

NATIONAL RESIDENCE HALL HONORARY



HOW TO START A CHAPTER

WHERE TO FIND...

<u>TOPIC</u>	<u>PAGE</u>
What is the National Residence Hall Honorary?	3
History of the National Residence Hall Honorary.	4
▪ Colors and Symbols	
▪ NRHH Constitution, By-laws, and Policy Book	
Chapter Basics.	5
▪ Why have a chapter and what the chapter can do	
▪ How to start a chapter	
▪ Chapter guidelines and specifics	
▪ Writing a constitution	
▪ Regional and National interaction	
▪ President's Role	
▪ Specifics for being an active chapter	
Constitutions and Bylaws.	12
▪ Sample Constitution and Bylaws	
▪ Sample officer and member oaths	
▪ Sample chapter nomination form and application	

WHAT IS NRHH?



National Residence Hall Honorary is a service of the National Association of College and University Residence Halls, Inc. It is designed to give local, regional and national recognition to students making outstanding contributions to their residence halls. NACURH firmly believes in the value of student involvement in residence hall life through community service, social programs, and educational programs.

Realizing the value of participation, students have contributed vast amounts of their personal time in an effort to make their own college experiences more meaningful to them. This effort not only benefits them but the entire residence hall system at their school as well.

NRHH exists to honor these students. These people work hard and all too often go unnoticed without even so much as a thank you. That is the fundamental purpose of an NRHH Chapter. NRHH is the only nationwide organization that recognizes residence hall leaders. Membership in local chapters is limited to one percent of your school's residence hall population, or 15 members, whichever is larger. As you can see, it is very select group of leaders. Thus being selected into the membership is an honor in which one can take a great amount of pride.

The National NRHH Office has many devices to aid a chapter in the effort to recognize your leaders. Some of these include National Membership certificates, National Membership Pins, as well as awards given to local chapters for outstanding service.

Even though the main purpose of having an NRHH chapter on your campus is to honor your outstanding leaders, some chapters choose to take the process one step further. Many chapters sponsor on-campus leadership workshops and /or speakers, co-sponsor programs with the Residence Hall Association, serve on a housing committee, or establish residence hall leadership awards or scholarships.

The important thing to remember is that your chapter can be as active as you members deem appropriate.

If you have the following ingredients then you have everything you need to establish a chapter of the NRHH on your campus:

1. Your school is a member of NACURH, Inc.
2. Your school has outstanding student leaders.
3. You feel that these students are worthy of recognition.

If you have any questions or you would like to get a chapter started, please contact your Regional Associate Director of NRHH or feel free to contact the National Office.

HISTORY OF THE NATIONAL RESIDENCE HALL HONORARY

In 1964, the National Association of College and University Residence Halls (NACURH), Inc. found itself with financial difficulties. Jim Tschechtelin, NACURH Chair, began investigating possibilities for potential revenue sources and grants. Grants were found, but there were two requirements: a central NACURH office had to be established, and the member schools needed more services rendered. Thus, the National Residence Hall Honorary was put forth as an answer to the second requirement.

During the preliminary organization, the National Residence Hall Honorary (NRHH) focused on the incorporation of old into new. Campuses with existing honorary organizations were contacted and coordinated into the NRHH structure. The preservation of chapter identity was primary, as it was incorporated into the NRHH structure, and as each campus is aware of its own individual needs. The primary focus of each chapter became the recognition of the residence hall leaders on its campus. This helped sustain a consistent membership in on-campus organizations as well as on the regional and national levels within NACURH.

The years between 1977 and 1987 were years of growth for the National Residence Hall Honorary. Pins and certificates were produced to recognize the members of the Honorary, the tradition of regional and national receptions during conferences began and formal recruitment and affiliation packets were produced. Regional Recruiter (now called Associate Directors) positions on regional boards were also established. Many awards were established including Program, National Communication Coordinator, Advisor, Student, and Resident Assistant Of the Month Awards as well as Outstanding Chapter of the Year.

Today, over 180 chapters are affiliated with the National Residence Hall Honorary National Office. Activities of the chapters vary from campus to campus. Some simply induct new members at an annual recognition banquet each year, thus, an honorary chapter. Others are extremely active on their campuses and in their communities, coordinating leadership retreats, conferences, socials, hall or campus wide programs, fundraisers, and a whole host of other events. Still others have found a middle ground, which suits their campus. Each individual chapter conducts membership selection. The chapter members represent the top 1% of the student leaders on campus and are those who have contributed extraordinary amounts of personal time and energy in order to make the residence halls more than a “dorm.”

