

CONSTITUTION

Marshall University NRHH

We, the members of the Marco Lodges Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of our residential communities, and to promote a higher quality and standard of involvement and interaction in the residence halls, do hereby establish and uphold this constitution.

Article I: Name

The name of this organization shall be the Marco Lodges Chapter of the National Residence Hall Honorary at Marshall University.

Article II: Purpose

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

Article III: Membership

- A. Minimum requirements for induction are as follows:
1. Individuals shall be students who have lived in the residence halls for at least one full year during the year prior to induction;
 2. Individuals shall have exhibited outstanding leadership and service to the University's residential communities; and
 3. Individuals shall have a grade point average of at least 2.5 on a 4.0 scale.
 4. Should a member fall below a 2.5 GPA, and does not raise it, then the President and Advisor will communicate with the ADNRRH about the following steps to take.
 5. Members must remain in good academic standing with the university.
- B. There are four categories of membership:
1. 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:
 - ii. 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.

- iii. The total active membership is limited to 1% of the residence hall population. The total 1% membership does not include alumni, early alumni or honorary members.
- iv. In order to maintain Active member status, the individual must be living in University Owned Housing as defined herein:
 - a. All Residence Halls as follows: Twin Towers East, Twin Towers West, Holderby Hall, Buskirk Hall, Haymaker hall, Willis Hall, Gibson Hall, Wellman Hall, First Year South, And First year North
- v. 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.
- vi. 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.
- vii. Have made a positive contribution to the residence hall system.
- viii. Have a 2.5 on a 4.0 scale.
- ix. Attend all meetings unless excused beforehand
 - a. Members may only have 2 unexcused absences for the academic year.
 - i. If not upheld the member will be required to meet with advisor(s) to assess continued membership

2. 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:
- iii. 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.
- iv. 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).

- v. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - vi. The application form is incomplete.
 - vii. 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.
 - viii. The chapter has exceeded its allotted early alumni membership approvals for the year.
 - ix. 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.
 - x. Each AD-NRHH shall have one vote
 - xi. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.
3. 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.
 - ii. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.
 - iii. 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.
 - iv. 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.
4. 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.

- ii. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.”
 - iii. 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.
- C. Nomination process and procedures
 - 1. Applicants will be selected for induction by the Executive Board through a review by general assembly.
 - 2. The fall induction ceremony will be planned by the Vice President of Recruitment and Retention.
 - 3. Inductees will take the following oath:
 - i. “I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Marco Lodges Chapter of the National Residence Hall Honorary at Marshall University. I promise to continue the tradition of recognition and service in the residence halls. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”
- D. Once an individual has shown dedication and commitment to NRHH according to our chapter’s standards, they will become an NRHH member for life.
- E. No fees or dues shall be collected from NRHH members or applicants.
- F. All members must abide by the Student Code of Conduct.
- G. Membership is granted upon the basis of individual merit without regard to race, color, ethnic origin, religious affiliation, age, physical or psychological handicap, or sexual preference.
- H. NRHH Membership Transfer Policy
 - 1. 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
 - 2. 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:
 - 3. The student applying to transfer their membership must be fully matriculated at the new institution.
 - 4. 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.
 - 5. Each chapter is able to come up with their own process detailing how letters will be evaluated.

6. 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.
7. The membership transfer application shall include signatures from the following individuals:
 - i. The incoming chapter's President.
 - ii. The incoming chapter's Advisor.
 - iii. The NRHH member who is seeking to transfer their membership.
8. The completed application shall be submitted to the region's ADNRRH for approval.
9. 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.
10. 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.

I. Member Removal Policy

1. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
 - i. If an Active member is removed, they no longer count towards the 1% membership cap.
 - ii. 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 amount of members for removal is up to the discretion of the chapter.
 - f. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
 - g. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - i. Submission of an incomplete application form.
 - ii. 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.
- iii. 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.
- iv. Executive board will decide when meetings will be held.

Article IV: Executive Board

Section I: Executive Structure

- A. The Executive Board of the NRHH is composed of five members:
 - a. President
 - b. Director for Recognition
 - c. Director of Membership
 - d. Director for Service and Outreach
 - e. Business Manager

Section II: Executive Board and Advisor Duties

- B. Positional Duties:
- C. The President shall:
 - a. Preside over all chapter and Executive Board meetings.
 - b. Create special committees, as needed.
 - c. Maintain correspondence with the CAACURH AD-NRHH and the NACURH Services & Recognition Office
 - d. Coordinate the annual affiliation process.
 - e. Attend the CAACURH, and No Frills conferences, or designate a representative to attend in their absence pending available funding.
- D. The Director for Recognition shall:
 - a. Chair the "Of the Month" Submissions.
 - b. Promote and coordinate the submission of "Of the Month" Awards.
 - c. Chair recognition events each semester.
- E. The Director for Membership:
 - a. Solicit nominations for membership candidates
 - b. Distribute membership applications.
 - c. Receive and prepare applications in accordance with the Bylaws.
 - d. Notify candidates of their application status.
 - e. Facilitate the overall selection and induction process.
 - f. Plan and organize the induction reception each semester.
 - g. Keep record of all membership standings.
- F. The Director for Service and Outreach shall:
 - a. Liaison with other campus organizations for community service initiatives.
 - b. Plan at least one community service event per semester
 - c. Coordinate advertising and marketing.

