

# **The University of Houston National Residence Hall Honorary Chapter**

## **Preamble**

We, the members of the University of Houston 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.

## **Article 1 - Name**

The name of this organization shall be the University of Houston Chapter of the National Residence Hall Honorary (NRHH).

## **Article 2 - Purpose**

**Section 1:** The purpose of this organization shall be to provide recognition for students, faculty, and staff who have provided outstanding service or exceptional leadership in promoting the residence hall system.

**Section 2:** To provide a leadership resource for the residence hall and apartment communities.

## **Article 3: Non-discrimination Clause**

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

## **Article 4: Anti-hazing Clause**

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

# Article 5 – NRHH Values

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

# Article 6 - Membership

**Section 1:** Membership shall be limited to 80 members, which is 1% of the on-campus housing population.

**Section 2:** Membership shall be divided into four categories: Candidate, On-Campus, Off-Campus, and Lifelong memberships.

## A. Candidate

- A. A pre-membership status in which the student of the school has shown interest to be a part of the University of Houston’s chapter of the National Residence Hall Honorary.
- B. Student must submit a formal intent to the chapter
- C. Must be living in an institutionally owned contracted housing and has lived in contracted housing for at least one academic term
- D. Student have to have shown positive contribution to the values of service and recognition
- E. At the time of induction, the student must possess at least a 2.5 GPA on a 4.0 scale
- F. Candidate members must earn 100 points to be inducted as an On-Campus member:
  - 1. 10 points for attending NRHH member meetings
  - 2. 15 points for volunteering with NRHH or RHA
  - 3. 10 points for every OTM you write
  - 4. 5 points if your OTM is a Campus Winner
  - 5. 5 points if your OTM is an Honorable Mention
  - 6. 10 points if your OTM is a SWACURH Winner (regional)
  - 7. 10 points if your OTM is a NACURH Winner (national)
  - 8. 5 points for wearing your NRHH shirt to a meeting
  - 9. 5 points for attending RHA General Assembly
  - 10. 5 points for attending a NRHH or RHA event (sign in with an RHA or NRHH exec member)

## B. On-Campus

- A. A membership status in which the student lives in institutionally owned or contracted housing.
- B. The student must maintain a 2.5 GPA on a 4.0 scale
- C. Student must continue to make a positive contribution to the residence halls through the engagement with the values of service and recognition.

### **C. Off-Campus**

A. A membership status in which the student does not live in an institutionally owned or contracted housing and meets the NACURH membership qualifications.

B. Up to 15% of the chapter's membership (12 members) may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.

1. An off-campus member with voting rights does count towards the membership cap, but one with no voting rights does not.

C. Student must continue to make a positive contribution to the residence halls through the engagement with the values of service and recognition.

D. The student must maintain a 2.5 GPA on a 4.0 scale.

### **D. Lifelong**

A. A membership status in which the student is no longer affiliated with their host institution due to either graduation or a discontinuation of education.

B. This student does not count towards the chapter's 1% membership cap.

C. Must uphold the lifelong commitment to the NRHH values of recognition and service.

D. Are eligible to participate in chapter-specific and NACURH activities as the discretions of NACURH Leadership and the chapter, respectively.

### **Section 3: NRHH Membership Responsibilities**

A. Members must attend all NRHH meetings (if they are unable to attend, they should contact the President 24 hours prior to the meeting). Members are allowed two unexcused absence per semester.

B. They must write no fewer than two (2) 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 the University of Houston in consistent, willing, and positive manner.

E. Active participation in all projects volunteered for or assigned.

F. Any member of a chapter, who leaves the residence hall system and continues to make a positive impact on the residence hall system and meets chapter requirements still shall become an Off-Campus Member. When a member leaves the residence hall system, they must submit a letter to the chapter regarding their departure. When a member submits a notice of leave, they must indicate the duration of their leave to the chapter. If a member who has submitted a notice of leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NRHH National Board 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: Member Removal Policy**

- A. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations.
- B. If a member is removed, they no longer count towards the 1% membership cap.
- C. The following guidelines apply to the procedure for the removal of a member:
  - 1. The member and/or chapter must complete the NRHH Member Removal Application
  - 2. This form can be obtained from the region's ADNRRH.
  - 3. The form must include the electronic signatures of the chapter President and chapter advisor.
  - 4. This form must be submitted electronically.
  - 5. The completed Member Removal application shall be submitted to the region's ADNRRH for approval.
- D. The amount of members for removal is up to the discretion of the chapter.
- E. It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:
  - 1. Submission of an incomplete application form.
  - 2. The region's ADNRRH does not believe that sufficient measures have been taken by the chapter to address the members inactivity or ineligibility within the chapter prior to submission of the application.
- F. 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.