NRHH COLORS AND SYMBOLS

The National Residence Hall Honorary colors are blue and white. The blue signifies loyalty to self, purpose and ideals. The white signifies a blank page: a page on which a student writes the successes and experiences that fill their days in the residence halls.

The symbol for NRHH is a diamond surrounding the letters of the organization, and the three interconnected links, the chain of leadership. The diamond, the world's most precious gem, signifies the value and beauty one finds in their residence hall experience. The first chain of the link represents caring. Leaders are people who care. They are concerned about themselves and others, and are committed to making things better. The second link signifies dedication. Part of the leader's commitment is the dedication to ideals and causes, which they display to others. Dedication is an important part of the involvement required to be a truly effective leader. The third link represents participation. True leaders participate fully in their academic pursuits, friendships, activities, and lives. Leaders do not sit on the sidelines, but are complete team players. Together the unbroken chain symbolizes the never-ending leadership of NACURH and membership to NRHH.

WHY HAVE A CHAPTER ON YOUR CAMPUS?

To give recognition to residence hall leaders for a job well done.

To develop residence hall leaders.

To improve residence hall life by developing new leaders, keeping veteran leaders involved, and to establish programs to improve campus life

To provide local, regional, and national recognition through National Membership Pins, National Membership Certificates, “Of the Month” Awards, the “Outstanding Chapter of the Year” Award, the “Building Block Chapter of the Year” Award, and the “Outstanding Member of the Year” Award.

WHAT CAN AN NRHH CHAPTER DO?

Your chapter can be exactly what the name implies, an honor. That is, members do not have to take an active roll. On the other hand, it can be as active as its members want to be.

Activities that most chapters are involved with include:

- a banquet to induct new members and to recognize current members
- regular meetings
- selection of new members
- social get-togethers (movies, picnics, hay rides, study breaks, etc.)

Activities that some chapters are involved with include:

- on-campus leadership conferences
- skill building workshops (time management, budgeting, programming, etc.)
- membership on a university housing committee
- programs co-sponsored with the Residence Hall Association
- studying a particular housing issue
- establishing a leadership award or scholarship
- community service projects
- academic programs and scholarship
- fundraising

HOW CAN MY SCHOOL START AN NRHH CHAPTER?

BEFORE YOU START

First, your school must be a NACURH member school in order to affiliate with NRHH. Since NRHH is a service of the NACURH organization, we can only serve schools that are NACURH Affiliated. Contact the National Office for the address and phone number of the person in charge of recruitment for your region, if you would like to pursue membership with NACURH.

Contact your region's Associate Director for NRHH. They can help you with the process of setting up a chapter on your campus. They are there to answer your questions and will take an active interest in your concerns. Look in the newsletters from your region that goes to the NCC to find out this person's name and contact information.

SPONSORSHIP

Once you are affiliated with NACURH, the first step in forming a chapter is to find an interested group to sponsor your chapter. Your Residence Hall Association, Housing Office or the Division of Student Affairs are good possibilities.

LEADERSHIP

The second step is finding students to lead your honorary. These students should already be leaders on your campus and be involved in your residence halls. They should understand how your Residence Hall Association works and something about NACURH. This will help insure a close tie with both organizations. You should try to get about five to ten representatives from a wide cross-section of the residence halls. These students will write the constitution and determine the nomination and selection process. One person should act as a chairperson responsible for setting goals, establishing meeting times, and creating an agenda.

CONSTITUTION

The third step is writing the constitution, which does not have to be difficult or complicated. Later in this document will find a sample constitution and a guide to writing a constitution.

SELECTION PROCESS

Deciding how to choose members may be the hardest step. Strong leaders must be chosen in order to get the chapter started, but the selection process may be changed in the future. Some schools use NRHH, RHA, Residence Hall staff and professional housing personnel to nominate members.

After the first year, the group should evaluate the selection process to make changes for the future. Later you will also find sample nominations forms. All nomination forms should be reviewed by a selection committee defined by your constitution. You may choose to use a point system, objective system, or a combination of both. You must recognize that there is a difference between being involved in many organizations and holding leadership positions in fewer organizations.

FUNDING

To decide on how much money your chapter needs, you need to determine how active it is going to be. Most chapters do not incur many expenses. Many chapters are supported by their RHA, while others charge dues, and others have fund-raisers. Common costs that chapters have are: affiliation dues, postage, copying, and banquet items.

