

**NATIONAL RESIDENCE HALL HONORARY  
LOUIS V. HENCKEN CHAPTER  
CONSTITUTION**

**Article I: Name**

Section One: This organization, at Eastern Illinois University, shall be entitled the Louis V. Hencken Chapter of the National Residence Hall Honorary of the National Association of College and University Residence Halls Incorporated.

**Article II: Affiliated Chapters**

Section One: Affiliation

An NRHH Chapter shall be considered affiliated if they do the following prior to the NACURH Corporate Business Meeting:

- A. Be from a fully affiliated NACURH member school.
- B. Submit current chapter contact information, including but not limited to the chapter's NRHH representative and NRHH Advisor to the NCO.
- C. Submit a list of their Chapter's current members to the NCO.
- D. Submit an updated copy of their Chapter's Constitution in accordance with the NRHH Constitution Checklist, as found in the appendix section of this policy book.
- E. Maintain good standing with NACURH.

**Article III: Purpose**

The purpose of this organization and its membership shall be:

Section One: To honor those individuals living in institutionally owned or contracted housing whose services and leadership have been outstanding and have contributed to the advancement of the University Housing system at Eastern Illinois University.

Section Two: To promote activities that encourages leadership qualities in residents living on campus.

Section Three: To have the responsibility of caretaking, coordinating, and organizing the fund-raising efforts for the Richard G. Enochs Scholarship Fund.

Section Four: *To uphold the Values of NRHH:*

NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service. Recognition focuses on recognizing people who have a positive impact on campus, and leadership pertains to mentor and support the development of leaders living within the residential community. Eastern Illinois University's chapter of NRHH also wishes to focus on leadership, providing scholarship to outstanding students living on campus, service and promoting civility within the EIU and Charleston Community, and recognition.

**Article IV: Membership**

Section One: The organization shall consist of four types of membership: On Campus, Off Campus, Lifelong, Candidate. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.

- A. *On Campus/Off Campus Members*
  1. On-Campus Membership

- a. An On-Campus member of an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
  - b. On-Campus members must meet the following requirements to maintain their membership:
    - i. The On-Campus Member must be a student of the college or university with which the chapter is affiliated.
    - ii. “Student” shall be defined by the chapter’s host institution.
  - c. The On-Campus member must maintain at least a 2.25 GPA on a 4.0 scale, or its equivalency.
  - d. On-Campus Member must be living in institutionally owned or contracted housing.
  - e. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
  - f. Additional requirements as deemed necessary by the chapter, if any
2. Off-Campus Membership
    - a. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
      - i. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
      - ii. “Student” shall be defined by the chapter’s host institution. b. The Off-Campus member must maintain at least a 2.25 GPA on a 4.0 scale, or its equivalency.
    - b. Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
    - c. Additional requirements as deemed necessary by the chapter, if any
    - d. At the discretion of the chapter, 0% of the chapter’s membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
    - e. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
    - f. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting does not.

## B. *Lifelong Members*

### 1. 5. Lifelong Membership

- a. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
- b. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter’s requirements for membership for life would become a Lifelong Member.
- c. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service.
- d. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

## C. *Candidate Members*

### 1. Candidate Membership

- a. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
- b. The Candidate member must submit a formal intent of pre membership to the chapter.
- c. The Chapter must confirm status of pre-membership to candidate member.
- d. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
  - i. NRHH History
  - ii. OTM's
  - iii. Membership Qualifications
  - iv. Membership Selection Process
  - v. Additional requirements as deemed necessary by the chapter, if any
- e. v. Before a Candidate Member can be inducted, they must meet the following requirements:
  - i. a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
  - ii. b. "Student" shall be defined by the chapter's host institution.
  - iii. c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
  - iv. d. At the time of induction, the Inductee must be a student possessing at least a 2.25 GPA on a 4.0 scale, or its equivalency.
  - v. e. Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
  - vi. f. Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
  - vii. g. Additional requirements as deemed necessary by the chapter, if any
- f. vi. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

#### Section Two: Membership Numbers

- A. The total General Membership of the Chapter shall not exceed more than 35 students.
- B. There is no requirement to fill all the available openings during selection.
- C. The Chapter may induct by methods it sees fit from nominations received, any number of Honorary Members up to 10% of its membership capacity per academic year.

