

Constitution & By-Laws

Truman NRHH Constitution

Updated Spring 2009

Article I: *The Name*

- Section 1. The name of the organization shall be the Truman State University National Residence Hall Honorary (NRHH)

Article II: *Affiliation*

- Section 1. The Truman State University NRHH Chapter shall be affiliated with the National Association of College and University Residence Halls (NACURH) Honorary.
- Section 2. The Truman State University NRHH Chapter shall conform to the constitution, by-laws, rules, and regulations of the NRHH National Office.

Article III: *The Purpose*

- Section 1. The purpose of this organization shall be to provide recognition for those individuals who have been of outstanding service and who have provided well-balanced input into the advancement of the residence hall system. Furthermore, to honor students who possess a healthy attitude towards university life.
- Section 2. The purpose shall be to provide a source of knowledge, information, resources, and services to the University in conjunction with the Residence Hall Association (hereafter referred to as RHA).

Article IV: *Membership*

- Section 1. Membership capacity may include up to, but not more than, 1% of the total residence hall population for each academic year, or 15 members, whichever is larger. The total 1% membership only includes active membership.
- Section 2. Once an individual has been inducted as an NRHH member, s(he) is a member for life.
- Section 3. The minimum requirements for membership shall be:

- A. At least two (2) academic semesters (including the current semester) of on campus living prior to nomination and selection.
- B. Exhibited outstanding leadership and service in the residence hall system.
- C. A cumulative grade point average of at least 3.0 on a 4.0 scale. However, if an individual has a grade point average of a 2.75 to a 2.99, then the executive board and advisor has the ability to accept the applicants application if they feel that the individual has exhibited qualities that are shown by NRHH members such as leadership, caring, dedication, and participation.

Section 4. The organization shall consist of four (4) types of membership:

- A. *Active Member* – one who is currently enrolled at the university and living in an on campus community. Active members shall constitute the voting body of the organization and must serve on at least one committee. In the case of temporary leaves from on-campus housing the NRHH member should notify the Chapter president in writing including the duration of the temporary leave.
- B. *Early Alumni Member* – one who is currently enrolled at the university and living on campus but can no longer meet the chapters expectations. These members do not count in the 1% cap, or have voting privileges, and do not serve on a committee. The number that will be allowed to be an early alumni will be in accordance with the national policy book.
- C. *Alumni Member* – one who is no longer enrolled at the university due to graduation or transferring institutions. These members do not count in the 1% cap, or have voting privileges, and do not serve on a committee.
- D. *Honorary Member* – one who has demonstrated outstanding support and service to the residence hall students, who does not meet the qualifications for any other chapter membership. The honorary members shall be inducted based on a majority vote of active members, and will not exceed ten percent of the chapter's membership cap. These members do not count in the 1% cap, or have voting privileges, and do not serve on a committee.

Article V: Selection

- Section 1. The nomination of individuals for this Honorary shall be made by Residence Life Staff members, RHA members, NRHH members, Hall Staff, Hall Senate members, and all others wishing to nominate an individual.
- Section 2. Nominated individuals shall complete an application focusing on personal contributions to the residence halls, leadership roles, and ways they will be able to contribute to the chapter.
- Section 3. Selection of chapter members shall be conducted in the following manner:
- A. New members shall be selected by the current NRHH advisor and the designated selection committee.
 - B. Selection of new members will be made based on nomination, the successful completion of an application, and the fulfillment of all qualifications.
 - C. The membership shall be selected and inducted within the last six weeks of each academic semester.
- Section 4. The NRHH Advisor(s) for the upcoming academic year shall be appointed by the Director of Residence Life and recognized along with new member inductions.

Article VI: *Election of Officers*

- Section 1. The Executive Officers of the Honorary shall be the President, Vice President, Secretary, and Treasurer.
- Section 2. The Executive Officers for the Honorary shall be current active (not in-active status) member in the organization, and elected by a majority vote of the active (not in-active) membership.
- Section 3. Newly elected officers shall be announced at the last spring meeting. Any positions not filled at this time will be filled at the start of the fall semester from the current active membership.
- Section 4. The duties of the officers shall be:
- A. President
 1. Communicate regularly with the NRHH Advisor
 2. Lead and represent the chapter at Regional and National NRHH business meetings
 3. Co-Chairs the selection committee with the NRHH Advisor

