

Policy Book for the Mississippi Association of Residence Hall Students (MARHS)

Article I. Meetings

Meetings of the Mississippi Association of Residence Hall Students (MARHS):

- A. The Executive Officers of MARHS shall meet with the conference staff at least two (2) times prior to the hosting of the annual conference, one (1) of these meetings will occur at the Summer Summit.
- B. All meetings should be scheduled by the Director, with advice from the Executive Officers and Advisor, and all members shall be notified by phone, e-mail and listserv, at least fourteen (14) days prior to any meeting.
- C. The Director, in conjunction with the Advisor, may call emergency meetings of the MARHS or the MARHS Board of Directors.

Article II. Budget and Finances

Section 1:

The costs of the annual conference, including meals and housing, must not total more than \$70.00 per person attending the conference. This is to ensure that conference costs are kept to a minimum. Special cases that arise need to be brought before the MARHS Board of Directors.

Section 2:

The conference staff will add-on an additional \$5.00 to the registration cost per person. This will be given to the Associate Director for Finance prior to the 30th day of the conference closing along with the conference wrap-up report to be given to all the State Board of Directors. This money is to be used to cover administrative expenses of the State Board of Directors for the following year.

Article III. Bidding for State Board of Directors Positions

Section 1:

The positions of the MARHS State Board of Directors consists of the Director, Associate Director of Administration, Associate Director of Communications, Associate Director of Finance, Associate Director of Recognition, Advisor, and Advisor-elect.

Section 2:

These positions are elected by the MARHS voting body at the annual conference. Bidding for these positions is a two-part process. The first portion of this process requires the candidate to prepare a written bid. This must be submitted by the deadline set by the current State Board of Directors. The second portion of the bidding process is an individual presentation to the MARHS voting body at the annual conference.

Section 3:

In the event that no written bids are submitted for these positions at the MARHS Conference, the voting body can vote to accept voice nominations (nominations from the floor) for all positions. After receiving a voice nomination, the candidate will present an oral bid. Positions accepted by this method must produce written specific goals and present them themselves or by proxy to the NCCs at the SAACURH No Frills Conference.

Section 4:

The following guidelines for a written bid for a position on the MARHS State Board of Directors must be strictly followed:

- A. A bid for the MARHS Director position must be no longer than eight (8) pages.
- B. All other positions should be no longer than six (6) pages.
- C. The written bid must be on 8 ½" x 11" white paper. The cover/title page will not be counted in the page count; however, appendices and dividers will be. No plastic binders, book bindings, etc. are allowed.
- D. The text of the bid should include a letter of intent from the candidate, a list of residence life experiences and involvement, general contact information, goals for the term of office, a letter of support (defining the type of support) from the host organization and a letter of support (defining the type of support) from a professional housing officer at the host institution.

Section 5:

Each candidate will be given ten minutes to present himself or herself to the MARHS voting body. This introduction should convey information about the candidate that the voting body would need to know in order to make an educated decision. Following the ten-minute period, the MARHS voting body will be given an initial ten minutes to ask the candidate any question pertaining to their bid presentation, qualifications, or written bid.

Article IV. Bidding for the MARHS Annual Conference

Section 1:

The annual MARHS conference shall be hosted by a MARHS member institution over a weekend between the first of January and the SAACURH No Frills Conference following the acceptance of that school's bid. In order to bid to host the annual MARHS conference, the bidding institution must strictly adhere to the following guidelines:

- A. Formal bids to host the MARHS conference may be presented at the annual MARHS conference a year in advance to the intended hosting year.
- B. The bidding institution must support the bid financially. The conference bid must include a letter of support from the school administration, which details how the Division of Student Affairs or Housing Department supports the endeavor to host the conference. This letter ensures that the school will be financially liable for any problems.
- C. The \$5.00 add-on fee is to offset administrative expenses of MARHS for the following year. This money will be given to the Associate Director of Finance by the close of the conference. Exceptions may be made by the Associate Director of Finance based upon host school institutional policies. All excess funds will be mailed to the Associate Director of Finance within three months after the close of the conference.
- D. The MARHS State Board of Directors will conduct a conference site visit as part of their Summer Summit workshop.
- E. All written bids must adhere to the guidelines listed below and they only pertain to conference bids:

1. The written bid may be no longer than 10 pages.
2. The written bid must be on 8 ½" x 11" white paper. The cover page will not be counted in the page count; however, appendices will be.
3. All bids must include letters of recommendation from conference advisor(s) and the school administration, which details how the Division of Student Affairs or Housing Department supports the endeavor to host the conference.
4. The conference mailing address, phone number, fax number, and email address must be included in the written bid.
5. The names and positions of all conference staff members must be included in the written bid.
6. All budget items and add-on fees must be outlined and totaled in the bid.
7. The remainder of the bid will include information concerning registration, housing, entertainment, meals, hospitality, sponsorship, programming, and Summer Summit information.