#### Section Three: Qualifications for on campus membership

To be considered an active member, the member must meet the following minimum qualifications:

- A. An on-campus 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:
  1. 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.

2. 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.
  - a. 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.
3. Have made a positive contribution to the residence hall system.
4. Shall have a minimum cumulative G.P.A. of a 2.25 on a 4.0 scale.
5. Must be an active member to receive an award.
6. Must complete three (3) Adopt-A-Blocks and fifteen (15) service hours per semester.
  - a. Of the 15 service hours stated above, five (5) must be towards the Chapter (Ex. Breast Cancer Awareness Week, Spring T-Shirt Sales). The other ten (10) service hours must be towards the community (Charleston or Mattoon) or the university (Fall and Spring Service Projects). (Ex. Special Olympics, Service-To-Go Boxes, Lincoln Log Cabin.)
  - b. If you are in another organization that requires service hours, you can double-count those required service hours completed in adherence to the executive board's approval.
  - c. Certain activities outlined by the executive board can be applied to either service categorization (Chapter Hours or Community/University Hours)
    - i. Adopt-A-Blocks in excess of the required three (3), will count towards either service categorization in thirty-minute increments.
  - d. All service hours and Adopt-A-Blocks must be submitted to the Director of Service in a timely manner. Failure to do so will result in unrecognized service hours and/or Adopt-A-Blocks.
7. Attend at least 75% of meetings held each semester unless properly excused as determined by the President.
8. Proper excuses as to missing General Body Meetings include attendance to class. If a General Body Member wishes to remain active, they must complete 3 additional hours of community service per semester if their excuse for missing more than 25% of General Body Meetings is invalid or not addressed prior to the scheduled meeting.

Section Four: Qualifications for nomination for on campus membership

- A. Shall have a minimum cumulative G.P.A. of a 2.25 on a 4.0 scale.
- B. Shall have resided at least one semester in institutionally owned or contracted housing at EIU prior to nomination.
- C. Shall be currently enrolled at EIU and reside in institutionally owned or contracted housing during the academic year of selection.
- D. Shall have exhibited outstanding leadership and service in the University Housing system at EIU.

Section Five: Nomination, selection and induction of On Campus, Off Campus, Lifelong, Candidate shall be as outlined in the Bylaws.

Section Six: NRHH Member Removal Policy

- A. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- B. If an Active member is removed, they no longer count towards the 1% membership cap.
- C. The following guidelines apply to the procedure for the removal of an Active member:
  1. The member and/or chapter must complete the NRHH Member Removal Application.

2. This form can be obtained from the region's AD-NRHH.
  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 AD-NRHH for approval.
- D. The number of members for removal is up to the discretion of the chapter.
- E. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
1. A submission of an incomplete application form.
  2. 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.
- F. 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.

Section Seven: NRHH Membership Transfer Policy

- A. 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.
- B. 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:
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 AD-NRHH.
- E. The membership transfer application shall include signatures from
- F. 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.
- G. The completed application shall be submitted to the region's ADNRHH for approval.
- H. It is the right of the region's AD-NRHH 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.
- I. 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:
1. Each AD-NRHH shall have one vote.
  2. A simple majority shall be necessary, with tie-breaking vote when necessary.

## Article V: Executive Structure

### Section One: Executive Board

- A. The Executive Board shall consist of the following offices: President, Vice-President, Director of Recognition, Director of Service, Secretary, NRHH-Communication Coordinator, and Advisors.
  - 1. The new Executive Board will assign the responsibility of Parliamentarian at the first Executive Board Meeting to the Executive Board member with the most Parliamentary Procedure experience or whoever is the most comfortable with this task.
  - 2. The Executive Board member who acts as Parliamentarian will present on parliamentary procedures at least once a semester to educate NRHH members of the proper procedures and protocols.
- B. The Executive Board shall hold regular meetings outside of general body meetings during the academic year.
- C. To hold an elected executive officer position, one must be a current EIU student General Member of NRHH, with the exception of University Housing Professional Staff members.
  - 1. To hold the office of President or Vice President, or NRHH-CC following the spring 2016 semester, one must be a General assembly member with at least one semester of membership prior to holding the office.
  - 2. There are no qualifications to hold the office of Advisor. The Advisors shall be appointed by the Office of University Housing and Dining Services.
- D. Executive Officers of NRHH shall not hold executive positions in the Residence Hall Association.
- E. Executive board officers are required to live on-campus.

