



NATIONAL RESIDENCE HALL HONORARY

University of California, Riverside

National Residence Hall Honorary
Highlander Chapter

Constitution

Preamble

Our mission as the National Residence Hall Honorary at the University of California, Riverside is to aid the development and maintenance of a strong, diverse and academically successful residential community within the UCR Residence Halls. In order to accomplish this we must do the following:

- 1 Maximize opportunities for residents to become leaders and explore their unique leadership styles.
- 2 Create and support initiatives that focus on diversity awareness, tolerance and celebration.
- 3 Develop effective educational and social programs.
- 4 Encourage academic excellence through role modeling and the development of academic initiatives.
- 5 Recognize resident leaders for their service to the residence hall community.
- 6 Direct residents to appropriate resources and leadership opportunities in Housing Services, on campus and in the surrounding community.
- 7 Find ways to increase communication and positive working relationships with residential staff.
- 8 Be a venue through which recognition of the Residence Halls is known on a local, regional and national level.

Article I. Name

The name of this chapter shall be the Highlander Chapter of the National Residence Hall Honorary, NRHH, at the University of California, Riverside. Here in after, shall be referred to as NRHH, Highlander Chapter.

Article II. Purpose

The purpose of this organization shall be to provide opportunities for students to hone their leadership skills and provide recognition for individuals who have provided outstanding service or exceptional leadership within the residence halls, as well as maintaining academic success at the University of California, Riverside, UCR.

Article III. Membership

Section I.

There shall be five types of membership in the organization: active, alumni, and honorary.

1. **Active Members** shall be residents of the UCR Residence Halls and may be of any class, undergraduate or graduate, who have been accepted as prospective or inducted members by the selection committee. Only active members shall have voting rights.
2. **Alumni Members** shall be inducted members who no longer live in UCR Residence Halls, or who are former active members of another chapter who are now part of the UCR community.
3. **Early Alumni Members** shall be members of NRHH who no longer fulfill the requirements for active membership status. To be considered; members must fill out the appropriate paperwork and be confirmed by the regional AD-NRHH
4. **Honorary Membership** shall be conferred upon those who do not meet induction requirements but live in the UCR Residence Halls, or are residents or members of the Residence Hall professional staff, who have made an outstanding contribution to the Residence Halls. Honorary members shall be defined as individuals who do not qualify for induction but have been exemplary in their support of the Residence Halls. The number of honorary members the chapter shall be able to induct per academic year will not exceed 20 percent of the chapter's membership cap. These members do not count in the 1 percent cap.

Section II.

Qualifications for active membership

1. Shall have resided in the Residence Halls continuously from the beginning of the academic year of selection, including at the time of induction.
2. Shall have a quarterly grade point average of at least 3.0.
3. Shall have demonstrated at least twenty-four hours of outstanding community service and exceptional leadership such as creating programs for residents in the Residence Halls at UCR.
4. Shall commit to the attendance of weekly meetings, with the exclusion of holidays and finals week.
5. Must have written at least one OTM per month, written in paragraph form with at least two hundred and fifty words, from the time of prospective membership to the time of induction.

Article IV. Selection of Members

Section I.

Residents may submit an application to the chapter during fall and winter quarter. After approval of their application, they are considered a prospective Member.

Section II.

Selection Committee

1. The selection committee shall be comprised of two (2) people. They shall include: the NRHH President and NRHH Vice President.
2. In case of a tie, the RHA Executive President shall make the tie-breaking vote.
3. The selection committee must convene the selection committee during the beginning half of the fall and winter academic term to select potential prospects.

Section III.

Active Member Selection Standards

1. At no time shall the active membership of the chapter exceed one percent (1%) of the total Residence Hall's population or 20 whichever is greater.
2. Candidacy for active membership shall be according to the following standards:
 - a. Must have applied to be a prospective member.
 - b. Must have been accepted as a prospective member.
 - c. Inducted members still living in the Residence Halls are also considered active.
 - d. Must be working towards completing induction requirements.
3. The Selection Committee may choose as many or as few candidates for selection as they wish, as long as all provisions of this article are satisfied.

Section IV.

Honorary Member Selection Standards

1. Nominees for honorary memberships must have made an extraordinary contribution to the residence halls at UCR to be selected as an honorary member.
2. The Selection Committee shall never select more honorary members than twenty percent of the number of inducted selected.

Section V.