4. Communicates with the Regional Associate Director of NRHH
 5. Preside over all NRHH meetings.
 6. Cast a tie-breaking vote.
 7. Renew the chapter's membership as a registered campus organization with the National Organization.
- B. Vice President
1. Perform executive duties in absence of the NRHH President
 2. Assist the President in carrying out the executive duties.
 3. Oversee all committees and appointments
 4. Handle all administrative functions concerning NRHH events.
 5. Coordinate OTM Awards and recognition
- C. Secretary
1. Take accurate minutes of the NRHH meetings.
 2. Distribute NRHH minutes, and notify members of future meetings and events.
 3. Notify all members of their attendance status.
 4. Arrange all meeting room reservations for NRHH.
- D. Treasurer
1. Collect all membership dues and monies due to NRHH.
 2. Promptly process all purchase requests approved by NRHH.
 3. Keep accurate and up-to-date accounts of financial transactions.
 4. Assist all chapter fundraising endeavors.
 5. Prepare and maintain a yearly budget to be approved by the voting chapter members, Executive Officers, and Advisor(s).
- E. Advisor(s)
1. Provide information and guidance to the NRHH chapter.
 2. Assist the organization in conducting its activities.
 3. Sign all checks and purchase orders.
 4. Prepare Annual report for the Director of Residence Life for NRHH.
 5. Coordinate the election process and appointment of positions.

Section 5. Members of the Executive Board shall serve as liaisons to the Residence Hall Association.

Article VII: Meetings

- Section 1. The meetings of the Truman State University NRHH shall be called at the discretion of the Advisor(s) and the President and announced to all active members.

Article VIII: Committees

- Section 1. NRHH shall establish committees, as it deems necessary, in order to fulfill its purpose. See APPENDIX III of the by-laws.

Article IX: Finances

- Section 1. The procurement of funds for NRHH shall be received through RHA, fundraising, and membership dues.
- Section 2. Assessment of funds shall be allotted at the discretion of the RHA working body based on the proposed budget by the NRHH Executive Officers.
- Section 3. Funds secured through RHA for the Honorary shall be used for:
- A. Promotion and recognition of leadership in the residence halls
 - B. Recognition of current members
 - C. Promotion of the Honorary, as RHA and NRHH sees fit
 - D. NRHH induction and recognition events

Article X: Amendments and By-Laws

- Section 1. Amendments to this constitution may be adopted by a majority vote of the active membership. By-laws may be adopted by a two-thirds vote of the active membership.

Article XI: Enactment

- Section 1. This constitution shall go into effect immediately, pending approval from the Director of Residence Life and the National Office of NRHH.
- Section 2. Copies of this constitution shall be distributed to the following people:
- A. Director of Residence Life & Office
 - B. National Office of NRHH
 - C. NRHH Advisor(s)
 - D. NRHH Executive Board Members
 - E. NRHH Chapter Members

- F. RHA President
- G. Center for Student Involvement

TRUMAN NRHH BY-LAWS

Ratified Spring 2006

Article I: *NRHH Members*

- Section 1. Active members shall be selected through the selection process as outlined in the APPENDIX I of the by-laws.
- Section 2. Active Member: lives in residence hall, attends 75% of all meetings unless submitting prior excuse, attends one program or recognition event per semester, serves on at least one committee, submits seven Of-The-Month awards per calendar year and has one vote.
- A. In-Active Status: Members who fail to meet one or more of the active member criterion will move to in-active status and will be notified by the Executive Board of their status change. In-active members count toward the 1% of students for membership numbers, but do not have voting privileges. Members holding an in-active status may appeal to the NRHH Executive Board to return to full active status when they begin to meet all criteria for active status. The Executive Board will hear appeals on a semester basis.
- Section 4. Associate member: lives off campus or is no longer active, may still participate in chapter activities, and is not allowed to vote. These members do not count toward the 1% of students for membership numbers and may serve on a committee.
- Section 5. Alumni member: have graduated or transferred from the university. These members do not count toward the 1% of students for membership numbers, are not required to serve on a committee, and do not have a vote.
- Section 6. Honorary member: is chosen by the active body in recognition of outstanding service to the residence halls. This individual does not meet the basic requirements as outlined in the constitution Article IV, Section 3. These members are not required to attend NRHH meetings.
- Section 7. Attendance Policy: A member shall not be considered excused from absence when he/she notifies the NRHH Executive Board, and if the board determines it valid.