### Section Two: Election of Executive Officers

- A. Officers of NRHH, with the exception of the Advisors, shall be elected by a majority vote of all voting members present at a regularly scheduled meeting held in the Spring semester and shall take office at a regularly scheduled NRHH function of the Spring semester.
- B. Elections of executive officers shall take place no later than the last general meeting of the spring semester.
- C. Nominations for Executive Board officers shall be held at least one week prior to the day of elections.
- D. All nominees must be in attendance the day of elections in order to be elected, unless properly excused by the President.
- E. Method of Elections: Elections of the executive board officers shall take place in the Spring semester with the process as follows:
  - 1. Candidates for each position will be subjected to a maximum of 3-minute speech, followed by a maximum of a 5-minute question and answer period. Once all candidate speeches have been heard, there will be a maximum of a 5-minute discussion followed by a secret ballot vote by the Active Voting Members of the General Body. Executive Officers should be elected according to a majority vote. A blind ballot will be issued and counted by the President and Advisors no matter the number of candidates running for a position.
    - a. A motion to extend the length of the candidate speech, question and answer period, and discussion can occur. The motion to extend time cannot extend the original time of the desired session.
    - b. Members of the executive board do not have voting rights in the election process, unless in the event of a tie between two candidates.

- c. Candidates are strongly encouraged to provide a visual aid to enhance their speech, submitted to the President three days prior to elections.
  - 2. In the Event of a Tie:
    - a. If there are more than two candidates running for any given position and a tie occurs, a secondary election will be held between those candidates with equal votes.
    - b. If there are only two candidates or a secondary election does not resolve the tie, members of the Executive Board will be called to vote.

Section Three: Executive Officer Resignation

- A. In the event of an officer's resignation, nominations to fill the vacancy will be opened. Nominations will remain open until the next regularly scheduled meeting at which time a special election for the office can be held.
  - 1. If no person is nominated or elected, the President may fill the position by appointment(s) until it is filled by a special or regular election.

Section Four: Impeachment of an Executive Officer shall be as outlined in the Bylaws.

Section Five: It is the responsibility of the President to:

- A. Uphold and interpret the constitution of this organization and serve on any constitutional revision committee.
- B. Preside at all regular, executive, and special meetings.
- C. Be the official representative and the spokesperson of this organization.
- D. Attend all meetings of the Residence Hall Association or designate a proxy as needed.
- E. Oversee the maintenance and completion of annual transition reports by selected Executive and Committee Chairs as deemed necessary.
- F. Promote and execute programs related to scholarship and recognition in chapter meetings (i.e. Geek of the week or a snap jar).
- G. Oversee the selection committee and entire selection process.
- H. Coordinate the Fall Leadership Retreat with the assistance of the RHA President and the NRHH/RHA advisors.

Section Six: It is the responsibility of the Vice-President to:

- A. Preside over all meetings in the President's absence.
- B. Maintain all financial transactions and expenditures of NRHH.
- C. Create and maintain a budget for each semester.
- D. Meet with NRHH Advisor at least once during the summer and before each semester to prepare the budget.
- E. Oversee and coordinate the Fall Fundraiser (Breast Cancer Awareness Week) and Spring Fundraiser (Housing Scholarship Fundraising).

Section Seven: It is the responsibility of the Director of Recognition to:

- A. Coordinate and execute recognition week, honoring housing and dining employees and others involved once a semester
- B. Facilitate service opportunities at general assembly meetings once a month and educate general assembly members of the values associated with the organization.
- C. Attend all Residence Hall Association meetings or appoint a proxy as necessary.

- D. Promote recognition of chapter members at General Assembly Meetings as desired.
- E. Assist in the creation of the selection committee, timeline, and overall selection and coordination of the “Of the Year” bid process.