F. Bid Presentation

1. The conference staff/bid team must prepare for a ten minute (maximum) bid presentation to be presented for the MARHS voting body at the annual MARHS conference.
2. The following items must be included in the presentation: an overview of the conference theme, conference staff, finance/budget, responsibilities of chairs, meals/banquet, housing, registration, hospitality, sponsorship, and institutional support.
3. Following the presentation, the MARHS voting body will ask questions of the bid team for an initial period of ten (10) minutes. The bid team will then be asked to leave the room during discussion.
4. The winning MARHS host school will be announced at the closing banquet by the MARHS State Board of Directors.

Article V. MARHS Conference Policies

Section 1:

The conference is for MARHS, not a host school. This means that the conference chair(s) must check with the State Board of Directors before making any changes with the conference.

Section 2:

Budget reports must be turned in by the end of each month following the first day of class of the fall semester.

Section 3:

The conference chair(s) must submit conference updates by the end of each month following the first day of class of the fall semester.

Section 4:

The conference chair(s), or an official conference representative, must be present at the MARHS Summer Summit and the MARHS meeting at the annual SAACURH conference.

Section 5:

The conference staff must establish set guidelines and criteria for the roll call. The guidelines for the roll call must be made to the NCCs in the registration packet.

Section 6:

There shall be a resident assistant programming track that is included for the resident assistants that attend the conference for the RADCOM portion.

Section 7:

At least one program proposal per every three delegates, including advisors, must be submitted from each school.

Section 8:

The conference staff must receive final approval from the MARHS Director concerning the banquet agenda, banquet seating for the head table, and the conference schedule of events.

Section 9:

After the completion of the annual conference, the conference chair(s) must submit a final report to the MARHS Director, the MARHS advisor, and the new conference chair(s), within one month of the official close of the conference. This report should include the following:

- A. Summaries of all aspects of the conference from each of the committee chairs and recommendations for future conferences.

- B. A preliminary financial report.
- C. A letter from the conference advisor(s).
- D. A letter from the conference chair(s).
- E. A general evaluation of the success of the conference.

Section 10:

Within two months of the close of the conference, the Conference Finance Chair must submit all financial records, including a final expense report, to be audited by the outgoing Associate Director of Finance.

Section 11: No Pay, No Key Policy

Delegations that arrive at the conference without full payment for the conference received by the conference staff will not be allowed to stay for the conference. All conference fees must be paid before a delegation will be allowed to register for a conference.

Section 12: Registration of the State Board of Directors

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

Section 13:

The conference staff shall prepare a Summer Summit update to be submitted to the MARHS Director and Advisor no later than one month after the close of the NACURH conference. This update should include information about registration, schedule, dining, entertainment, housing, and a proposed budget.

Section 14:

After the completion of the Summer Summit, the conference chair(s) must submit a final report to the MARHS Director and the MARHS Advisor, within one month of the official close of the meeting. This report should also be included in the annual conference report for the benefit of the next conference staff. This report should include the following:

- A. Summaries of all aspects of the conference including dining, entertainment, housing, and registration.
- B. A final financial report.
- C. A letter from the conference advisor(s).
- D. A letter from the conference chair(s).
- E. A general evaluation of the success of the conference.

Article VI. Voting Policies and Procedures

Section 1:

If a school has not paid its affiliation dues, turned in appropriate conference reports, or submitted all monies owed to MARHS, then the school shall be considered not in good standing with MARHS.

Section 2:

The MARHS Director has neither voting nor discussion rights throughout the entire bid process. The Director should simply facilitate the discussion and remain impartial at all times.

