

Article 1 Constitution Checklist

NATIONAL RESIDENCE HALL HONORARY CONSTITUTION REQUIREMENTS CHECKLIST:

Chapter constitutions MUST include the following articles:

A. Name

1. Institution's Name
2. Chapter's Name
 - i. 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

1. 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. Active Membership

- i. An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave. An individual being inducted as an active member must:
 - a. Be a student of the college or university with which the chapter is affiliated, with student defined by the chapter's host institution, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.
 - b. Have lived on-campus housing for at least one academic semester (a half-year academic term, typically lasting fifteen (15) to eighteen (18) weeks), or its equivalency.
 - i. Institutions not utilizing academic terms equivalent to a semester may work with the current AD-NRHH to determine a live-on requirement equivalent to the NACURH standard.
 - c. Have made a positive contribution to the residence hall system.
 - d. Have a 2.5 on a 4.0 scale.

3. Early Alumni Membership

- i. An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.
- ii. The following guidelines apply to the procedure of applying for early alumni membership status:
 - a. The member and/or chapter must complete the early alumni membership application (contact your region's AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
 - b. The completed early alumni membership application shall be submitted to the region's AD-NRHH for approval.
- iii. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
- iv. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - a. The application form is incomplete.
 - b. The region's AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
 - c. The chapter has exceeded its allotted early alumni membership approvals for the year.
- v. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final.
 - a. Each AD-NRHH shall have one vote
 - b. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

4. Alumni Membership

- i. An active member of a chapter, who does not live in the residence hall system, or is no longer a student, shall be defined as an alumni member.
 - a. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.

- b. When members leave the on-campus community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit a notice of temporary leave, they must indicate the duration of their leave to the chapter.
- c. 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 NAN 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.

5. Honorary Membership

- i. An individual who is inducted into a NRHH chapter and is not a student but offers support to the on-campus community and the student affairs profession, including but not limited to, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member.
 - a. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an "honorary member."
 - b. 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.
6. NOTE: These are the ONLY FOUR TYPES OF MEMBERSHIP in NRHH. Any other types of membership will prevent constitution approval.

7. 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.

8. Member Removal Policy

- i. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- ii. If an Active 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 AD-NRHH.
 - c. The form must include the electronic signatures of the chapter President and chapter advisor.
 - d. This form must be submitted electronically.
 - e. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
- iv. The amount of members for removal is up to the discretion of the chapter.
- v. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - a. A. Submission of an incomplete application form.
 - b. The region's AD-NRHH 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 AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

9. NRHH Membership Transfer Policy

- i. 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
- ii. 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 is able to come up with their own process detailing how letters 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 AD-NRHH.
- 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 membership.
- vi. The completed application shall be submitted to the region's AD-NRHH for approval.
- vii. It is the right of the region's AD-NRHH 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 AD-NRHH, 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 AD-NRHH shall have one vote.
 - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

E. Selection Procedures

1. Nomination process and procedures
2. How often are your chapter's induction ceremonies?

F. Officers

1. Officer titles (don't forget to include advisors)
2. Qualifications for officers
3. Individual position responsibilities
4. Officer election process
5. Process for removing individuals from executive office(s)
6. Vacancy of office

G. Meetings

1. When are meetings?
 - i. Can be as general as Executive Board will decide when meetings are

H. Finances

1. Statement about the chapter is in good standing with the region and NACURH/NACURH offices
2. How chapter funds projects, affiliations, etc?

I. Amendment Procedures

1. 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
- D. Membership Qualifications
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?