NATIONAL MEMBERSHIP

In order to become affiliated with the National Office, you need to send in your dues (\$25.00 per year per chapter), your affiliation form, your constitution, and a list of your current members and officers. Your dues include fifteen free certificates (extras are \$.50 each) and you may order pins for \$4.00 each. Your dues also make you eligible for all the other services of NRHH. You are a member of the National Residence Hall Honorary!

CHAPTER GUIDELINES

The following are guidelines for the operation of member chapters.

1. NAME OF CHAPTER

Each chapter will be called the _____ Chapter of the National Residence Hall Honorary (name selected by chapter). This allows each school to choose a meaningful name and also permits schools with existing honoraries to easily affiliate with NRHH.

2. CHAPTER CONSTITUTION

Each chapter must write and approve a constitution or set of operating guidelines. These must be sent to the National Office to be reviewed and approved.

3. MEMBERSHIP LIMITS

In order to endure the consistency from school to school, no more than one percent of the current residence hall population, or 15, whichever is larger, may be general members of NRHH at once. Once accepted into the chapter, individuals are general members as long as they live in the residence halls. Once general members leave the institution or move off-campus, they become alumni. Alumni members do not count as part of the one percent cap. If there are extraneous circumstances that a chapter cannot limit its membership to one percent, please contact the National Director, explain the situation, and request an exemption.

4. MEMBERSHIP, NOMINATION, & SELECTION

Each chapter should establish a membership nomination process consistent with the purpose of NRHH. There are numerous methods to select new members for an NRHH chapter. Many chapters distribute nomination forms to hall councils, resident assistants, student residence hall organizations, and hall directors. Individuals then nominate other students and submit their nominations to the NRHH chapter. Some chapters allow self-nomination. After the chapters receive the nominations, many send applications for members to the nominated individuals. The individuals complete the application and return it to the NRHH chapter. Application forms vary greatly from chapter to chapter. Some applications ask for references while others ask for an interview with the nominee.

Certain selection processes include a screening committee composed of students and hall directors who rate the applications prior to forwarding them onto the NRHH chapter selection committee. Some chapters have their entire membership review the application while others utilize only the Executive Board. Student residence hall systems vary, therefore, NRHH leaves the method of nomination and selection to the discretion of the individual chapters. If a chapter would like additional information on other chapters' selection processes, please contact your RAD or the National Office. We would be happy to send samples from other chapters throughout the nation.

5. MINIMUM MEMBERSHIP CRITERIA FOR CHAPTERS

An individual must -

- Have lived in the residence halls for at least one year prior to induction
- Have made a positive contribution to the residence hall system
- Be in good standing at their school
- Have at least a 2.0 GPA on a 4.0 scale

6. CHAPTER REQUIREMENTS FOR AFFILIATION WITH THE NRHH NATIONAL OFFICE

Affiliation with the National Office entitles a chapter to all the services that the National Office provides. A chapter must be affiliated with the National Office to have voting rights at the National NRHH Business Meeting.

- Payment of \$25 annual dues (made payable to NRHH) before the National NRHH Business Meeting
- Submission of an affiliation form
- Submission of an updated copy of the chapter constitution
- Submission of an updated membership list and officers
- Chapter must be in good standing with NACURH, Inc.
- Chapter may not have any outstanding debts with the NRHH National Office

Note: Chapters that postmark their affiliation materials on or before December 1st will receive 15 free NRHH membership certificates if they are requested on the affiliation form. Chapters that do not affiliate before December 1st will not receive free certificates.

SPECIFICS FOR NRHH CHAPTERS

Active VS. Honorary Chapters

NRHH Chapters may choose to be “Honorary” chapters; that is, members do not take an active role. Their activities may include, at most, an induction ceremony or banquet. On the other hand, chapters who plan regular meetings, activities, and projects are considered “Active” chapters. When setting chapter goals, this decision needs to be taken into consideration.

General, Alumni, and Honorary Members

General members are considered to be those students who currently live on campus and meet chapter requirements. When students move off campus or leave the institution, they are considered alumni members. Honorary Members are those who do not meet the requirements but deserve to be recognized.

Benefits Include:

Recognition to residence hall leaders for a job well done, Stimulus for development of residence hall leaders, Retention of experienced leaders, Availability of Membership Pins and Certificates, Newsletters from the National Office and RADs, Admittance to the Regional and National Conference receptions, Communication with other NRHH Chapters.

Activities Include:

Regular meetings, Social activities, Induction banquet, Leadership conferences, Membership on University Housing Committees, Investigation of particular housing issues, Leadership awards or scholarships, Anything you can imagine.

