

**NATIONAL RESIDENCE HALL HONORARY  
EASTERN ILLINOIS UNIVERSITY  
LOUIS V. HENCKEN CHAPTER  
CONSTITUTION**

**Article I: Name**

Section One: This organization 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: Purpose**

Section One: The purpose of this organization and its membership shall be:

- A. To honor those individuals living in University Housing whose services and leadership have been outstanding and have contributed to the advancement of the University Housing system at Eastern Illinois University
  - a. University Housing shall be recognized as Residence Halls, Greek Court, and University Court.
- B. To promote activist that encourage leadership qualities in residents live on-campus.
- C. To have the responsibility of caretaking, coordinating, and organizing the fundraising efforts for the Richard G. Enochs Scholarship Fund
- D. To administer the University Housing recycling program, including assisting with in hall recycling

**Article III: Membership**

Section One: The organization shall consist of Active, Alumni, Honorary, and Early Alumni.

- A. Active Members
  - 1. Shall be defined as undergraduate or graduate level students currently living in University Housing, with the exception of University Housing Professional Staff.
  - 2. Shall have voting privileges after attending one assembly meeting.
- B. Alumni Members
  - 1. Shall be any member of NRHH who is no longer living in University Housing but still enrolled as a student at EIU.
  - 2. Shall be any member of NRHH who is not currently enrolled at EIU.
  - 3. Shall have no voting privileges.
- C. Honorary Members
  - 1. This is awarded to persons other than NRHH General, Alumni, or Transfer members who will not meet qualifications for General membership, but have shown outstanding service and devotion to the interests of the University Housing program and the National Residence Hall Honorary.
  - 2. Shall be any member of NRHH who is a University Housing Professional Staff member
  - 3. Shall not have voting privileges.
- D. Early Alumni Members
  - 1. Shall be defined as members who still reside in the residence halls and cannot participate actively in NRHH due to circumstances beyond their control.
  - 2. Early Alumni members may not exceed 15% of the chapters cap. An application for Early Alumni Status must be filled out and approved by the AD-NRHH
  - 3. Early Alumni members do not count toward the chapter's capacity
  - 4. Shall not have voting privileges

Section Two: Membership Numbers

- A. The total General Membership of the Chapter shall not exceed 1% of the total number of residents enrolled in University Housing at Eastern Illinois University.
- B. The 1% membership capacity will be established for each semester by taking 1% of

University Housing enrollment as determined by the Office of Housing and Dining Services, on the 10<sup>th</sup> day of class in the current fall semester.

- C. The number of openings to be used in the selection process will be determined by taking the 1% membership capacity and subtracting the total number of General Members residing on campus during the next semester.
- D. There is no requirement to fill all the available openings during selection.
- E. The Chapter may induct by methods it sees fit from nominations received, any number of Honorary Members up to 10% of its 1% membership capacity per academic year.

Section Three: Expectations for Active Membership

- A. Attend at least 75% of meetings held each semester unless properly excused as determined by the President.
- B. Participation in the residence hall recycling program, including assisting with in hall recycling and performing at least three campus “can runs” per semester.
- C. Participation and representation in at least six hours worth of NRHH or RHA community service programs per semester as approved by the NRHH Historian.
- D. Must be an active member to receive an award.

Section Four: Qualifications for nomination for General Membership

- A. Shall have a minimum cumulative G.P.A. of a 2.65.
- B. Shall have resided in the residence halls at least two (2) semesters, including the current semester, before applying.
- C. Shall be currently enrolled at EIU and reside in University 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 General, Transfer and Honorary Membership shall be as outlined in the Bylaws.

#### **Article IV: Executive Structure**

Section One: Executive Board

- A. The Executive Board shall consist of the following offices: President, Vice-President, Secretary, Historian, NRHH-CC, Sustainability Coordinator, and Advisors.
- B. The Executive Board shall hold regular meetings during the academic year.
- C. To hold an elected executive office 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 and Vice President one must be a General Member with at least one semester of membership prior to holding the office.
  - 2. To hold the office of NRHH-CC it is preferred that one be a General member with at least one semester of membership or previous boardroom experience, that exceeds presenting a bid, prior to holding the office.
  - 3. There is no qualification 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.

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 offices 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.

