

ARTICLE II.

CONSTITUTION CHECKLIST 2018-2019

NATIONAL RESIDENCE HALL HONORARY CONSTITUTION REQUIREMENTS CHECKLIST:

Chapter constitutions must include the information below. Some policies must be word for word while others allow for the creation of chapter policies. Any highlighted information is a policy that your chapter has to create.

A. Name

Institution's Name

Chapter's Name

Your chapter name is allowed to simply be your institution's name.
Example: University of Summer's National Residence Hall Honorary

B. Purpose

C. NRHH Values

1. NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

D. Membership Qualifications

Statement acknowledging the potential of membership for life.

- i. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.

2. Candidate Membership

- i. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
- ii. The Candidate member must submit a formal intent of pre membership to the chapter.
- iii. The Chapter must confirm status of pre-membership to candidate member.
- iv. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
 - a. NRHH History
 - b. OTM's
 - c. Membership Qualifications
 - d. Membership Selection Process
 - e. Additional requirements as deemed necessary by the chapter, if any
- v. Before a Candidate Member can be inducted, they must meet the following requirements:
 - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.

- b. "Student" shall be defined by the chapter's host institution.
 - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
 - d. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalency.
 - e. Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
 - f. Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
 - g. Additional requirements as deemed necessary by the chapter, if any
- vi. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.
3. On-Campus Membership
- i. An On-Campus member of an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
 - ii. On-Campus members must meet the following requirements to maintain their membership:
 - a. The On-Campus Member must be a student of the college or university with which the chapter is affiliated.
 - i. "Student" shall be defined by the chapter's host institution.
 - b. The On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
 - c. On-Campus Member must be living in institutionally owned or contracted housing.
 - d. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
 - e. Additional requirements as deemed necessary by the chapter, if any
4. Off-Campus Membership
- i. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

- a. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
 - i. "Student" shall be defined by the chapter's host institution.
- b. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
- c. Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
- d. Additional requirements as deemed necessary by the chapter, if any
 - At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
 - An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
 - An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights do not count towards the membership cap.

5. Lifelong Membership

- i. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
- ii. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
- iii. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service
- iv. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

6. NOTE: These are the ONLY FOUR TYPES OF MEMBERSHIP in NRHH. Any other types of membership will prevent constitution approval.

7. Outstanding Service Award Process

- i. An Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to the residence hall students. This may include, but is not limited to housing personnel, instructors, and college or university staff.

- ii. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Service Award.
- iii. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.

The Chapter must create a process to outline how an Outstanding Service Award can be given to individuals at their institution.

8. Membership Capacity

- i. The total active membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership does not include alumni, early alumni or honorary members.

- ii. Definition of on-campus housing units that contribute to the membership cap

- a. A list, or unambiguous description, of all on-campus housing units that counts toward the membership cap. The chapter list or description must include all of the institution's residence halls and may include any institution-owned housing units or institution-contracted housing units.

- b. The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of that number, or 20 members, whichever is greater), but the constitution itself need not include the number of beds, either in each unit or in total.

9. Member Removal Policy (This policy is only required if members of the chapter do not become eligible for Lifelong Membership at the time of induction)

- i. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations.
- ii. If a member is removed, they no longer count towards the 1% membership cap.
- iii. The following guidelines apply to the procedure for the removal of an Active member:
 - a. The member and/or chapter must complete the NRHH Member Removal Application.
 - b. This form can be obtained from the region's ADNRRH.
 - c. The form must include the electronic signatures of the chapter

- iv. The amount of members for removal is up to the discretion of the chapter.
- v. It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:
 - a. A. Submission of an incomplete application form.
 - b. The region's ADNRRH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- vi. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRH through written request as to why the Candidate deserves to continue as a member of NRHH.

9. NRHH Membership Transfer Policy

- v. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution
- vi. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
 - a. The student applying to transfer their membership must be fully matriculated at the new institution.
 - b. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
 - c. Each chapter must create their own process detailing how applications will be evaluated.
- iii. If approved, the student and/or new chapter must complete the membership transfer application.
- iv. The membership transfer application may be obtained from the region's ADNRRH.
- v. The membership transfer application shall include signatures from the following individuals:
 - a. The incoming chapter's President.
 - b. The incoming chapter's Advisor.
 - c. The NRHH member who is seeking to transfer their

- vii. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. Adding new member(s) puts the chapter over its member cap.
- viii. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 - a. Each ADNRRH shall have one vote.
 - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

Selection Procedures

Nomination process and procedures

How often are your chapter's induction ceremonies?

Officers

Officer titles (don't forget to include advisors)

Qualifications for officers

Individual position responsibilities

Officer election process

Process for removing individuals from executive office(s)

Vacancy of office

Meetings

When are meetings?

Can be as general as Executive Board will decide when meetings are

Finances

Statement about the chapter is in good standing with the region and NACURH/NACURH offices

How chapter funds projects, affiliations, etc?

Amendment Procedures

Amendments must pass by __% vote of active members present

J. *Need help creating or updating a NRHH constitution? See Chapter Constitution Recommendations*

CHAPTER CONSTITUTION RECOMMENDATIONS :

- A. Note: The following is based off of information from the NRHH National Policy Book, NRHH National Bylaws, and previously approved constitutions. These are SUGGESTIONS and recommendations, not requirements.
- B. Name
 - 1. Date chapter was founded (if known)
- C. Purpose
 - 1. See the Vision and Mission statements in the NRHH Policy Handbook

1. See Article II, sections 1 through 7 in NRHH National Policy Book
- E. Officers
1. Can they hold officer roles in other campus organizations (hall councils, campus resident hall association, etc.)
 2. Qualifications
 - i. GPA minimum
 - ii. Length of time in honorary before eligible to run for office
- F. Meetings
1. Keep it general because it will probably need to change from semester to semester
 2. Attendance Policy
- G. Finances
1. Membership fees and dues (if needed)
 2. Permission for spending chapter funds
 3. Requirement of a yearly budget
 - i. Reviewed and voted on by
- H. Amendment Procedures
1. How are amendments presented
- I. Committees
1. You do not have to have committees
 2. You can be general and state that committees shall be created as needed by chapter officers
 3. You can be specific and name the different committees that your chapter wants
 4. Include names of committees
 5. Committee responsibilities
 6. Are members required to serve on committees?
- J. Ethical Considerations
- K. Parliamentary Procedures
1. Use of Robert's Rules of Order?
 2. Quorum requirement?