Alumni Member Selection Standards

1. Alumni membership automatically takes action once any person(s) who was an active member of NRHH leaves the UCR residence halls.

Section VI.

Early Alumni Selection Standards

1. Early Alumni membership takes place once a current member no longer fulfills the requirements for active membership and submits the proper documentation to be approved by the regional AD-NRHH.

Section VII.

Membership Period

1. Once a member has been inducted into NRHH, they are a member for life.

Article V. Officers

Section I.

1. The Executive Cabinet shall be comprised of the NRHH President and NRHH Vice President.
2. The Cabinet shall be comprised of the NRHH Executive Cabinet and the Board of Directors.
3. The Board of Directors shall be comprised of the Director of Programming, Director of Publicity, Director of Recognition, and a Director of Leadership.
4. Officers shall be comprised of the Cabinet.

Article VI. Meeting Procedures

Section I.

During the course of the meeting, the NRHH President is responsible for:

1. Calling the meeting to order for, in this sequence:
2. Approving minutes
3. Liaison reports
4. Weekly updates

- a. Old Business
 - b. New Business
5. Committee time
 6. Receiving Officer Reports
 7. Open Forum
 8. Adjourning meeting

During the course of the meeting, the NRHH Vice President is responsible for:

1. Taking attendance
2. Taking minutes
3. Presiding over the meeting if the NRHH President not present
4. Assisting with committee time

Section II.

Any procedure of the meeting may be altered, when necessary, by the request of any active member, as approved by the NRHH President or at the discretion of the President him/herself.

Section III.

NRHH meetings will be held every week, except in the case of academic holidays and finals week or events conflicting with meeting times that prevent members from attending meetings. The particular place, date and time for these meetings will be determined either by the Executive Cabinet at the beginning of the academic school year and shall remain the same for the entire year unless notified by the President. Meetings may be canceled when replaced with an NRHH program.

Section IV.

Missing more than two consecutive meetings without an excuse shall result in the loss of voting privileges until the President or the Vice President reinstates their voting privileges. The President or Vice President may grant excuses before any meeting. No officer can grant him/herself an excuse. At each meeting, the Vice President shall record the status of each member: present, absent or excused.

Article VII. Agenda

Section I.

The President shall determine the main agenda items upon discussion and approval by the Executive Cabinet.

Section II.

Any NRHH member can introduce additional agenda items at each meeting before the approval of minutes.

Article VIII. Voting

Section I.

Those Agenda items or business which require the approval of NRHH, shall be voted upon.

Section II.

Voting shall not occur until it has been established by the facilitators that debate on that specific topic has been exhausted.

Section III.

A quorum must be present at the meeting for any voting to take place. Action and Policy items require a fifty percent plus one (50% + 1) quorum of active members. Elections will require a three-fifths (3/5) of active members for quorum. In the extreme case that quorum cannot be obtained, at the President's discretion, the active members present may vote to temporarily reduce quorum.

Section IV.

A motion, followed by a second shall initiate voting. Votes shall be taken by a show of hands. Any item shall pass by a majority vote.

Section V.

The RHA President shall serve as the liaison between the chapter and RHA. The RHA President and National Communication Coordinator are ex-officio members of the NRHH Cabinet and either may serve as the Sergeant of Arms at elections.

Section VI.

Ex-officio members do not hold the privilege to vote, although they may bring up topics to be voted upon and participate in discussion on any agenda item.

Section VII.

The President and Vice President will convene on one vote and shall vote only in the event of a tie for full NRHH meetings.

Article VIII. Duties

Section I.

NRHH shall serve as base for leadership development, community service and recognition within the residence halls.

Section II.

NRHH shall maintain committees to represent programs, leadership, community service, and recognition opportunities, however, additional committees representing other current concerns may be added.

Section III.

NRHH may initiate Residence Hall programs for the entertainment or benefit of the residents.

Section IV.

NRHH members are encouraged to attend all RHA and staff sponsored events.

Article X. Non-Campus Affiliation

Section I.

The Highlander Chapter is an affiliate of the National Residence Hall Honorary.

Section II.

This chapter will follow all of the governing of the National Residence Hall Honorary.

Article XI. Amendments

Section I.