Section Eight: It is the responsibility of the Director of Service to:

- A. Oversee all activities of the NRHH Service and Programming, and create a committee, if needed.
- B. Meet with the Director of the Student Community Service Office at least once a semester.
- C. Coordinate service components for all organization retreats.
- D. Create opportunities for members to complete the required service hours each semester.
- E. Inform the general assembly of service opportunities and coordinate with the NRHH President to hold all members accountable for their service hours for each academic semester.
- F. Coordinate one large scale community service event in the Fall and Spring semester.
- G. Create opportunities for members to complete the required 3 Adopt-A-Blocks each semester.

Section Nine: It is the responsibility of the Secretary to:

- A. Maintain files on all activities and take minutes at all regular, executive, and special meetings.
- B. Keep accurate files of all submitted legislation.
- C. Keep accurate records of the attendance and status of individual members (General, Alumni, Honorary, Transfer, and Other).
- D. Shall submit copies of chapter reports to the NRHH-CC.
- E. Oversee all of the chapter’s social media accounts and promote chapter activities.
- F. Coordinate a campus-wide program in the Fall semester to promote the chapter and its values.
- G. Coordinate the Spring Leadership Conference in conjunction with RHA Vice President of Strategic Communications.

Section Ten: It is the responsibility of the Communications Coordinator (NRHH-CC) to:

- A. Attend all appropriate state, regional, and national conferences as the representative of our Chapter or designate a proxy, as needed.
- B. Present a detailed report of the conference to our Chapter upon returning.
- C. Attend all meetings of Residence Hall Association or designate a proxy, as needed.
- D. Submit all conference reports to the chapter secretary.
- E. Coordinate the NRHH “Of the Months” each month, in conjunction with the Residence Hall Association.
- F. Submit such reports that are required by the National Office and compiled by the Chapter Secretary.
- G. Coordinate the Fall Leadership Conference in conjunction with RHA Vice President of Strategic Communications.

Section Twelve: It is the responsibility of the Advisor(s) to:

- A. Oversee all NRHH activities and functions.
- B. Assure that NRHH adheres to Housing and University policies
- C. Assure that NRHH adheres to regional and national affiliation standards and policies.
- D. Conduct one on one meetings with each executive board member weekly.
- E. Serve as a resource to the council
- F. Provide final interpretation of the Constitution



- G. Submit a list of new executive officers, active members, and initiates, as well as other pertinent information requested by the NIC, to the NRHH-CC for NACURH, at the end of every academic semester.

## **Article VI: Chapter Meetings**

Section One: Meetings will be held regularly while school is in session with the exception of Finals Week and the possible exception of the first week of the semester. There must be at least one assembly meeting per month while school is in session. The meeting schedule, day, time, and location shall be determined by the Executive Board with the advice of the members. Executive Board will meet weekly or bi-weekly, as determined by the board members schedule.

Section Two: Any questions that should arise concerning the parliamentary procedures and/or conduct of the meetings shall be decided according to the latest edition of Roberts Rules of Order. The Chapter Parliamentarian, shall recommend to the President the final decision in these matters.

Section Three: Official Chapter Business

- A. A quorum, being needed to conduct any official Chapter business, shall consist of fifty percent plus one active voting members.
- B. Only members with voting privileges may vote on official Chapter business.
- C. Official Chapter business is defined as any act that:
  - 1. Disburses funds.
  - 2. Elects, appoints, or selects a person or persons to an office, position, or honor.
  - 3. Ratifies an article or articles of impeachment of an Executive Officer.
  - 4. Amends this constitution.
  - 5. Amends, suspends, or creates by-laws of this constitution.
- D. Any member present may vote on all motions not containing official Chapter business.

Section Four: A majority of voting members present at any meeting where there is quorum is needed to pass any motion containing official Chapter business, except where otherwise stated within this constitution. Executive Officers shall receive no vote in any matters, with the exception of the President who shall only vote to break any tie votes of the voting membership.

Section Five: Each member eligible to vote shall receive only one vote.