Article II: Meetings

- Section 1. Quorum: A quorum of one-half (1/2) of the total voting members of the NRHH chapter must be present to vote on matters of business. Two-thirds (2/3) shall be present to vote on by-laws.
- Section 2. Only active members may vote at NRHH chapter meetings. The President may vote only in the case of a tie between the voting members of the chapter.
- Section 3. All NRHH meetings are open to visitors. Visitors may speak only when recognized by the President.
- Section 4. The conditions and requirements for regular meetings of the NRHH chapter shall be as follows:
- A. In order to conduct business a quorum of voting members, as outlined in Article II, Section 1 of the by-laws, and two (2) executive board members, not including the advisor(s), shall be present.
 - B. The NRHH President shall call the first meeting of the academic year.
 - C. The NRHH chapter shall conduct meetings throughout the academic year as decided upon by the Advisor(s) and the President.
- Section 5. A closed meeting may be called by any member of NRHH and will take effect upon approval of a majority, in accordance with State Statute.
- Section 6. Parliamentary Procedure: Parliamentary procedure for all NRHH meetings shall be in accordance with *Robert's Rules of Order Newly Revised*, except where it comes into conflict with this constitution and by-laws in which case this constitution and by-laws shall take precedence.

Article III: Committees

- Section 1. The provisions for the establishment and maintenance of NRHH committees shall be as follows:
- A. The establishment of a committee may be proposed by the President and take effect upon approval of a majority of the voting members present at an NRHH meeting.
 - B. The establishment of a committee may be proposed by a chapter voting member and take effect upon approval of a majority.

- C. A committee, once established, shall be in existence indefinitely until dissolved by the chapter.
- D. The establishment of a committee shall be in accordance with the constitution Article VIII, Section 1.
- E. One NRHH officer shall serve as a member of each committee.

Article IV: *Executive Board*

- Section 1. The members of the executive board of NRHH shall be the President, Vice President, Secretary, and Treasurer. The NRHH advisor shall be an ex-officio member of the executive board.

- Section 2. The NRHH President shall preside over all executive board meetings.

- Section 3. The powers and duties of the NRHH executive board shall be as follows:
 - A. Meet prior to the scheduled NRHH meetings for the purpose of discussing organizational business and setting the agenda for the upcoming NRHH meeting.
 - B. To recommend, for approval by the NRHH membership, the establishment of any committees of NRHH.
 - C. Make emergency decisions pertaining to policy and finances of NRHH in the absence of the voting members, with approval of the advisor(s). The executive board can only make emergency decisions according to the guidelines agreed upon by the voting members of the NRHH chapter. No decisions regarding the constitution shall be made by the executive board. The executive board shall report, in full, any decisions made at the next full meeting of the NRHH Chapter.
 - D. To maintain accurate files with each of the Executive Officers

- Section 4. NRHH officers shall have voting rights at NRHH meetings, except for the President who may vote only in the case of a tie vote among the voting members as outlined in the constitution Article VI, Section 4.

- Section 5. The advisor(s) of the Truman State University NRHH Chapter shall be from the Residence Life Department.

- Section 6. The selection of NRHH officers shall be done according to this section as follows:

- A. The elected officers of NRHH shall be the President, Vice President, Secretary, and Treasurer.
- B. The election of officers shall be done by the voting members of NRHH in accordance with APPENDIX II of the by-laws.

Section 7. The term of an NRHH Executive Officer shall be from the last meeting in April of the current spring semester until the last meeting in April of the following spring semester.

Section 8. The attendance policy for NRHH officers shall be the same as that of the non-officer members of NRHH as outlined in Article I, Section 5 of the by-laws.

Article V: *Vacancies and Resignation*

Section 1. All resignations by NRHH officers shall be in writing and submitted to the NRHH President or Vice President two (2) weeks prior to the designated effective date, but at least one NRHH chapter meeting must take place during those two (2) weeks.

- Section 2. The policy by which a vacated NRHH Executive Officer position is filled shall be as follows:
- A. A special election shall be held to fill a vacancy in the offices of Vice-President, Secretary and Treasurer by following the election guidelines outlined in the constitution Article VI, Section 2.
 - B. A vacancy of the office of President will be filled by the Vice President, for the remainder of that term.

Article VI: *Impeachment and Removal*

Section 1. NRHH officers are responsible for the upholding this constitution and conducting themselves in a manner consistent with this constitution. Failure to do so may be grounds for removal from his/her office.