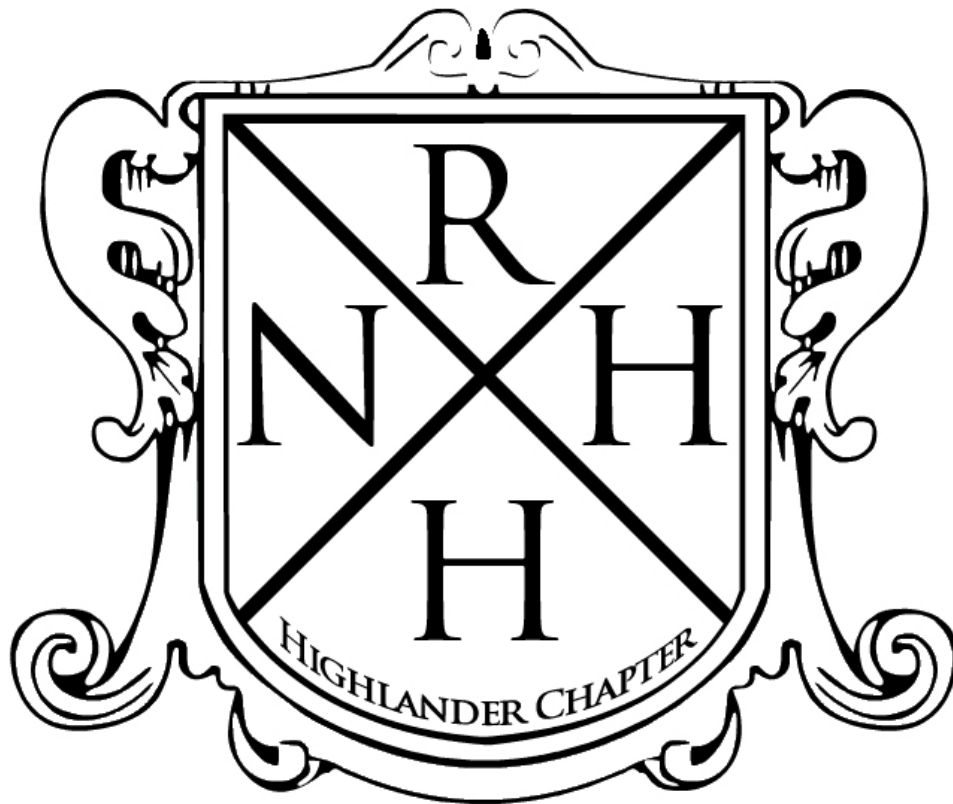
Amendments to this constitution shall be presented as a written petition or written motion.

Section II.

A vote upon the proposed amendment must occur following its introduction and shall be conducted by the voting procedures so stated in this constitution.

Section III.

In the case of amendments, a two-thirds majority approval by the active membership is necessary for the proposed amendment to pass.



NATIONAL RESIDENCE HALL HONORARY

University of California, Riverside

National Residence Hall Honorary
Highlander Chapter

By Laws

Article I. Membership

Section I.

All active members of NRHH, as defined in Article III; Sections I-II of the Constitution, shall be entitled to the following privileges.

1. Opportunity to run for and hold any office chair in NRHH if eligibility requirements are met.
 - a. No Officer shall have lower than a 2.5 cumulative GPA.
 - b. NRHH members who intend to run for or hold any officer position must be in good standing with the University and Housing.
 - c. Advisors and Housing officials reserve the right to check grades on a quarterly basis and recommend that students who are not in good standing with Housing are not allowed to run for or hold any officer positions.
2. Right to vote in full meetings or general NRHH elections.
3. Any other privilege as granted by the Cabinet.

Section II.

All NRHH members will have the opportunity to run for Cabinet, Director and Officer Positions and will be afforded any stipends towards their housing in accordance UCR Housing, Dining, and Residential Services.

Section III.

NRHH members interested in becoming a director must attend a one-day orientation as determined by the Executive Cabinet. Directors are also required to attend RHA/NRHH fall, winter, and spring retreats.

Section IV.

NRHH will consist of, but not limited to members from the three residence halls: Aberdeen-Inverness, Lothian and Pentland Hills. Glen Mor Apartments will also be included because of its close proximity and involvement with the Residence Halls.

Article II. Meetings

Section I.

NRHH shall meet weekly beginning each year no later than the second week of classes. No meetings will be held the week before finals week.

Section II.

The President shall prepare an agenda and review all proposals for all regular meetings of NRHH and its board and committees.

Section III.

Minutes must be approved and submitted to the President by the next Cabinet Meeting.

Article III. Committees

Section I.

The elected officers will be designated to chair a committee.