Section 3:

The MARHS Advisor and Advisor-elect have no voting rights under any circumstances. As members of the State Board of Directors, the MARHS Advisor and Advisor-elect have discussion rights for all bids.

Section 4:

The MARHS Conference Chair or an official conference representative has discussion rights when bids are being considered. This member has no voting rights at any time.

Section 5:

Once selected, the MARHS State Board of Directors-elect has only discussion rights.

Section 6:

The following are voting guidelines for position, awards, and conference bids:

- A. When a bid, whether position, award or conference is being presented, any person from a member school may be present for the presentations, question and answer, discussion, and voting portions of the bidding process and must remain in the room until all final votes are collected.
- B. Any member of a conference bid team or any person bidding for a position may be present for his or her presentation and the question and answer period. Any nominee for an individual award may not present at any time during the bidding process. If the nominated individual is an NCC then they may proxy their vote to a member of their institution.
- C. All votes on positions, awards, or conferences will be taken by secret ballot and collected and tallied by the MARHS advisor.
- D. All bids, whether position, award, or conference, will need simply majority (50% + 1) to be declared a winner. In case of a tie, the MARHS Board of Director shall vote to break the tie.

Section 7:

Email Legislation

Email legislation shall take place under the discretion of the Director.

- A. The chair shall prepare and distribute email ballots to the MARHS state list serve for voting members to consider and dispose in accordance with the policies set forth by the SBD.

- B. The chair has the power to decide which proposals will be passed over email and reserve the right to table legislation received until the next conference.
- C. The voting time period must be at least seven (7) days with the option to extend at the discretion of the chair, not to exceed three (3) weeks. The deadline for votes will be at the discretion of the chair.
- D. Amendments may be proposed over email and must be voted upon separately. When the announcement is proposed, the chair will announce the deadline for votes regarding the amendment not to exceed seven (7) days. The deadline will then be reassigned by the chair, not to exceed seven (7) days.
- E. Roberts Rules of Order will pertain at all times.

Article VII. MARHS Annual Awards

Section 1:

The Mississippi Association of Residence Hall Students (MARHS) shall offer the following annual awards to member institutions: the Three Year Service Award, Program of the Year, Student of the Year, Advisor of the Year, and School of the Year.

Section 2:

These awards shall be given at the discretion of the voting body of MARHS and shall be voted upon and presented at the annual MARHS conference.

Section 3:

All bids should follow the suggested format for easy reading and comparison:

- A. All bids should be on double-sided 8 ½” x 11” white paper,
- B. All bids should be numbered on all pages,
- C. All bids must be received by the date set by the Associate Director of Recognition for consideration, and
- D. Only information that meets the set criteria for each bid shall be considered in the voting process.

Section 4: Three Year Service Award

This award is for student leaders who have spent three or more years committed to serving the residence life programs of their institution(s). Students may serve in a variety of capacities, but must be an on-campus resident for all three years of involvement (excluding the summer months), though not necessarily at the same institution. A letter of nomination is due to the Associate Director of Recognition at least fourteen (14) days prior to the annual conference.

Section 5: Program of the Year

This award recognizes an outstanding program presented on a member institution's campus between MARHS conferences. Programs for consideration must submit a bid of no more than ten (10) pages which should include information about the program.

Suggested information to include:

- A. Goals/purpose of the program
- B. A detailed explanation of the program
- C. A financial statement about costs, expenses, and income
- D. The effectiveness of the program
- E. Relevance of the program to the students living in the residence halls
- F. Overall creativity and uniqueness,
- G. Level of student input and involvement
- H. Publicity used
- I. Suggested ways if implementing the program at other institutions
- J. Letters of support from program participants, organizers, or professional staff

Section 6: Student of the Year

This award recognizes the accomplishments of a residence hall student of a member institution. Bids should be no longer than six (6) pages. Suggested information to include:

- A. Positions held by the student over the year
- B. Committee work
- C. Personal achievements within the organization
- D. Recognition and honors obtained
- E. Other involvement by the student

Section 7: Advisor of the Year

This award recognizes the accomplishments of a residence hall organization advisor of a member institution. This award includes advisors of programming boards, hall councils, RHAs or NRHH chapters. Bids should be no longer than six (6) pages. Suggested information to include:

- A. Position of the advisor and what organizations they advise
- B. Specific activities that motivated students
- C. Recognition of student accomplishments
- D. Commitment to the organization
- E. Recognition and honors obtained
- F. Other activities and actions that benefited the organization

