

**National Residence Hall Honorary**  
Constitution Revised April 27, 2011

**University of Wisconsin-Whitewater**  
**Linda Long Chapter**

Constitution

Article I: Name

This organization will hereafter be known as the National Residence Hall Honorary—Linda Long Chapter.

Article II: Purpose

The purpose of this organization shall be to provide recognition for those individuals living in and/or serving the residence halls and to promote leadership both on campus and in our community.

Article III: Membership

Membership consists of the top 1% of all University of Wisconsin-Whitewater (hereafter known as UWW) students living in the UWW residence halls as selected for active membership by the new member selection committee.

*Section 1: Qualifications for active, early alumni, alumni, or honorary members:*

- A. New active members will be selected based on academic achievement in their university experience, service to students living in the residence halls, commitment, recognition, strong character, leadership potential, and potential contribution to NRHH.
- B. Persons seeking active membership must meet the following requirements:
  - 1. Have lived at least two semesters in (a) collegiate residence hall(s).
  - 2. Currently reside in a UWW residence hall.
  - 3. Have a 2.5 cumulative collegiate grade point average.
  - 4. Have been active in RHA and/or in the residence halls for at least 1 full semester.
  - 5. Complete the proper membership application process.

*Section 2: Member Status*

A. Active Member Status

Active members are UWW students who currently live in a UWW residence hall and are not a residence life professional staff member. Active members have voting rights on all topics and are eligible to serve on the executive board.

B. Early Alumni Member Status

Early alumni are those individuals who no longer live in the UWW residence halls, but are still enrolled as students. Early alumni are not counted towards the 1% membership cap. They are allowed to participate in any and all chapter activities and do not have the right to vote and may not seek (an) executive board position(s).

C. Alumni Member Status

Alumni members are those individuals who have graduated from UWW. Alumni members are not counted towards the 1% membership cap. They are allowed to participate in any and all chapter activities and do not have the right to vote and may not seek (an) executive board position(s).

C. Honorary status

Those individuals, nominated by (a) NRHH member(s) and chosen by the selection committee, who NRHH wishes to

recognize for their outstanding service to the residence halls. An honorary member shall be able to attend the NRHH weekly meetings and events; however, they will have no vote and will not be considered active members. This is limited to 4 honorary members per academic year. These individuals must have made a significant impact on the success and development of students living in the residence halls and may not be a student.

D. Ex-officio members

The RHA President and RHA National Communications Coordinator shall be ex-officio members of the chapter, able to attend meetings and participate in NRHH functions, and without voting rights or the right to run for an executive position, unless these individuals hold a different classification of membership.

Article IV: Selection Of Members

A. At or before the third general meeting the President will develop a timetable for the selection process, the committee members will meet to select new members in the middle of the Spring semester. Formal invitations to the honorary will be delivered at least two weeks before the annual recognition event.

The selection process will proceed as follows:

1. Nominations--New members must be nominated by a Residence Life professional staff member, NRHH member, LIT executive board, or the RHA executive board.
2. Nominees must fill out and return the NRHH application form, reference form(s), and complete any additional steps required as stated on the application.
3. The final selection committee will review each nominee based on their applications and select the best candidates based on the criteria outlined above.

B. The new member selection meeting committee will consist of four of the following five:

1. Linda Long or non-Residence Life professional
2. Residence Life professional staff member
3. One NRHH advisor
4. NRHH President or a different NRHH Executive selected by the President
5. One NRHH member, appointed by NRHH President

C. The names of the applicants will be replaced with numbers or be otherwise made anonymous throughout their entire selection file.

Article V: Executive Structure

*Section 1: General Expectations for Executive Board Members:*

1. Must maintain active membership throughout one's term.
2. Hold office for one academic year unless one becomes ineligible or resigns.
3. Assist the successor to one's position during the transition at the end of one's term in office.
4. Uphold the Chapter NRHH Constitution and the National Constitution.
5. Attend all NRHH functions unless excused by the President.
6. Must maintain a minimum cumulative collegiate GPA of 2.5 throughout one's term.

*Section 2: Specific Position Responsibilities*

A. The *President* will:

1. Preside over each chapter and executive board meeting.
2. Interpret the Constitution.
3. Only vote to break a tie.
4. Be the official spokesperson for the chapter.
5. Meet with the NRHH advisor(s) as needed.