#### **Section 5: Transfer Members**

- A. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, can apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.
- B. Each NRHH chapter can accept/reject transfer members at their own discretion. If accepted, these members shall become members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
  - 1. The student applying to transfer their membership must be fully matriculated at the new institution.
  - 2. 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.
  - 3. Each chapter is able to come up with their own process detailing how letters will be evaluated.
- C. If approved, the student and/or new chapter must complete the membership transfer application.

- D. The membership transfer application may be obtained from the region's ADNRHH.
- E. The membership transfer application shall include signatures from the following individuals:
1. The incoming chapter's President.
  2. The incoming chapter's Advisor.
  3. The NRHH member who is seeking to transfer their membership.
- F. The completed application shall be submitted to the region's ADNRHH for approval.
- G. It is the right of the region's ADNRHH to deny requests for reasons including, but not limited to:
1. The application form is incomplete.
  2. Adding new member(s) puts the chapter over its member cap.
- H. If the member and/or chapter wish to appeal the decision of the region's ADNRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
1. Each ADNRHH shall have one vote.
  2. A simple majority shall be necessary, with tie-breaking vote when necessary.

## **Article 7 - Selection of Members**

A. Members of the University professionals and those affiliated with Student Housing and Residential Life community can nominate residence hall leaders for membership by the established deadline.

B. Applicants shall submit an application to the National Residence Hall Honorary by the established deadline. Applications shall be approved by the Executive Board and advisor(s), and then voted on by the Executive Board and the Advisor. Applicants must receive a 2/3 vote of approval to be inducted.

C. Applicants will start out as a Candidate Member before becoming a member. In this process, the applicant will complete all requirements of a member, such as OTM writing, attending meetings, as well as volunteering at events.

D. The Executive members of the University of Houston National Residence Hall Honorary will meet to select new members once during each of the fall and spring semesters.

E. The membership of the University of Houston National Residence Hall Honorary shall not exceed 1% of the students in the residence halls.

## **Article 8 - Officers**

The elected officers of this organization shall be the President, Vice President of Recognition, and the Vice President of Service. Please refer to the University of Houston NRHH Bylaws for position descriptions for each position.

## **Article 9 – Advisor**

The NRHH Advisor shall be appointed by the Associate Director of Student Housing & Residential Life and/or the Assistant Director for Leadership & Learning from the current professional staff members of the Student Housing & Residential Life department. Their responsibilities are as follows:

- A. Serve as ex-officio non-voting members of the General Assembly;
- B. Answer questions from both the General Assembly and the Executive Board;
- C. Serve as the mentor of the organization to ensure forward progress, while addressing unique interests of the Executive Board and other student leaders;
- D. Shall serve as the liaison between NRHH and the Student Housing & Residential Life Department, sharing updates between the parties;
- E. Promote the interests of the organization in all professional settings;
- F. Maintain the organizational master budget and travel plans; and,
- G. Shall provide weekly updates in Executive Meetings and biweekly updates at General Assembly.

## **Article 10 – Finances**

- A. The chapter shall pay annual dues to NACURH, Inc. to affiliate and remain in good standing.
- B. The chapter receives a budget from the University of Houston Student Housing and Residential Life department.

## **Article 11 - Amendments**

Quorum shall be determined as 50% plus 1 of currently active membership for the University of Houston National Residence Hall Honorary. To ratify an amendment, it must be approved by 2/3 of the active members present given that quorum is met.

## **Article 12 – Ratification**

This Constitution shall become effective when a two-thirds vote of present members are received; furthermore, upon ratification, this Constitution shall nullify any previous Constitution ruling this organization.

# Article 13 - Enactment

This Constitution needs a majority (occasionally a 2/3) vote of the current members to ratify a constitution.