REGIONAL & NATIONAL INTERACTION

The duties of the Regional Associate Directors (RADs) for NRHH vary from region to region. All are charged with keeping track of the NRHH chapters in their respective region as well as communicating regularly with the NRHH National Office. They are also responsible for recruiting new chapters. A few regions hold regional NRHH meetings during their Regional and No-Frills conferences. The purpose of these meetings is to encourage the exchange of ideas between chapters, provide feedback to the RADs regarding the National Office as well as the Regional Directorship. Some regions allow their chapter representatives to elect the NRHH-RAD for their region. Many of the RADs publish newsletters to keep their constituency updated on the latest NRHH news. They are also responsible for selecting the regional “Of the Months” awards and forwarding them onto the NRHH National Office.

The responsibilities of the NRHH National Office are many. The National Office collects the annual dues and maintains the chapter files. The students who run the National Office are also responsible for filling pin and certificate orders from the individual chapters. Every month, the staff of the office gathers the Regional “Of the Month” winners and coordinates a committee to select the National winners in each of the categories. The National Office also publishes a newsletter entitled the *One Percent Press*. Article submissions are always encouraged. The newsletter is printed 4-5 times per year. It includes information regarding national OTM winners, activities of chapters and regions, articles related to NACURH and NRHH, office hours of the staff and much more! Members of the National Office also attend the Semi-Annual and Annual Conferences. In late January or February, the office also hosts the NRHH-RAD conference focused on the improvement of NRHH. This also serves as an orientation for new RADs as well as a goal setting session for NRHH.

WRITING A CONSTITUTION

One of the most challenging aspects of getting a National Residence Hall Honorary Chapter off the ground is coming up with a Constitution. It can seem like a very formidable task; most of us have never written a Constitution before.

Preamble

Not all Constitutions have a preamble, but those that do go something like this: We, the members of the ABC Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this constitution.

Other preambles mention social enrichment and academics as well.

Article One - Name

Some chapters have taken Greek letters (YNX are the initials for (U)niversity of (N)orthern (C)olorado); others have taken their schools mascot: Bobcat or Greyhound chapters, some have named them after people from their university, and other have gone for just the name of their school.

At any rate, "The name of this organization shall be the _____ Chapter of the National Residence Hall Honorary at _____ (name of school).

Article Two - Purpose

"The purpose of this organization shall be _____." Across the board, other schools have said something that includes "provide recognition for students who have provided outstanding service or exceptional leadership in promoting the residence hall system."

Article Three - Membership

This is where things start to vary. The National Office states that the minimum requirements for induction are: a) the person shall have lived in the residence halls during the year prior to induction, b) the person shall have exhibited outstanding leadership and service to the residence hall system, and c) shall have a grade point average of at least 2.0 on a 4.0 scale.

Chapters also break membership down into three categories: a) general members still live in the residence halls and have fulfilled the above requirements, b) alumni members have either moved off-campus or no longer attend the institution where they were inducted, and c) honorary members may be an administrator or off-campus person who has done something outstanding for the residence halls. Even within this framework, there are some variations among chapters.

Under this article, there may also be some sections pertaining to the total number of active members in a chapter (which may not be greater than 1% of the capacity of your school's residence halls or 15 members, whichever is greater). Some schools have combined Membership and Selection of Members into one Article (see below).

Article Four - Selection of Members

Basically, the ways people can be nominated are by themselves, or by others. Some schools distribute nomination sheets where candidates describe their own accomplishments and reasons for wanting to get involved with NRHH. Some schools have a selection committee, which reviews nominations. Others have an objective point scale that they use to rank involvement.

In your Constitution, you will probably want one section dealing with the ways in which potential inductees can be nominated, and another section dealing with the manner in which the potential inductees will be screened (i.e. a selection committee, point system, or consensus of active members).

Article Five - Executive Structure

Chapters typically have a President/Chairperson. In addition, some chapters have other officers including a Vice-President, and/or a Secretary/Historian. In this article, you may also want to include the method of selection and timeline for selection of officers, the qualifications for a chapter advisor (if you have one), and the responsibilities of the officers.

Article Six - Fees and Dues

This article may include a section regarding national dues (currently \$25) and chapter dues, if you are to have any.

Article Seven - Amendments and Bylaws

In this section, you may want to define what percentage of the active members it takes to amend or add to the Constitution.

Article Eight - Enactment

Typically, you need a majority (occasionally a 2/3) vote of the current active members to ratify a Constitution. You may also want to present your Constitution to your Residence Hall Association or Residence Life Department for their approval.