Section 2. In order for an NRHH officer to be impeached, an accuser must have a written statement signed by two (2) other members of the chapter, with the charges against the accused. This statement must be presented by the President, unless that person is the accused, in which case the Vice President will present the statement, at a NRHH chapter meeting in which the accused is present.

- Section 3. Upon hearing the charges, the NRHH chapter will vote by closed ballot whether or not to impeach the individual charged. A majority shall be sufficient to impeach.
- Section 4. If the NRHH chapter votes to impeach, the trial shall be at the following NRHH chapter meeting and will be held prior to any NRHH business.
- Section 5. The trial procedure for an NRHH impeachment shall be as follows:
- A. The meeting at which the trial occurs shall be closed to all visitors.
 - B. The NRHH President shall preside, unless that person is the accused, in which case the Vice President will preside.
 - C. The charges shall be re-read by the NRHH Secretary
 - D. The prosecutor shall have ten (10) minutes to present his/her case
 - E. The chapter shall have five (5) minutes to question the prosecution.
 - F. The defendant shall have ten (10) minutes to present his/her case.
 - G. The chapter shall have five (5) minutes to question the defense.
 - H. The prosecutor and defendant shall leave the room while the chapter deliberates and makes a decision.
 - I. The prosecution and defense shall be present when the chapter's decision is read by the presiding officer.
- Section 6. The final trial decision of the chapter shall be binding.
- Section 7. A majority of two-thirds (2/3) of the total voting members of the NRHH chapter shall be required to remove a member from an executive office, and if successfully impeached, that individual shall no longer be an active member of NRHH.

Article VII: *Finances*

- Section 1. NRHH monies shall be raised through fundraising, membership dues, and RHA.

APPENDIX I GUIDELINES FOR THE SELECTION OF NRHH MEMBERS

The following shall be the guidelines for selection of NRHH members as provided for in Article I, Section 1 of the by-laws:

1. Nominations for NRHH shall be received during both the fall and spring semesters of the academic year.
2. Nominations must be submitted on the nomination forms as provided by the organization.
3. Nominations may be made by: Hall Senate Members, Residence Hall Association Members, NRHH Members, Residence Life Staff Members, Residential College Staff Members, Hall Staff, and all others wishing to nominate qualified individuals.
4. No self-made nominations will be accepted.
5. Nominations will be accepted for a minimum of two (2) weeks each semester.
6. After receiving the nominations, the Constitution Review/Selection Committee will send the nominee a letter and application for NRHH.
7. Nominees will have exactly one (1) week after the close of nominations to return their applications.
8. The selection process will be conducted by the Constitution Review/Selection Committee, and the process may include interviews.
9. NRHH reserves the right to not completely fill its membership if it feels that there are not enough qualified applicants.
10. All of the new members of NRHH will be recognized at a ceremony held during the semester in which they are inducted.

APPENDIX II

GUIDELINES FOR NRHH OFFICER ELECTIONS

The following shall be the guidelines for electing NRHH officers as provided for in the by-laws Article IV, Section 6.

1. Executive Officer elections of active members shall be done by a closed ballot of the voting members of NRHH.
2. The election of the President, Vice President, Treasurer, and Secretary shall be completed by the last meeting in April.
3. Nominations of active members for elected officer positions shall be open one (1) meeting prior to the meeting of the elections and close the night of the election.
4. All officer nominations shall come from the NRHH members.
5. Nominations must be seconded in order for a nominee to be a candidate for an office of NRHH.
6. All candidates, who accept nominations, shall give an oral presentation the meeting that nominations close.
7. The order in which officers shall be nominated/elected shall be as follows:
 - A. President
 - B. Vice-President
 - C. Secretary
 - D. Treasurer

8. Candidates may be nominated for more than one office at a time.
9. If a candidate is elected for a position, the nominations for lower positions will be cancelled.
10. All persons nominated for an officer position shall not vote when NRHH is voting on that office.
11. The candidate for each office that receives the majority of the votes shall be considered the winner.
12. Vacancies at the beginning of the semester will be filled by a special election.

APPENDIX III
OPERATING PROCEDURES FOR NRHH Business

Subject to creation and utilization by the executive board of NRHH, committees shall be established to carry out the following NRHH business:

1. Of the Month Award Program (OTM)
2. Campus Recognition & Programming
3. Membership Selection
4. Constitution Review
5. Fundraising
6. Programming