# The University of Houston Chapter of the National Residence Hall Honorary Bylaws

## Article 1: 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 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 2: Duties of Officers

### Section 1: Requirements of all Executive Members

1. Be registered as a full-time student at the University of Houston;
2. Reside as an on-campus resident in one of the Student Housing & Residential Life residential halls (off-campus residency may be permitted by the NRHH Executive Board on a case-by-case basis);
3. Maintain at least 12 units per semester and no more than 18 as an undergraduate student;
4. Maintain a semester and cumulative GPA of 2.5;
5. Remain in good standing with the Dean of Students and Student Housing & Residential Life in regard to conduct;
6. Attend mandatory Executive Board meetings every Monday evening at 6:00pm during the term of your appointment;
7. Must maintain Summer Office Hours as outlined in the respective position description;
8. And must maintain Office Hours during the academic year as outlined in the respective position description.
9. Must be able to attend NACURH and SWACURH conference.

### Section 2: The President shall:

1. Maintain ultimate responsibility for the operation of the organization;
2. Maintain contact with key administrators vital to the interests of the residents;
3. Maintain twenty (20) office hours per week;
4. Coordinate the development of goals and expectations for NRHH;
5. Provide the direction for the organization and its members;
6. Retain, motivate, and advise all NRHH members;



7. Preside over all chapter meetings;
8. Preside over all Executive meetings;
9. Serve as the spokesperson for NRHH;
10. Serve as a representative of NRHH to all student organizations;
11. Serve as a representative to University administration;
12. Appoint individuals to positions within NRHH as dictated by the Constitutions and Bylaws;
13. Delegate responsibilities not expressed elsewhere;
14. Preside over the Executive Board;
15. Serve as an advisor to all Executive Committees;
16. Maintain correspondence with the SWACURH ADNRHH;
17. Will serve as the NRHH Communications Coordinator,
18. Maintain correspondence with the NRHH National Office;
19. Assist with yearly affiliation process;
20. Send out an update email to members monthly;
21. Cannot not be a Resident Advisor or Community Mentor;
22. Must be able to serve in the Fall and Spring Semester of the same academic year;
23. Serve as a liaison during RHA General Assembly and attend RHA executive board meetings;
24. Shall be compensated the price of a Moody Towers Super Single;
25. Must be able to attend SWACURH Business Conferences as the NRHH-CC;
26. Perform all other tasks normally associated with the position of the President as defined by Roberts Rules of Order.

**Section 3: The Vice President for Recognition shall:**

1. Maintain ten (10) office hours per week;
2. Preside over all "Of the Month" selections;
3. Chair the OTM Recognition committee;
4. Prepare all OTMs for vote each month;
5. Be responsible for monthly recognition project;
6. Shall facilitate any NRHH values programming events;
7. Must be able to serve in the Fall and Spring Semester of the same academic year;

8. Assume all duties of the President in the event that the President leaves office or takes a leave of absence;
9. Perform all other tasks normally associated with the position of the Vice President as defined by Robert's Rules of Order;
10. Assume other duties as assigned by the NRHH President.
11. This is not a compensated position;
12. Serve on at least one campus committee throughout the academic year;
13. Coordinate the graduating senior recognition ceremony each spring semester;
14. Serve on the Student Housing & Residential Life Recognition Committee.

**Section 4: The Vice President for Service shall:**

1. Maintain ten (10) office hours per week;
2. Must be able to serve in the Fall and Spring Semester of the same academic year;
3. Keep track of membership points;
4. Assume other duties as assigned by the NRHH President;
5. This is not a compensated position;
6. Serve on at least one campus committee throughout the academic year;
7. Develop and plan, at minimum, bi-weekly service events throughout the academic year for residential students.

**Section 5: The Vice President for Operations shall:**

1. Maintain ten (10) office hours per week;
2. Keep accurate records of all money spent on a semester by semester basis;
3. Fulfill the budgetary responsibilities;
4. Be responsible for any fundraising events;
5. Take minutes of all chapter and/or Executive Board meetings;
6. Have typed copies of minutes available by the next meeting;
7. Serve on at least one campus committee throughout the academic year
8. This is not a compensated position.

