote to be selected.
8. In case of a tie a revote will be taken, if no winner is identified after the revote, the chair will cast the tie breaking vote.

### **Section 3. Awards**

1. Program of the Year: given to an organization that has created an event for their campus community to participate in that has helped to build community amongst their residential students.
2. Member of the Year: given to a student that does not serve in a leadership role in their organization, but has made a significant impact on their campus. This student has showed dedication to bettering the lives of residential students and continues to make an impact on their campus community.
3. President of the Year: Student leaders are the reason why we are all here, to showcase the hard work and dedication that our students have poured into making our campuses what they are today. The President of the Year award goes to an outstanding student that has led their organization for the better throughout the year and exemplifies the nature of what a leader is.
4. Advisor of the Year: goes to a driven individual who has worked tirelessly to make an impact on their campus and on their students. Working with student leaders can be a thankless job, but this advisor has gone above and beyond to develop student leaders.
5. School of the Year: Recognizes the hard work and dedication a school has made to improve their student experience through Residence Life or RHA initiatives.
6. Foxy Awards: Foxy awards are given to individuals that have made a lasting impact on the personal and professional development of those involved in the VAARH organization. This recognition is an honor to those receiving it and each executive board member will have the opportunity to give one out during the closing ceremony.