## **Article VII: Fees Dues and Finances**

Section One: The Eastern Illinois University Chapter of the NRHH will pay the required amount per year to the National Honorary Office in order to retain the Chapter's membership. The fees for NACURH and IRHA must be paid by the appropriate times as designated by the organizations.

Section Two: Eastern Illinois University Chapter of the NRHH receives funds through assisting Eastern Illinois University Housing and Dining Services with recycling efforts on campus. This chapter also gains funds through partnering with Diploma Display to sell diploma frames to Eastern Illinois University graduate students.

Section Three: The Executive Board may, with the approval of the advisor(s), spend money from the chapter's budget in amounts not exceeding \$50 without prior approval from the voting members.

## **Article VIII: Amendments**

Section One: Amendments to this constitution must be brought before the membership by a Constitutional Revision Committee. Only amendments proposed by this committee may be considered. Amendments to this constitution may be adopted by a 75% majority vote of the voting members present at a regularly scheduled meeting.

Section Two: The President has the right to change errors of a grammatical or typographical nature as they occur within this document without a vote, providing that the changes do not in any way alter the meaning of the constitution or bylaws.

### **Article IX: Bylaws**

Section One: Bylaws, not inconsistent with this Constitution, may be proposed by any member. If the proposed Bylaw receives a second from another member it may be considered for adoption. Any proposed and seconded Bylaw, submitted in writing, may be adopted at any regular meeting by a two-thirds vote of the voting members present. Any existing Bylaw or part of a Bylaw may be amended, removed, or suspended at any regular meeting by a two-thirds majority vote of the voting members present.

**NATIONAL RESIDENCE HALL HONORARY  
EASTERN ILLINOIS UNIVERSITY CHAPTER  
CONSTITUTION  
BYLAWS**

**Article I: Awards and Honors**

Section One: Initiation

In addition to any gift or other item deemed appropriate, all new members will receive the NRHH Membership pin upon initiation.

Section Two: Service Awards

- A. After one year of service, members meeting the qualifications specified in Article IV, Section 4 of Constitution will receive the Leadership Service Pin.
- B. After two years of service, members meeting the qualifications specified in Article IV, Section 4 of Constitution will receive a NRHH Paperweight.
- C. For each year of service after two years, members meeting the qualifications specified in Article IV, Section 4 of Constitution will receive a commemorative gift appropriate to their achieved level of service.
- D. This section is not to limit the awarding of additional or different gifts or honors for service or other reasons.
- E. The cost of all service awards will be assumed by the Chapter.

Section Three: Outstanding Member of the Year Award

- A. General or Alumni members meeting the qualification specified in Article III, Section 3 of Constitution will be eligible for this honor.
- B. Nominations should be based on the outstanding contributions the member made to the Chapter during the year.
- C. Open nominations for any eligible member shall be taken at a regularly scheduled Chapter meeting.
- D. A closed ballot vote by the voting members present shall determine the winner.
- E. The winner shall be awarded a \$50 scholarship at the spring banquet.

Section Four: Highest Graduating GPA

- A. The General or Alumni member with the highest Cumulative Grade Point Average at the time of their graduation shall be honored by receiving a scholarship.
- B. If there is a tie in highest GPA among eligible members, each shall be honored and receive an equal scholarship.
- C. The amount of the scholarship shall be \$50.

Section Five: Qualifications for the Bronze Pin, as awarded by the President require going above and beyond the requirements in Section Two above. No more than 10% of the current membership will be eligible for this award each year.

Section Six: Upon graduation, all members will receive honor cords, the cost of which will be assumed by the Chapter.

**Article II: Committees**

Section One: Ad Hoc

- A. An Ad Hoc committee may be formed as long as the following conditions are met:

1. It has a special purpose specified at the time of formation.
2. Termination is based on fulfillment of its special purpose.
3. It has a limited life.
4. Does not infringe on the duties of another committee.

Section Five: Constitution Revision

- A. Shall meet no less than once every three years in order to evaluate and make necessary revisions to the constitution.
- B. Shall be chaired by the chapter President.

**Article IV: Conferences**

Section One: The total comprehensive cost of registration, transportation, and lodging for the *NRHH-CC* shall be covered for all NACURH and IRHA affiliated conferences, in addition to costs covered in Section Two.