1. **Director Publicity** will be in charge of the Publicity committee.
2. **Director of Programming** will be in charge of the Programming committee.
3. **Director of Recognition** will be in charge of the Recognition and OTM committees.
4. **Director of Leadership** will be in charge of the Leadership committee.

Section II.

The President will be responsible for having the following standing committees:

1. **Programming Committee** will discuss and create proposals for programs. The members of this committee will lead any program held by the chapter.
2. **Publicity Committee** will discuss and create all publicity related to the chapter and its programs.
3. **Recognition Committee** will be in charge of creating and managing chapter recognition programs. In addition, those selected to also judge OTMs will be responsible each month to judge the locally submitted nominations.
4. **Leadership Committee** will comprised of only returning members, the committee will be in charge of finding or creating leadership opportunities, community service projects, study sessions for academic success for active members,

When necessary, the President has the right to create flex committees.

Article IV. Funds

The NRHH account shall receive an allocation, specified by the Director of Housing, Dining, and Residential Services.

Article V. General Elections

Section I.

In regard to elections, the NRHH President shall coordinate the following:

1. At the beginning of the Fall Quarter, hold general meetings and inform members of the director positions available.
2. Inform the members of the process of signing up to run for the director positions. Applications will be available from the President. Members must sign a right of disclosure statement to release their grades in addition to signing an agreement of campaigning policies.
3. Inform the members of the code of ethics included in Article V; Section II. Understand that if the code of ethics is not adhered to, the election may be considered void.

Section II.

The following guidelines shall apply to all candidates and shall read as follows:

1. Candidates may not slander other candidates or members.
2. Candidates may not secure votes from other members prior to the election.

Section III.

In the general elections, the candidates receiving the largest number of votes per office shall be declared the winner(s).

Section IV.

If the President exercises the right to appoint the Cabinet, the following steps should be followed:

1. Candidates will submit a letter of intent.
2. The President and Vice President will interview all candidates.
3. The President and Vice President will make final appointments.
4. The RHA Executive President may make the tie-breaking vote.

Article VI. Executive Elections

Section I.

1. The steps for electing the President are:
 - a. Candidates will submit a letter of intent.
 - b. Candidates will submit an application.
 - c. Candidates will make a presentation to the full NRHH prior to voting. After each presentation, there will be 5 minutes allotted for question and answer.
 - d. After candidates leave the room, pros and cons will be discussed until the moderator has said pro then con 2 times without any given.
 - e. Voting will be by secret ballot. Election is simple majority. Members may not vote unless they have heard all candidate presentations.
2. The steps for electing the Vice President are:
 - a. Candidates will submit a letter of intent.
 - b. Candidates will submit an application.
 - c. Candidates will make a presentation to the full NRHH prior to voting. After each presentation, there will be 5 minutes allotted for question and answer.
 - d. After candidates leave the room, pros and cons will be discussed until the moderator has said pro then con 2 times without any given.
 - e. Voting will be by secret ballot. Election is simple majority. Members may not vote unless they have heard all candidate presentations.

Section II.

The Executive Cabinet elections application/selection process will start during the spring quarter.

Section III.

In order for a member to vote for any elected position on the executive cabinet, they must have an active status as stated in Article III; Section I of the Constitution. They must also be an inducted member or making progress to be inducted. Before the election, members must check in with the NRHH Executive Cabinet or advisor to verify active status.

Article VII. Officers

Section I.

The Executive Cabinet of NRHH shall hold office for one (1) year. The term of office shall begin at midnight of the night of the annual Banquet and end at midnight of the night of the annual Banquet the following year. Only members of NRHH at UCR may hold an Officer position. No person shall hold more than one (1) elected position in NRHH simultaneously without the approval of the NRHH Executive Cabinet and advisors.

Section II.

Officer Responsibilities

1. President

- a. Shall be vested with the Executive Cabinet power of NRHH.
- b. Shall write an agenda and conduct all Cabinet and Executive Cabinet meetings.
- c. Shall be the official representative of NRHH.
- d. Shall be an ex-officio member of all committees.
- e. Shall have the power to appoint special executive committees and chairpersons and all standing executive committees.
- f. Shall have the power to call and administer all NRHH elections.
- g. Shall serve as the ASUCR liaison as well as communicate with Student Life and Leadership and the Director of Housing.
- h. Must serve three (3) weekly office hours.
- i. Shall transition the new President following elections at the end of Spring Quarter.
- j. Shall maintain active and timely communication with the National Communication Coordinator, NCC.
- k. Shall be an active member in good standing during the entire term of office.
- l. Shall maintain the NRHH website.
- m. Shall attend regional and national conferences including but not limited to PACURH, No Frills, and NACURH.