PRESIDENT/CHAIRPERSON'S ROLE

The role as president/chairperson within the NRHH chapter and the organization is one that is intended to provide continuity. The president/chairperson, is responsible for the recognition of those within the chapter and the campus. He/She is the link between the chapter, the institution, the Regional Associate Director, and the National Office. They also acts as the representative at both regional and national NRHH business meetings.

Communication

The position of president/chairperson entails a great deal of communication. The person who fills this position should communicate regularly with the Residence Hall Association, the Regional Associate Director, the National Office and other chapters within the region. This networking will provide the chapter with as much available information as possible. Topics that may be covered in either written or verbal form include the activities of the chapter, plans and concerns that the chapter is addressing.

Conference Representation

Representation at the regional and national annual conferences is *highly recommended*. The National Office strongly encourages that at least one member of the delegation be a member of NRHH and take the time to attend all NRHH related activities. These may include, but are not limited to, round table discussions, receptions for NRHH members, and business meetings. At the business meetings NRHH representatives will be asked to review and approve the NRHH National Office's budget, and consider and vote on legislation presented.

Membership Pins and Membership Certificates

Pins and certificates are ordered from the National Office. With the annual dues payment prior to December 1st, chapters are entitled to receive up to 15 free membership certificates. A chapter should note in writing their request for these free membership certificates on the chapter affiliation form. Additional certificates may be purchased for fifty (\$.50) a piece. Honorary certificates are also available for those people who need to be recognized but do not meet the membership requirements. NRHH membership pins may be purchased for \$4.00 each. The National Office requires full payment before shipping merchandise. An invoice will be mailed upon request. Please allow 2 weeks for delivery AFTER the National Office receives your order.

Transition

Transition is very important in maintaining continuity within the chapter. Make sure to meet with the future president/chairperson. At this time, discuss the chapter's personality, finances, meetings, relationships with other organizations, and activities. Read the chapter manual and files to facilitate this. Make sure to contact your Regional Associate Director and the National Office with any address changes.

SUGGESTIONS FOR BEING AN ACTIVE CHAPTER

- ❑ Hold a Leadership Conference with your members presenting programs for leaders or other campus organizations.
- ❑ Have your members serve as a student voice on different Housing Department committees.
- ❑ Hold a recognition banquet for residence hall student leaders once or twice a year.
- ❑ Hold a social get together (ice cream, pizza, ice skating, BBQ, etc) for your members.
- ❑ Hold a reunion and invite NRHH Alumni to a social gathering with current NRHH members.
- ❑ Start an NRHH scholarship fund to award to residence hall leaders.
- ❑ Conduct issues studies in which tough student issues are confronted and discussed.
- ❑ Co-sponsor hall programs with your Residence Hall Association and occasionally have social get-togethers.
- ❑ Do community service projects together (work in a soup kitchen, help build homes for the homeless, help the elderly by fixing up their homes, visit nursing homes, be a big brother/sister to a child, etc.)
- ❑ Hold fund-raisers for philanthropic organizations.
- ❑ Have an ambassador program in which NRHH members regularly attend hall council meetings to announce NRHH activities, assess council needs that NRHH can address, and to share the experiences and insight that the top 1% of hall leaders has to offer.
- ❑ Get involved in the nomination and selection of outstanding residence hall leaders for NRHH “Of the Month” awards.
- ❑ Provide recognition to all who are even nominated for “Of the Months” to let them know they are appreciated.
- ❑ Have your members provide tours through the residence halls to prospective residents (students).
- ❑ Submit a float to the Homecoming Parade or help with the Homecoming Ball.
- ❑ Provide financial support for some members to attend state, regional and national conferences.
- ❑ Host a murder mystery banquet and invite residence hall leaders to attend.
- ❑ Create a formal ceremony for inducting new NRHH members.
- ❑ “Kidnap” new NRHH members and take them out for ice cream.
- ❑ Have the executives decorate the door of NRHH members every holiday.
- ❑ Throw a pizza party for each hall council individually.
- ❑ Distribute a bi-weekly or monthly newsletter to keep members informed and also public press release to keep halls informed of upcoming events.
- ❑ Have the executives consistently recognize members for their individual contributions through phone calls, thank you notes, and treats.
- ❑ Decorate members’ doors on their birthdays with streamers and balloons.
- ❑ Use residence hall bulletin boards for recognition of outstanding residence hall leaders by displaying photos and a brief synopsis of various leaders and their activities.
- ❑ Put congratulation signs on the doors of members who attain a semester GPA of 3.50 and above.
- ❑ See if your residence hall association (RHA) will make the NRHH President a member of the RHA Executive Board or create a NRHH-RHA liaison to promote communication and unity between the two organizations.
- ❑ Engrave a new membership roster each year and fill a wall with NRHH plaques in your usual meeting room.
- ❑ Frame an NRHH group photo each year and hang it on a wall of fame.
- ❑ Hold honorary induction for housing administrators who are supportive of student leaders.
- ❑ Hold a recognition picnic for housing administrators.
- ❑ Hold a food service staff recognition day or week and volunteer your services in the kitchen or in the dish room.
- ❑ Encourage your Director of Housing to attend an NRHH meeting to get student leader feedback and suggestions.
- ❑ Hold a retreat and recognize the diversity and talent in your group by sharing poetry under the stars, taking turns responding to deeply personal questions, and taking time to know each other as individuals.
- ❑ Create a logo for your chapter and design a t-shirt for all your members. This gives your chapter visibility on campus.
- ❑ Keep a scrapbook each year of chapter photos, flyers, and awards.
- ❑ In the winter holiday season, have a party for needy children in the community and match NRHH members with a few children to give gifts to and play with.
- ❑ Exchange gifts among your members over the holiday season, being mindful of the religious diversity in your group.
- ❑ Make a videotape or a slide show of members throughout the year and show it when the year is over.
- ❑ Create a chapter soundtrack each year that has your members’ favorite tunes on it.
- ❑ Help a college/university near yours start up an NRHH chapter if they do not have one.
- ❑ Contact your Regional NRHH Associate Director and find out what activities other chapters in your regions are doing.
- ❑ Order information on recognition and programming in the residence halls from the National Information Center (NIC) Resources Files Index.
- ❑ Learn how the NRHH National Office works and bid to host the NRHH National Office at your school the next time it comes up for bid.