6. Attend sub-regional, regional, and national conferences and business meetings and will be the official voting representative for the chapter at these conferences. (If unable to attend, the President will appoint another NRHH member to attend.)
7. Affiliate the chapter annually with the NSRO, correspond with the Office as needed, and be responsible for ordering Bronze Pins and Outstanding Leadership Service pins from the Office.
8. Coordinate the new active, alumni, and post-alumni member selection process.
9. Receive bi-weekly updates on committee work.
10. Facilitates the Scholarship committee.

B. The *Vice President* will:

1. Keep accurate records including but not limited to:
  - a. Accurate list of all member's, phone numbers, email addresses, mailing addresses.
  - b. Listserv or email list of members
  - c. Minutes
  - d. Up-to-date budget
  - e. Keep Pillar Points up-to-date
2. Keep track of the chapter's historical records, such as awards member's lists, etc.
3. Facilitates a Fundraising committee in which committee members and VP organize and implement a fundraising program at least once per year.

C. The *Programming Director* will:

1. Organize at least two member socials per semester including one perspective member social per semester.
2. Coordinate the chapter's induction banquet.
3. Plan and implement at least one philanthropy project each academic year.
4. Recruit at least one speaker per semester to speak to the chapter on a topic related to leadership.
5. Facilitate at least one program to enhance leadership development per semester.
6. Facilitate a service committee.

D. The *Recognition Director* will:

1. Facilitate a recognition game or team builder at each general member meeting.
2. Coordinate the recognition week in the spring semester.
3. Implement a recognition system involving general member participation to recognize other members of the chapter.
4. Advocate camps wide recognition involving other organizations and professional staffing on campus.
5. Facilitates a recognition committee.

E. The *OTM Coordinator* will:

1. Educate any and all willing to learn on how to write an OTM, including:
  - a. Facilitate program for LIT to inform LIT teams about OTMs.
  - b. Prepare an informal OTM packet and OTM pamphlet for distribution.
2. Solicit OTM proposal recommendations.
3. Recognize those persons/groups who have been nominated for an OTM.
4. Keep accurate records of all OTM proposals and local, regional, and national recognition.
5. Submit OTMs to Sub-regional NRHH Chari and Regional Associate Director of NRHH.
6. Facilitates the OTM committee.

F. The *Communication Director* will:

1. Maintain and update the chapter's website and other social media outlets.
2. Create an NRHH newsletter to spread news of the organization and to celebrate OTM winners.
3. Creating publicity for the chapter.
4. Coordinates NRHH representatives at weekly RHA meetings and attends the weekly meetings; if not able to go themselves they must find another Executive Board member to fill their spot.
5. Inform members of upcoming meetings and programs.
6. Facilitates a communications committee.

G. The order of succession among the Executive Board is as follows: President, Vice President, Programming Director, Recognition Director, OTM Coordinator, and Communication Director.

### *Section 3: Advisor*

1. The advisor(s) will be an official non-voting member of the Chapter.
2. The UWW Office of Residence Life will appoint the advisor(s).
3. Responsibilities:
  - a. Have regular communication with the Executive Board.
  - b. Attend NRHH Chapter and Executive Board meetings.
  - c. Work on teambuilding with the Executive Board.
  - d. Be available for advice and consultation.

### *Section 4: Qualifications and Elections:*

A. Qualifications: Any candidate for office must meet all active membership requirements. Any candidate for President must have completed at least one semester as a NRHH member and shall not be a member of the RHA Executive Board during one's term. The Finance and Administration Director may not serve concurrently as RHA President or RHA Vice-President.

#### B. Elections:

1. Elections will take place within the four weeks prior to the close of the spring semester.
  - a. Nominations of eligible candidates for office shall open one meeting prior to the meeting at which the elections will be held and will close at the meeting of the elections.
  - b. In the event that no one runs for a position, a special election will be held within three meetings of the beginning of the fall semester.
  - c. Upon vacancy of any Executive Board positions during the academic year, a new election will take place within two meetings to fill that position. In the case that no one runs for a vacant position, the Executive Board will determine the procedure for addressing the position and its related responsibilities.
2. The candidate who receives greater than 50% of the vote will be elected. In the case that there are three or more candidates, and none receive greater than 50% of the vote, the top two candidates only will participate in an electoral run-off, and this election must occur immediately after the initial election (no additional speeches, question and answer, or discussion time will be allowed.)
3. The new Executive Board will take office at the end of spring semester.
4. All persons nominated for a position may vote during the election of the position for which they are running.
5. Members must be present to be nominated for and elected to office. Exceptions to the requirement of being present to be elected to office may be overridden by a two-thirds vote of the voting members present at meeting at which the election would take place.
6. Candidates will submit a candidate information form prior to running for the Executive Board in a format prescribed by the current Executive Board.
7. No individual may hold more than one NRHH executive board position at one time unless approved by two-thirds of voting members present at the meeting at which such an election would occur.