Section Two: The total comprehensive cost of registration, transportation, and lodging for the NRHH President shall be covered, in addition to costs covered in Section Two and Three, for all NACURH affiliated conferences each year.

Section Three: NRHH shall appoint the NRHH-CC or a proxy to attend the National, Regional, and State conferences.

Section Four: NRHH shall pay for at least one-third of the costs that can be paid as deemed necessary and contingent upon available funds.

Section Five: Representatives sent to a conference shall be required to do the following upon their return:  
A. Give a presentation at the next NRHH meeting of what was gained from the conference.

**Article V: Donations**

Section One: All donations made by our Chapter shall be for the betterment of individuals, organizations, and populations as deemed appropriate by the voting members present.

**Article VI: Executive Office Impeachment Process**

Section One: Article of Impeachment Presentation

- A. An article of impeachment against an Executive Officer must be presented in writing to the Advisor.
- B. Within forty-eight hours of receiving the written article of impeachment the Advisor will present the accused Executive Officer with a detailed list of charges.
- C. One week after the Executive Officer is presented with the detailed list of charges the article of impeachment shall be presented at a regularly scheduled meeting of the General Membership.

Section Two: Proceedings of Impeachment Hearing

- A. The Advisor shall run the proceedings.
- B. The Advisor shall read the article of impeachment to the assembly.
- C. The accused Executive Officer will remain present while the article of impeachment is read then present a defense against the article.

- D. The accused Executive Officer and the author of the article of impeachment will then leave the proceedings to allow for assembly discussion. The assembly must, by majority vote, find there is just cause to debate the article of impeachment.
- E. If just cause is found, the accused Executive Officer and the author of the article of impeachment shall return for questioning by the assembly. After questioning, the accused Executive Officer and the author of the article of impeachment will then leave the proceedings to allow for assembly discussion.
- F. The accused Executive Officer and the author of the article of impeachment shall return for the vote. The article of impeachment must be ratified by a three-fourths vote of the voting members present at the meeting, using a paper ballot.
- G. If the impeachment is ratified it shall only result in removal from Executive Office. This process can impose no other sanction.

## **Article VII: Nomination, Selection and Induction of General, Transfer and Honorary Members**

Section One: Nominations for General Membership shall be taken at least once each academic year for a period of time not to exceed four weeks.

Section Two: Nominations for General Membership

- A. Can be made by any member of our Chapter of the National Residence Hall Honorary.
- B. Can be made by any member of the Professional Staff of University Housing and Dining Services.

Section Three: Application for General Membership

- A. All nominees will receive an Application for General Membership, which must be returned by a specific date.
- B. The returned applications will be screened to verify the nominees meet the minimum qualifications for nomination.

Section Four: Selection of Active Members

- A. The President will appoint the Selection Committee.
- B. The Selection Committee shall include the President, Vice President, Advisors, two General or Alumni Members, and at maximum three University employees with ties to NRHH. One of these shall be appointed Chairperson who shall preside over Selection Committee meetings.
- C. The assembly shall approve the Selection Committee and Chairperson by majority vote of the voting members present at a regularly scheduled meeting held prior to the period of time that nominations are taken.
- D. The Selection Committee shall meet at least once prior to the end of the spring semester to consider all nominees who meet minimum qualifications for nomination.
- E. The Selection Committee shall operate by their own established guidelines to make the selection of new Active Members. The Selection Committee guidelines must be approved by a majority vote of the assembly prior to any deliberation on nominees.
- F. The decision of the Selection Committee shall be final.

Section Five: Induction of Active Members

- A. Formal notification will be delivered to each nominee after selection has been completed. A

formal ceremony will take place during the spring semester to induct all new Active Members.

**Section Six:** To receive Transfer Membership a qualified individual must be nominated by an individual eligible to nominate for General Membership, or must self-nominate to the Executive Board. The Executive Board shall induct a qualified nominee by a majority vote.

**Section Seven:** Nominations for Honorary Membership shall consist of a written letter of nomination to the Executive Board. The nomination must be from an individual eligible to nominate for General Membership. The Executive Board shall induct a qualified nominee by a majority vote.