SAMPLE CONSTITUTION AND BYLAWS

(includes officer and member oaths)

The Elisabeth Brooks Warren Chapter National Residence Hall Honorary Constitution

Preamble

We, the members of the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary at the University of North Texas, in recognition of the need of a democratic system whereby maintain and improve our chapter, do hereby establish this constitution.

Article I: Name

The name of the organization shall be the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary (NRHH) at the University of North Texas.

Article II: Purpose

Section 1: To recognize outstanding leadership, service and dedication to the Residence Hall System that went above and beyond the call of duty.

Section 2: To provide a leadership resource for the Residence Halls.

Section 3: To assist the needs of the UNT and Denton communities through quality service.

Article III: Membership

Section 1: Membership shall be limited to 15 active members or 1% of the Residence Hall population per year, whichever is greater.

Section 2: Membership shall be divided into three categories: Active, Alumni and Honorary.

A. Active

1. Lives on campus and attending classes
2. Receives one vote when present on all voting matters.
3. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

B. Alumni

1. Lives off campus.
2. Lives on campus, but is not attending school.
3. Receives one vote except in the selection of new members.
4. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

C. Honorary

1. Lives on or off campus.
2. Does not vote.
3. Appointed by Executive Board.
4. Individuals who could qualify for active membership, with the exception of graduating seniors, can not be inducted as honorary members.
5. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap.

Section 3: Responsibilities of Active Membership

- A. Members must attend all NRHH meetings (if they are unable to attend they should contact the President and inform them 24 hours prior to the meeting). Members are allowed one unexcused absence per semester.
- B. They must write no fewer than two OTMs per semester (fall and spring) in any category.
- C. Each member shall maintain a 2.5 cumulative G.P.A. each semester.
- D. Each member shall exhibit leadership, character qualities appropriate for representing NRHH and UNT in a consistent, willing and positive manner.
- E. Active participation in all projects volunteered for or assigned.
- F. An Active member of a chapter, who permanently leaves the residence hall system, shall become an alumni member. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When a member leaves the residence hall system, they must submit a letter to the chapter as to whether the leave is temporary or permanent. When a member submits a notice of temporary leave, they must indicate the duration of their leave to the chapter. If a member who has submitted a notice of permanent leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NRHH National Office Director to request a temporary increase in their capacity until the next membership drive. At which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.

Section 4: Transfer Members

- A. If an NRHH member transfers to UNT they may submit a letter to the chapter to become affiliated with the Elisabeth Brooks Warren Chapter. The Executive Board shall review the letter and shall determine the acceptance of the member. The member shall be placed in the appropriate membership category.

Article IV: Amendments

Amendments to this Constitution and its by-laws may be made by a two-thirds vote of present active and alumni members during any chapter meeting.

Article V: Ratification

This Constitution shall become effective when a two-thirds vote of present active and alumni members is received; furthermore, upon ratification, this Constitution shall supersede any previous Constitution ruling this organization.