C. Election Procedure: Elections for each Executive Board position will be held in the following manner.

1. Each candidate will give a presentation lasting no more than 5 minutes, non-extendible.
2. The presentation will be followed by a 5-minute question and answer period.
3. There will then be a discussion regarding all candidates running for a particular position.
4. Following the discussion, votes will be cast by secret ballot and counted by the advisor(s).

D. Recall: The following procedure outlines how to recall an Executive Board member.

1. A petition containing the signatures of two-thirds of active members shall be submitted to the Executive Board and Advisor(s).
2. Statement of Cause: All petitions must state the reason for the petition in writing and must be presented to the Chapter by a representative of the petitioning group.
3. The officer petitioned will have the opportunity to respond to all allegations in the petition at the Chapter meeting following the meeting at which the petition was presented.
  - a. After the officer in question has spoken, a question and answer session will be held.
  - b. Upon completion of the question and answer session, the NRHH members eligible to vote who are present at that meeting will vote on whether or not to remove the officer from the Executive Board. A three-fourths vote is required to remove the officer.
  - c. This process can impose no other sanction.

#### Article VI: Funds

The non-profit, self-funding status of this organization requires financial support through the venue of fund-raising. Chapter members, under the guidance of the Finance and Administration Director, will decide upon fund-raising projects in order to maintain the financial stability of the chapter.

A majority of the NRHH voting members must approve any expenditure of over 50 dollars that has not been allocated in the Chapter budget. The executive board may spend up to 50 dollars on any NRHH sponsored event without seeking the approval of the NRHH voting members.

The Department of Residence will provide a line item of \$1000 to the RHA NCC/WCC that is to be used as conference funding for NRHH representatives to all WURHA/GLACURH/NACURH meetings. One member will be funded completely to attend, unless otherwise decided by the membership by majority vote.

#### Article VII: Meetings

Regular meetings will be held throughout the semester to discuss the business of NRHH. Special meetings may also be called for any reason at any time as long as both the advisor and the President feel a meeting is in the best interest of NRHH. A quorum of 50% on campus voting members must be present in order for the meeting to be considered official and for voting to take place. All active and alumni members shall be informed if a special meeting is to take place.

#### Article VIII: Parliamentary Authority

Parliamentary Procedure will be used for elections and constitution changes.

#### Article IX: Honors and Awards

##### *Section 1: Honor Cords*

All NRHH active and alumni members will receive honor cords upon graduation. Honor cords will be awarded during the Spring Induction Ceremony.

##### *Section 2: Outstanding Leadership and Service (OLS) Pins*

- A. The Leadership and Service Pin is the highest individual honor an NRHH Chapter can award to its members.
- B. The pin shall be awarded to NRHH Members (active, alumni, or honorary) that have provided outstanding Leadership and Service to their NRHH Chapter.
- C. The maximum number of pins which may be given in a year is 8.
- D. This pin should not be substituted for a bronze pin as they recognize different students.

- E. The President, in consultation with the Executive Board, will select winners of the pin and present them at the Reception of Excellence.

*Section 3: Bronze Pins*

- A. The Bronze Pin is the highest individual honor given by the RHA or NRHH President.
- B. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- C. The maximum number of pins which may be given in a year is 8.
- D. The NRHH President and the RHA President will select winners of the pin and present them at the PRIDE Banquet.

*Section 4: Current executive board members may adopt more awards at their discretion.*

Article X: Amendments of the Constitution and the Recall of an Officer

A. Constitutional Amendments:

The constitution may be amended at any regular meeting of the Chapter by a quorum vote of 50% of on-campus members, provided that the amendment has been submitted in writing at the previous meeting.

B. Recall Process:

Any executive board officer may be recalled. In order to recall an officer, a motion to bring up the officer's removal will require a majority, 50% of on-campus members, vote to bring to question. If the motion passes, discussion on removal of the officer will commence at the next scheduled meeting. The officer in question will be allowed to speak on their behalf. After speaking, the on-campus members will vote, and with a 50% vote, the officer in question will be removed from the office.