2. Vice President

- a. Shall assist the President where needed and preside over chapter meeting in the absence of the President.
- b. Shall handle the finances of the chapter, prepare an annual budget and supervise the collection and distribution of NRHH funds in accordance with the NRHH Constitution and By Laws.
- c. Shall oversee committees and coordinate chapter events.
- d. Shall attend all chapter meetings, Cabinet meetings and Executive Cabinet meetings.

- e. Shall take minutes and attendance during chapter meetings.
- f. Shall keep a database of membership activities.
- g. Must serve three (3) weekly office hours.
- h. Shall coordinate all communication within the chapter.
- i. Shall keep current lists of all members.
- j. Shall be an active member in good standing during the entire term of office.
- k. Shall help maintain the NRHH website.
- l. Shall attend regional and national conferences including but not limited to PACURH, No Frills, and NACURH if the NRHH President is unable to attend.

3. Director of Programming

- a. Shall plan and coordinate all NRHH programs.
- b. Shall act as a liaison between the PCs and NRHH.
- c. Shall attend all NRHH chapter meetings and Cabinet meetings.
- d. Shall serve two (2) weekly office hours.
- e. Shall write a biweekly report.
- f. Shall write an end-of-quarter report.
- g. Shall chair the Programming Committee.

4. Director of Publicity

- a. Shall publicize all NRHH programs
- b. Shall chair the Publicity Committee.
- c. Shall serve two (2) weekly office hours.
- d. Shall attend all NRHH chapter meetings and Cabinet meetings.
- e. Shall write a biweekly report.
- f. Shall write an end-of-quarter report.

5. Director of Recognition

- a. Shall chair the Recognition and OTM Committees.
- b. Shall plan and coordinate all recognition programs and activities.
- c. Shall submit all Campus Winner OTMs to the regional office.
- d. Shall head the organization of the annual Recognition Banquet.
- e. Shall attend all NRHH chapter meetings and Cabinet meetings.
- f. Shall serve two (2) weekly office hours.
- g. Shall write a biweekly report.
- h. Shall write an end-of-quarter report.

6. Director of Leadership

- a. Shall chair the Leadership Committee.
- b. Shall plan, coordinate, and provide leadership opportunities for NRHH members.
- c. Shall plan and coordinate one (1) large-scale Community Project per quarter.
- d. Shall seek and provide community service opportunities.
- e. Shall write a biweekly report.
- f. Shall serve two (2) weekly office hours.
- g. Shall write an end-of-quarter report.

Section III.

All Executive Cabinet members shall receive a discount on room and board fees as determined by UCR Housing,

Dining, and Residential Services. These discounts are negotiated between the NRHH President and the Director of Housing.

Section IV.

If any officers are found to be incompetent, they can be removed by a three-fourth vote by active NRHH members. All officers must be a student in good standing with Housing and the University and will be removed if they are not. All housing room and board entitlements will cease after an officer leaves office.

Section V.

In the event that an Officer position was to become vacant, all other active members, the NRHH Executive Cabinet, and NRHH Advisor(s) must be immediately notified of the vacancy. The selection process will be as follows:

1. President: The selection process will be facilitated by the NRHH Vice President and the NRHH Advisor(s). Candidates must be inducted members and submit an application for review by the aforementioned selection committee.
 - a. In the case that the Vice President, applies for the vacant presidency, the selection process will be administered by the NRHH Advisor(s), with selection decided by a vote of active members in the form of the Advisor(s) choosing.
2. Vice President: The selection process will be facilitated by the NRHH President and the NRHH Advisor(s).
3. Directors: Candidates must be active members and submit an application for review by the NRHH Cabinet. The selection process will be determined by a vote of the Cabinet. Swing votes will be decided by the President.

Article VIII. Amendments

Section I.

The UCR NRHH By Laws may be amended at a full chapter meeting by a two-thirds vote, provided that the proposed amendment has been read at the preceding meeting.

Section II.

At no time may an amendment be voted on if the three-fifths quorum does not exist.

Section III.

An amendment of the Constitution and By-Laws shall be numbered accordingly with the constitution.