Article VI: Officers

The elected officers of this organization shall be President, Vice-President for Recognition, Vice-President for Selection and Induction, Secretary, and Treasurer.

Article VII: Advisor

The Coordinator for Residential and Judicial Affairs shall appoint this organization's advisor at the beginning of each semester.

The Elisabeth Brooks Warren Chapter National Residence Hall Honorary By-laws

Article I: Meetings

Section 1: This organization shall follow *Robert's Rules of Order* unless otherwise stipulated by the Presiding Officer and/or the Executive Board.

Section 2: Regular bi-monthly meetings shall be set by the Executive Board at the beginning of each semester.

Section 3: Additional meetings shall be called by the Executive Board as necessary.

Article II: Duties of Officers

Section 1: The President shall:

- A. Preside over all chapter meetings.
- B. Preside over all Executive Board Meetings.
- C. Preside over all "Of the Month" selections.
- D. Create special committees, as needed.
- E. Maintain correspondence with the SWACURH NRHH RAD.
- F. Maintain correspondence with the NRHH National Office.
- G. Assist with yearly affiliation process.
- H. Perform all other tasks normally associated with the position of the President as defined by *Robert's Rules of Order*.

Section 2: The Vice-President for Recognition shall:

- A. Be responsible for monthly recognition projects.
- B. Shall facilitate any programming events.
- C. Assume the President's duties in the absence of the President.
- D. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

Section 3: The Vice-President for Selection and Induction shall:

- A. Be responsible for soliciting suggestions for membership candidates
- B. Send out membership applications.
- C. Receive and prepare applications to be unanimous for members to vote on.
- D. Send letters notifying candidates of membership status.
- E. Facilitate the overall selection and induction process.
- F. Plan and organize the Induction reception each semester.
- G. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

Section 4: The Secretary shall:

- A. Take minutes of all chapter or Executive Board meeting.
- B. Have presentable copies of minutes available by the next meeting.

- C. Maintain the “NRHH Chain Letter” newsletter.
- D. Send out the newsletter to member’s bi-monthly.
- E. Perform all other tasks normally associated with the position of Secretary as defined by *Robert’s Rules of Order*.

Section 5: The Treasurer shall:

- A. Prepare a budget request to be presented to the Coordinator for Residential and Judicial Affairs at the beginning of each semester.
- B. Keep accurate records of all moneys spent on a semesterly basis.
- C. Sign all NRHH Purchase Requests and keep copies of PO’s.
- D. Be responsible for any fundraising events.
- E. Perform all other tasks normally associated with the position of Treasurer as defined by *Robert’s Rules of Order*.

Article III: Duties of Advisor

Section 1: The Advisor shall:

- A. Act as a liaison to the Coordinator for Residential and Judicial Affairs.
- B. Attend all meetings, either of the Chapter as a whole or of the Executive Board.

Article IV: Removal of Officers

Section 1: If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

Section 2: Removal Procedures

- A. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
- B. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.
- C. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
- D. If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position.
- E. If there is a majority vote from the committee to remove the officer, then the NRHH chapter will be presented the situation by the committee.
- F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes.
- G. A three-minute question and answer period for both shall follow with no discussion afterwards.
- H. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

Article V: Election Code

Section 1: Requirements for Candidacy

- A. All candidates must have been an Active member with voting rights for the semester prior to which they will hold office.

- B. All candidates must be an Active member for the year in which they intend to hold office.

Section 2: Election Procedure

- A. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
- B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the President. If the President wishes to run for an office, they must submit their letter of intent to the Advisor.
- C. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
- D. A three-minute question and answer period will follow each candidate's speech.
- E. Winners will receive 50% plus one of the votes cast in the election of the office.
- F. In the event of a tie, and immediate run-off election shall be held between the top two vote receivers.
- G. Each officer shall be elected to a one-year term.
- H. Officers shall take office immediately after induction.

Section 3: Officer Oath

- A. The Officer Oath is as follows:
"I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. I solemnly swear, as an executive officer, to serve the Elisabeth Brooks Warren Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, and the NRHH National Office, as well as, the well-being of the chapter."

Article VI: Vacancy of Office

Section 1: Should the office of President become vacant, the Vice-President for Recognition shall assume the office of the President.

Section 2: Presidential Appointments

- A. In the event that an Officer leaves office, the President shall appoint an Active member with voting rights to finish that office's term.
- B. This appointment shall be made at the meeting following the office's vacancy.
- C. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.
- D. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.
- E. This election shall be governed by the election code in Article IV.