Section 8: School of the Year

This award recognizes the RHA of a member institution for outstanding achievement in serving their residence hall population. Bids for consideration must be no longer than fifteen (15) pages and should include information about the activities of the RHA, NRHH chapter, and hall councils. Suggested information to include:

- A. Programs presented by the RHA and other campus resident organizations
- B. Recognition of activities and members of the organizations
- C. Outside leadership positions held by members of the organizations
- D. Financial information (budget and income sources)
- E. Policies and legislative initiatives carried out by the organization
- F. Involvement with state level activities (conferences, member services, etc.)

G. Letters of support from administrator, students, or others about the work done by the organization

Article VIII: Mac's Men of the Month Awards

Section 1: Definition

The Mississippi Association of Residence Hall Students shall offer the following monthly awards, entitled "Mac's Men of the Month" to member institutions: Advisor of the Month, RHA Member of the Month, NRHH Member of the Month, First Year Student of the Month, Student of the Month, Spotlight of the Month, Faculty/Staff of the Month, Executive Board Member of the Month, Resident Assistant of the Month, Community of the Month, Organization of the Month, Community Service Program of the Month, Social Program of the Month, Educational Program of the Month, and Diversity Program of the Month.

Section 2: Director of the Program

These awards shall be given at the discretion and chosen by the MARHS Associate Director of Recognition in conjunction with a Mac's Men of the Month Selection Committee. As such, the MARHS AD of Recognition cannot be nominated for these awards under any circumstances. The MARHS AD of Recognition shall also be responsible for informing member schools of these awards, how to submit nominees, and how nominees are evaluated.

Section 3: Mac's Men of the Month Selection Committee

This committee is to be comprised of members of MARHS affiliated schools throughout the state. A maximum of four (4) members can represent an institution which will be appointed by the AD of Recognition. The appointments shall be for one year (NACURH to NACURH year) or as needed. An application must be completed to be considered for appointment.

Section 4: Mac's Men and NRHH OTMs

In order to reduce the work done by schools and facilitate nomination for OTMs by member institutions, the submissions for these awards should follow the guidelines used for OTM submissions by NRHH. Questions concerning this format should be directed to the Associate Director of Recognition. However, the Associate Director of Recognition may not prepare submissions for these awards for their host institution or any other school. These awards should be prepared by whoever is responsible for NRHH OTM submissions at the member institutions.

Section 5: Advisor of the Month

This award is to recognize the hard work advisors and graduate students put into bettering residential life and developing student leaders on campus. Advisors are expected to recognize and impact the students they advise and work with as well as represent the students they advise to the faculty and staff of the university. This award recognizes advisors who go above and beyond in their responsibilities. Advisors for this award are not necessarily at the executive level, but can advise residential organizations at any

level. This award corresponds to the Advisor OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with students
- D. Involvement with faculty and staff, both housing and non-housing
- E. Recognition from their institution

Section 6: RHA Member of the Month

This award recognizes the hard work Residence Hall Association members put into bettering the residential experience. This award is designed to recognize members of RHA at any level of the organization. This award corresponds with the Student, First Year Student and Executive Board Member OTMs within SAACURH/NACURH. Those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with RHA
- D. Involvement with other housing organizations
- E. Involvement with non-housing organizations
- F. Recognition from their institution

Section 7: NRHH Member of the Month

This award recognizes the hard work National Residence Hall Honorary members put into recognition, community service, and leadership development. This award is designed to recognize active members of NRHH at any level of the organization. This award corresponds with the Student and Executive Board Member OTMs within SAACURH/NACURH. However, those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with NRHH
- D. Involvement with other housing organizations
- E. Involvement with non-housing organizations
- F. Leadership development
- G. Community Service Involvement
- H. Recognition from their institution

Section 8: First Year Student of the Month

This award recognizes the impact students in their first year on campus can make in residential life through creative leadership, recognition, and involvement. This award is therefore designed to recognize those first year students that make such an impact on their communities. This award corresponds with the First Year Student OTM within SAACURH/NACURH. However, those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Reason for nomination
- B. Involvement with housing organizations
- C. Involvement with non-housing organizations
- D. Recognition from their institution
- E. Examples of creative leadership, recognition, involvement, etc