- d. Attend all RHA General Assembly meetings as the NRHH representative.
- G. Overall responsibilities
 - a. Officer must attend all NRHH general assembly and leadership meetings.
 - 2. Excused absences must be approved by the staff advisor.

Section III: Elections

A. Requirements

- a. All candidates must be a member in good standing for the year in which they intend to hold office.
- b. All candidates must have been an active member for at least one semester prior to their candidacy.
- c. All candidates must hold at least a 3.0 GPA at the time of election.

B. Election Process

- 1. Elections shall be held each spring.
- 2. If elections are held at a general meeting, each candidate will receive five minutes in which to speak to the chapter, followed by a question-and-answer period.
- 3. If elections are held electronically, each candidate shall submit a statement not to exceed 500 words to be distributed to the general membership. Candidates shall also make their email addresses available to the members for questions.
- 4. In order to win, a candidate must receive a majority of the votes cast.
- 5. In the event of a tie, an immediate run-off election shall be held between the top two vote receivers.
- 6. Each officer shall be elected to a one-year term, beginning in May and ending the following May.
- 7. Elected officers shall be sworn in annual NRHH student leader training.

C. Officer Oath

- I. The Officer Oath is as follows:
 - a. "I, (name), pledge to uphold and honor all the principles, values, and beliefs of the Marco Lodges Chapter of the National Residence Hall Honorary at Marshall University. I solemnly swear, as an executive officer, to serve the Chapter to the best of my ability, and to protect and uphold the dignity of our constitution, NACURH, NRHH, and the well-being of this chapter."

Section IV: Removal from Office

A. Terms

- 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.

B. Removal Procedures

- 1. Any NRHH member may submit a written complaint to the NRHH advisor.
- 2. The NRHH advisor will advise the officer of the formal complaint and allow the officer to file a formal response.
- 3. Should the issue persist to a second complaint is filed with the advisor, the advisor will call for a challenge of competency at the next general assembly meeting. The officer may be removed by a 2/3 vote of the general membership.

d. Membership status will be evaluated separately at the discretion of the membership.

G. Business Manager

- a. The Business Manager shall maintain files on all activities and take accurate minutes of every meeting.
- b. The Business Manager shall make all Chapter Reports.
- c. All other duties as assigned..
- d. The Business Manager shall work with the President and Advisor to ensure payment of National dues to the National NRHH office.
- e. The Business Manager shall report an accurate balance of funds at each meeting.

Section V: Succession

A. Executive Board Vacancy

1. Should an executive office become vacant, the vacancy will be presented to the executive board for possible nominations from the body. Appointments can be made through a majority vote from the membership.
2. Should no member of the current board wish to fill the position, a secondary election process will be held.

Article V: Partnerships and Affiliations

Section I: Residence Hall Association

- A. The Residence Hall Association and NRHH are partner organizations which collaborate and share resources.
- B. The Vice President of Community Service and Outreach shall attend RHA General Assembly Meetings.

Section II: CAACURH and NACURH

- A. This chapter shall remain in good standing with NACURH and CAACURH.
- B. If an NRHH member is elected to a regional or national position, NRHH and RHA will financially support that student in their participation.

Article VI: Amendments and Bylaws

- A. The Constitution may be amended by a simple majority vote of all active NRHH members present at a general meeting.
- B. The Bylaws may be amended by a simple majority vote of the Executive Board.
- C. Financial decisions must be made by a majority vote of the executive board and a majority vote by the delegation.
- D. Constitution and bylaws will be reviewed annually by the active membership.

Article VII: Finances

- A. NRHH will receive programming funds from student fees through the Department of Housing and Residence Life.

- B. Requests for specific purchases must be made through the advisor to NRHH and purchases are to be made with a university credit card. Final approval for these purchases rests with the advisor appointed by Housing and Residence Life.
- C. NRHH will maintain a joint checking account with RHA, Residence Hall Association. Monies collected through fundraising efforts or donations will be deposited and held in this account.
- D. Funds may be requested from this account through direct request to the RHA executive Board during the weekly General Assembly meetings. Funds must have the approval of over 50 % of meeting attendees. All active members in attendance have the right to discuss funding requests and vote on funding.

Article VIII: Enactment

This Constitution shall be enacted upon approval at a general meeting.

By-laws Marshall University NRHH

Article I: Meetings and Committees

Section I: Meetings and Voting

- A. The NRHH membership shall meet biweekly.
- B. The NRHH Executive Board will have scheduled meetings at least biweekly.
- C. Committees will meet as necessary to perform their duties

Article II: Selection and Induction of New Members

Section I: Application Requirements

- A. Applicants must currently reside on campus.
- B. Applicants must have resided in Residence Halls for at least two semesters (including the present semester).
- C. Applicants must have a cumulative G.P.A. of at least 2.5.

Section II: Selection Procedure

- A. Applicants will be selected for induction by the Executive Board through a blind review application process.

Section III: Induction Ceremony

- A. The Fall and Spring induction ceremonies will be planned by the Vice President of Recruitment and Retention.
- B. Inductees will take the following oath:
 - a. "I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Marco Lodges Chapter of the National Residence Hall

Honorary at Marshall University. I promise to continue the tradition of recognition and service in the residence halls. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”