**Section 6: The Vice President for Membership shall:**

1. Maintain ten (10) office hours per week;
2. Be responsible for soliciting suggestions for membership candidates;
3. Send out membership applications;

4. Receive and prepare applications from potential new members;
5. Facilitate a vote from received applications by all members;
6. Maintain the list of membership;
7. Coordinate the candidate member induction and new member induction ceremonies each semester;
8. Serve on at least one campus committee throughout the academic year
9. This is not a compensated position;
10. Work with the other Vice Presidents to track attendance and involvement, by maintaining the master membership points list.

## **Article 3: Removal of Officers**

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

### **Section 2: Removal Procedures**

1. File a written complaint and submit to advisor.
2. NRHH advisor will make the officer known of the complaint and allow him/her to file a rebuttal.
3. The NRHH advisor will address the remaining members of the exec board for their support, noting those who do and do not support the decision.
4. NRHH advisor will make a recommendation for removal, with or without the support of the executive board, to the Assistant Director of Leadership and Learning.
5. If a removed officer wishes to appeal the removal, he/she may do so through the Assistant Director of Leadership and Learning.

## **Article 4: Election Code/Selection Process**

### **Section 1: Requirements for Candidacy**

1. All candidates must have been a member with voting rights for the semester prior to which they will hold office.
2. All candidates must be a member for the year in which they intend to hold office.

### **Section 2: Election Procedure**

1. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.

2. 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.
3. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
4. A three-minute question and answer period will follow each candidate's speech.
5. Winners will receive 50% plus one of the votes cast in the election of the office.
6. In the event of a tie or lack majority, and immediate run-off election shall be held between the top two vote receivers.
7. Each officer shall be elected to a one-year term.
8. Officers shall take office immediately after induction.

## **Article 5: 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**

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

## **Article 6: General Voting**

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

### **Section 2: Executive Board**

1. Each officer, excluding the President, shall receive one vote in each voting matter.
2. The advisor shall receive one vote in each voting matter.
3. The President shall only vote to break a tie.

### **Section 3: Chapter Members**

1. Each member shall receive one vote in each voting matter, unless they have lost their voting rights for the semester.

### **Section 4: Voting Procedure**

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

## **Article 7: Selection and Induction**

### **Section 1: Nominee Requirements**

1. Nominees must currently reside on campus.
2. Nominees must have resided in Residence Halls for at least a two semesters (including the present semester).
3. Nominees must have a cumulative G.P.A. of at least 2.5 on the 4.0 scale.
4. Nomination must be given to the Vice President of Membership by the deadline set each semester.
5. Only Professional staff of the university may make nominations. This does not include self-nominations.

### **Section 2: Application Requirements**

1. Applicants must currently reside on campus.
2. Applicants must have resided in the Residence Halls for at least two semesters (including the present semester).
3. Applicants must have a cumulative G.P.A. of at least 2.5 on the 4.0 scale.
4. Applications must be given to the President by the deadline set each semester.

### **Section 3: Voting Procedure**

1. Selection shall be by blind ballot, in which the names and all identifying features of a nominee/applicant have been removed.
2. Nominees must receive 50 % plus one vote of the executive members voting to be inducted.

**Section 4:** Voting Members for the selection shall consist of executive board members and the advisor.

### **Section 5: Induction**

1. Induction shall occur once in the fall and once in the spring semester.
2. Induction oath:

"I, (state your name), agree to uphold and honor all the principles, values and beliefs of the University of Houston Chapter of the National Residence Hall Honorary at the University of Houston. 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 8: Affiliations**

**Section 1:** This chapter shall remain in good standing with the National and Regional Offices of the National Residence Hall Honorary, the recognition branch of the National Association of College and University Residence Halls.

**Section 2:** 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 9: Chapter Pin-Awarding Procedures**

**Section 1:** The requirement for the Membership pin is membership induction into the University of Houston chapter of the National Residence Hall Honorary.

**Section 2:** The requirement for the White Leadership Service pin is a prominent display of leadership ability at the University of Houston (as assessed by the current NRHH executive board) or placement on the NRHH executive board.

**Section 3:** The requirement for the Bronze pin is at the discretion of the NRHH and RHA Presidents. These pins are to recognize individuals who have demonstrated outstanding service to RHA, NRHH, SWACURH and NACURH. University of Houston can only give out eight bronze pins a year.

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