Section 9: Student of the Month

This award recognizes the impact students on campus can make in residential life through creative leadership, recognition, and involvement. This award is therefore designed to recognize those students, not first year students, which make such an impact on their communities. This award corresponds with the Student OTM within SAACURH/NACURH. However, those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Classification of student
- B. Reason for nomination
- C. Involvement with housing organizations
- D. Involvement with non-housing organizations
- E. Examples of creative leadership, recognition, involvement, etc

Section 10: Spotlight of the Month

This award recognizes the hard work people not affiliated directly with residential organizations put into bettering their institution's residential population. Such people include desk assistants, custodial staff, dining staff or anyone that plays an integral part in the residence life experience. This award corresponds with the Spotlight OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with students
- D. Involvement with faculty and staff
- E. Recognition from their institution

Section 11: Faculty/Staff of the Month

This award recognizes the impact faculty/staff on campus can make in residential life through leadership, guidance, involvement and support. This award is therefore designed

to recognize those staff members such as hall directors, assistant hall directors and any residence life staff. This award corresponds with the Faculty/Staff OTM within SAACURH/NACURH. However, those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with housing organizations

Section 12: Executive Board Member of the Month

This award recognizes the executive board members of any residence life organization on campus that they can make in residential life through leadership, recognition, and involvement. This award is therefore designed to recognize those student leaders who have made an impact in their specific residential organization. This award corresponds with the Executive Board Member OTM within SAACURH/NACURH. Those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Position
- B. Reason for nomination
- C. Involvement with housing organizations

Section 13: Resident Assistant of the Month

This award recognizes the resident assistant of any residence hall on campus that demonstrates great leadership, recognition, and involvement within the department of residence life. This award is therefore designed to recognize those student leaders who have made an impact at their institution. This award corresponds with the Resident Assistant OTM within SAACURH/NACURH. Those eligible for two awards must not be submitted for consideration to win a second award for the month. Submissions for this award should include some if not all of the following suggested information:

- A. Position along with host institution and name of residence hall
- B. Reason for nomination
- C. Involvement with housing organizations

Section 14: Community of the Month

This award recognizes the communities that make residential life what it is. Such communities can include hall wings, hall floors, a residence hall, a residential region, or the entire community of residence halls. This award corresponds to the Community OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Community
- B. Reasons for submission

C. Recognition from their institution

Section 15: Organization of the Month

This award recognizes the organizations that make residential life what it is. Such organizations can include Residence Hall Association, National Residence Hall Honorary and Resident Assistant Advisory Board. This award corresponds to the Organization OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Organization
- B. Reasons for submission
- C. Recognition from their institution

Section 16: Community Service Program of the Month

This award recognizes any part of the Department of Residence Life that serves to educate their residents through creative programming. This award corresponds to the Community Service Program OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Goals for the program
- B. How the program met these goals
- C. Work to carry out the program
- D. Reviews of the program by participants
- E. How the program can be implemented at other schools
- F. Cost of the program
- G. How many people it took to carry out the program

Section 17: Social Program of the Month

This award recognizes any part of the Department of Residence Life that serves to bring their residents together through creative social programming. This award corresponds to the Social Program OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Goals for the program
- B. How the program met these goals
- C. Work to carry out the program
- D. Reviews of the program by participants
- E. How the program can be implemented at other schools
- F. Cost of the program
- G. How many people it took to carry out the program

Section 18: Educational Program of the Month

This award recognizes any part of the Department of Residence Life that serves to bring their residents together through creative educational programming. This award corresponds to the Educational Program OTM within SAACURH/NACURH.

Submissions for this award should include some if not all of the following suggested information:

- A. Goals for the program
- B. How the program met these goals
- C. Work to carry out the program
- D. Reviews of the program by participants
- E. How the program can be implemented at other schools
- F. Cost of the program
- G. How many people it took to carry out the program

Section 19: Diversity Program of the Month

This award recognizes any part of the Department of Residence Life that serves to bring their residents together through creative diversity programming. This award corresponds to the Diversity Program OTM within SAACURH/NACURH. Submissions for this award should include some if not all of the following suggested information:

- A. Goals for the program
- B. How the program met these goals
- C. Work to carry out the program
- D. Reviews of the program by participants
- E. How the program can be implemented at other schools
- F. Cost of the program
- G. How many people it took to carry out the program