Article VII: General Voting

Section 1: General voting is considered to be any voting except in new member selection voting.

Section 2: Executive Board

- A. Each officer, excluding the President shall receive one vote in each voting matter.
- B. The advisor shall receive one vote in each voting matter.

- C. The President shall only vote to break a tie.

Section 3: Chapter Members

- A. Each Active member shall receive one vote in each voting matter, unless they have lost their voting rights for the semester.
- B. Alumni members receive one vote except in new member selection matters, unless they have lost their voting rights for the semester.
- C. Honorary members do not vote.

Section 4: Voting Procedure

- A. All votes shall be a simple majority of the Active and Alumni members present with voting rights unless otherwise specified by the Executive Board.
- B. Tie Breaking Procedures:
 - 1. All tie ballots shall be immediately re-cast.
 - 2. In the event of a second tie, the President shall break the tie.

Article VIII: Absences

Section 1: Excused/ Unexcused

- A. Absences may be excused by the President in the following manner:
 - 1. A reason for the absence must be submitted to the President 24 hours prior to the meeting.
 - 2. The President may then accept the statement and excuse the absence if the President believes the circumstances call for such an action.
- B. Absences may be considered unexcused by the President if the reason is not justifiable.
- C. The member may appeal the decision of the unexcused absence in writing to the Executive Board.

Article IX: Selection and Induction

Section 1: Nominee Requirements

- A. Nominees must currently reside on campus.
- B. Nominees must have resided in Residence Halls for at least a two semesters (including the present semester).
- C. Nominees must have a cumulative G.P.A. of at least 2.5 on the UNT scale.
- D. Nomination must be given to the Vice President of Selection and Induction by the deadline set each semester.
- E. All NRHH members, housing staff and residents can make nominations. This includes self-nominations.

Section 2: Voting Procedure

- A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
- B. Nominees must receive 50 % plus one vote of those active members present with voting rights to be inducted.

Section 3: Voting Members for the selection shall consist of active members with voting rights.

Section 4: Induction Oath

A. The Induction Oath is as follows:

“I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. I promise to continue the tradition of recognition and service. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”

Article X: Affiliations

Section 1: A representative shall:

- A. Be sent to the Residence Hall Association General Assemblies.
- B. Be sent to the Residence Life Advisory Council Meetings.
- C. Be sent to the Eagle’s Nest Inter-Organizational Council Meetings

Section 2: This chapter shall remain in good standing with the National and Regional Offices of the National Residence Hall Honorary.

Article XI: Mascot

This chapter shall pick a mascot at the beginning of each year. This mascot should reflect the chapter’s vision for the year.

Article XII: Chapter Traditional Functions

Section 1: This chapter shall continue its work with Adopt-a-spot. The chapter will maintain the Adopt-a-spot project by cleaning it at least six times a year.

Section 2: This chapter shall give out Writer’s Cramp Awards for those individuals who write OTMs and submit them to our chapter.

Section 3: This chapter shall continue its monthly recognition of individuals, systems, or whatever they deem necessary that deserves to be appreciated. This recognition is inclusive to, but not limited to Housing.

Article XIII: Chapter Pin-Awarding Procedures

Section 1: The requirement for the “diamond” pin is membership induction into the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary.

Section 2: The requirement for the white “leadership” pin is a prominent display of leadership ability here at UNT (as assessed by the current NRHH executive board) or placement on the NRHH executive board.

Section 3: The requirements for the eight “bronze” pins are at the discretion of the NRHH and RHA President. These pins are to recognize individuals who have demonstrated outstanding service to RHA, NRHH, SWACURH and NACURH. UNT can only give out eight bronze pins a year.

Revised January, 2004

SAMPLE CHAPTER NOMINATION FORM AND APPLICATION

NOMINATION FORM FOR THE VANDAL CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY

Name of nominator:

Name of nominee:

E-mail address:

Address:

Phone number:

List positions held by your nominee?

List activities that this person has been involved in:

What has this person done above and beyond their position requirements?

APPLICATION FOR THE VANDAL CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY

Name:

E-mail Address:

Grade Point Average:

Number of semesters in the residence halls:

MSC Box:

1. Why do you want to be in NRHH?
2. What can you personally contribute to the Vandal Chapter for 2002-2003?
3. Please list some of your more significant contributions within the residence halls.
4. Will you be on campus next year? What are your plans for next year?
5. Give us some thoughts as to why recognition is important in leadership.

Applications are due _____ by _____pm in the RHA Office in the Basement of the Wallace Complex.