Section 20: Submissions

The Mac's Men of the Months are to be submitted by the 9th of every month to the AD of Recognition's email address. The submissions are to be the campus winners from the housing school. The submission must also be month specific for it to be considered as a state winner. The following information must be included with the submission:

- A. Nominator's name and contact information
- B. Nominee's name and contact information
- C. Institution's name

Section 21: Notification

Winners of the award shall be notified by the Associate Director of Recognition by a letter and/or email officially congratulating the nominator. The winners of the awards shall also receive a certificate at the next meeting of the MARHS body. Those who nominated the winner for the award shall be notified by e-mail as soon as possible after a decision has been made each month.

Article IX. State Board of Directors' Awards

Section 1: The Purpose of the State Board of Directors' Awards

The State Board of Directors' Awards are those awards that are chosen by the Director, AD of Administration, AD of Finance, AD of Communications, AD of Recognition, and Advisor to recognize those individuals who have made the greatest impact on the Directors and MARHS. These awards include the Friends of Mac Awards and the State Board of Director's Commendation.

Section 2: The Friends of Mac Awards

Each member of the State Board of Directors (as defined above) shall name three individuals as the "Friends of Mac" during the year. The winners of this award should have been individuals who have been integral to the success and personal growth of the Director who is nominating them. The winners of the "Friends of Mac" awards shall be announced at the closing ceremonies or banquet of the annual MARHS conference.

Section 3: The State Board of Directors' Commendation

Each year the State Board of Directors (as defined above) may name up to three individuals who have contributed the most to the success of MARHS. A majority of the members present of the Board of Directors (as defined above) must agree upon the award winner. The winners cannot be current members of the State Board of Directors (as defined above). The winner shall be announced by the Associate Director of Recognition at the closing ceremonies or banquet of the annual MARHS conference.

Section 4: Awards

A. Each year the State Board of Directors shall review the budget of MARHS to see if the organization can afford pins for the winners of these awards. If money can be made available the Board of Directors shall vote to determine if this money is to be allocated for the pins. Pins shall be the responsibility of the Associate Director of Recognition.

B. All winners shall receive a certificate by the Board of Directors and a letter from the Director(s) nominating them that explains their impact on the Director(s) and/or the organization.

Article X. Miscellaneous

Section 1: Alcohol and Illegal Substances policy

Alcohol and illicit drugs are nationally recognized as substances which may have a substantially negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Therefore, all events related to the state conference shall be designated "alcohol and drug free."

Additionally, the use, consumption, or influence of drugs or alcohol by any conference delegate or advisor is strictly prohibited. Any delegate or advisor found in violation of this policy will be subject to removal from the conference as well as any other sanctions developed by the conference staff and the MARHS Board of Directors.

Section 2: MARHS relationship with MAHO

The Mississippi Association of Housing Officers (MAHO) serves as the parent organization for the Mississippi Association of Residence Hall Students (MARHS). MAHO is comprised of professional and paraprofessional housing officers from member institutions in Mississippi. The MARHS State Board of Directors and MARHS Conference staff shall annually invite and recruit at least one member of the MAHO Executive Committee, excluding members already involved with the MARHS conference, to attend the MARHS conference.

Section 3: MARHS Parliamentary Procedure

Parliamentary procedure is an established system adopted by MARHS to provide some structure in governing the handling of MARHS business.

A. The foundation of parliamentary procedure is composed of definite principles which are termed fundamental or basic. The most important of these are:

1. The purpose is to facilitate action
2. The majority rules and the minority rights must be heard
3. Full and free discussions on every proposition presented
4. Do only one thing at a time
5. Justice and courtesy for all

B. Parliamentary law requires that any business to be presented shall be proposed in the form of a motion. When considering a motion, parliamentary law requires that eight separate steps be taken:

1. A member rises (raises placard) and addresses the presiding officer
2. The member is recognized by the presiding officer
3. The member proposes a motion
4. Another member seconds the motion
5. The presiding officer stated the motion to the assembly
6. The assembly debated or discusses the motion
7. The presiding officer takes the vote on the motion
8. The presiding officer announces the result of the vote

C. An amendment is a proposed alteration of a motion or clause thereof. An amendment may be necessary to change a motion so that it will be more satisfactory to the members. There are three methods of amending:

1. Addition
2. Subtraction
3. Substitution

Section 4: MARHS Mandatory Meetings

A. The annual MARHS conference is the main meeting which should be attended by all of the State Board of Directors, as well as the NCCs, or chosen representatives, from the member institutions.

B. The State Board of Directors must hold a summer summit. All members of the State Board of Directors as well as NCCs must be present for this meeting. The MARHS Conference Staff will coordinate all arrangements for this meeting.

C. The MARHS Director must attend the annual SAACURH conference. Other members of the State Board of Directors are not required to attend, but are

strongly encouraged to attend this conference. The NCCs are required to attend this conference.

D. Shall coordinate preparations for MARHS Summer Summit with the MARHS Director and Advisor.

Section 5: State Board of Directors Final Reports

A. Prior to the NACURH conference, all member of the State Board of Director must submit his/her final report to be given to the incoming board and MARHS as a whole.

B. The contents of the final reports should consist of the following:

1) Director

- a) One year goal and accomplishment assessment
- b) Personal words of advice for the new board
- c) Month by month update of activities and tasks
- d) Detailed descriptions of special events
- e) MAHO Information
- f) Things that could have gone better
- g) Statement of current MARHS standing
- h) Vision for the future of the organization
- i) Important MARHS Conference information
- j) Regional and National activity report
- k) Copy of original bid

2) Associate Director for Administration

- a) Summary of Fall and Winter Summit business meetings, locations, and arrangements made
- b) Copies of all minutes from MARHS business and SBD meetings
- c) Any important administrative information
- d) Information concerning any special projects assigned by Director
- e) One year goal and accomplishment assessment
- f) Personal words of advice for new AD-Administration
- g) Copy of original bid

3) Associate Director for Finance

- a) Copies of all financial reports prepared during past year
- b) Final budget report
- c) MARHS financial outlook information
- d) Proposed budget for the upcoming year
- e) Copy of membership affiliation form
- f) Marketing and fundraising report
- g) Information concerning any special projects assigned by Director
- h) One year goal and accomplishment assessment
- i) Personal words of advice for new AD-Finance
- j) Copy of original bid

4) Associate Director of Communication:

- a) Copies of all letters, newsletters, and recruitment letters sent out

- b) Contact information for all Mississippi schools
 - c) One year goal and accomplishment assessment
 - d) Personal words of advice for new AD-Communication
 - e) MARHS Membership report
 - f) Recruitment status and update report
 - g) Copy of MARHS Directory
 - h) Copy of individual bid
- 5) Associate Director for Recognition
- a) MARHS recognition events
 - b) Vision for recognition in the future on the state level
 - c) Directory of chapters across the state and their status
 - d) Update on the recruitment of NRHH chapters
 - e) Information concerning any special projects assigned by the Director
 - f) One year goal and accomplishment assessment
 - g) Personal words of advice for new AD-Recognition
 - h) Copy of original bid
- 6) MARHS Advisor
- a) Assessment of accomplishments of MARHS during previous year
 - b) Assessment of personal style and interaction with MARHS SBD
 - c) Feedback for new State Board of Directors / Advisor
 - d) Suggestions for future focus and attention
 - e) Personal words of advice for new board
 - f) Sheet of contact information to give to new board

Section 6: Minutes from State Meetings

After each state meeting, the Associate Director of Administration shall distribute copies of the meeting's minutes to all member institutions within two (2) weeks of the meeting.

Section 7: Free Access to Records

All member institutions of MARHS shall have the ability to view minutes, agendas, financial, and other reports maintained by the MARHS. Only secret ballot voting information is not available to member institutions.

Section 8:

The official logo of MARHS will be an image of "Mac the Mudfish." The official colors of MARHS will be "Dark Green #3D6E39 and White #FFFFFF." Informally, these colors will be known as "dark green and white."

Article XI. Ratification and Amendments

Section 1: Ratification

The Mississippi Association of Residence Hall Association (MARHS) Policy Book shall immediately go into effect following approval by a two-thirds majority of the voting body.

Section 2: Amendments

Any amendments made to the Mississippi Association of Residence Hall Association (MARHS) Policy Book must be approved by a simple majority of the voting body.

Originally Drafted May 2005
Originally Ratified on March 17, 2010