- 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 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 reports by selected Executive and Committee Chairs as deemed necessary.
  - F. Oversee all activities of the NRHH Awards and Honors Committee, and appoint a committee chair.
- 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. Pay chapter dues as outlined in Article VI.
  - D. Create and maintain a budget for each semester.
  - E. Oversee all activities of the NRHH Leadership Workshop Committee, and appoint a committee chair.
  - F. Attend all meetings of the Residence Hall Association or designate a proxy as needed.
- Section Seven: It is the responsibility of the Secretary to:
- A. Maintain files on all activities and take minutes at all regular and special meetings.
  - B. Keep accurate files of all correspondence.
  - C. Keep accurate files of all submitted legislation.
  - D. Keep accurate records of the attendance and status of individual members (General, Alumni, Honorary, Transfer, and Other).
  - E. Oversee all activities of the NRHH Constitutional Revisions Committee, as needed, and appoint a committee chair.
  - F. At the beginning of every academic semester, shall submit a revised list of General members and chapter goals to the NRHH-CC.
  - G. At the end of every academic semester, shall submit a list of new executive officers, general members, and initiates, as well as other pertinent information requested by the NIC, to the NRHH-CC.
  - H. Shall submit copies of chapter reports to the NRHH-CC.
  - I. Oversee all activities of the NRHH Fundraising committee, participate in all fundraising activities, and appoint a committee chair.
- Section Eight: It is the responsibility of the Historian to:
- A. Distribute at least two chapter newsletters per term.
  - B. Distribute one annual Alumni newsletter at the end of each semester.
  - C. Maintain a yearly scrapbook.
  - D. Oversee all activities of the NRHH Programming/Community Service Committee, and appoint a committee chair, if needed.
  - E. Oversee the maintenance of our Chapter's website.
- Section Nine: It is the responsibility of the 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. Be Parliamentarian during Chapter meetings.
- F. Coordinate the NRHH “Of The Months” each month, in conjunction with the Residence Hall Association.
- G. Submit such reports that are required by the National Office and compiled by the Chapter Secretary.

- Section Ten: It is the responsibility of the Sustainability Coordinator to:
- A. Oversee the University Housing recycling program in accordance with procedures outlined in the Bylaws.
  - B. Create and maintain a semester recycling schedule.
  - C. Provide educational materials.
  - D. Promote sustainability efforts within the University Housing & Dining Services.

**Article V: 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.

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 NRHH-CC, as 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 five 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 VI: Fees and Dues**

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.

**Article VII: 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 three-fourths majority vote of the voting members present at a regularly scheduled meeting.

**Article VIII: 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 expectations specified in Article III, Section 3 of Constitution will receive the Leadership Service Pin.
- B. After two years of service, members meeting the expectations specified in Article III, Section 3 of Constitution will receive a NRHH Paperweight.
- C. For each year of service after two years, members meeting the expectations specified in Article III, Section 3 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 expectations 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, who meet the following criteria, will receive honor cords, the cost of which will be assumed by the Chapter.

- A. Maintain the expectations of active membership for over half of the semesters one lives on campus and is n active member of NRHH.
  - a. Semesters begin the Fall semester after induction takes place.
- B. Must meet expectations of an active member the semester prior to graduation, with the exception of newly inducted.
- C. Qualifications for meeting the criteria is at the discretion of the executive board.

## **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 Two: Leadership Workshop

- A. Plan and implement leadership training to further develop the leadership skills of the campus and the community.

### Section Three: Fundraising

- A. Shall work to raise funds for various scholarships, including the Richard G. Enochs Memorial Scholarship.
- B. Shall work to raise money for special projects.
- C. Shall clear all sales through an Advisor.

### Section Four: Community Service

- A. Shall be responsible for planning and implementing projects to better the community of University Housing, Eastern Illinois University, and the surrounding communities.

### Section Five: Awards and Honors

- A. Shall work in conjunction with the Residence Hall Association in planning and implementing the spring awards banquet.
- B. Shall establish and oversee the bidding and awarding process for a set of "Of The Year" awards.
- C. Oversee ordering and awarding honor cords to our graduating members.

### Section Six: Programming

- A. Shall be responsible for planning and implementing social and educational programming specifically for members of NRHH.

## **Article III: Recycling**

Section One: Residence hall recycling will be completed according to an agreement between our Chapter and the Residence Hall Association. Said agreement will be renewed every five years. Councils will be held accountable to empty recycling bins weekly.

## **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 cost of the conference per representative, up to a maximum of two full registrations. Other conference costs 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.
- B. Write a report and place it on file with the NRHH Secretary for future reference.

## **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 Active, Transfer and Honorary Members**

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

Section Two: Nomination for Active 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.
- C. Cannot be made by anyone sitting on the NRHH Selection Committee.

Section Three: Application for Active Membership

- A. All nominees will receive an Application for Active Membership, which must be returned by a specified 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 Executive Board will appoint the Selection Committee and Chairperson.
  - B. The Selection Committee shall include the President, Vice President, Advisors, two General or Alumni Members, and one University employee 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 General 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. Person must obtain and fill out a transfer application form the AD-NRHH.
  - B. Upon receiving application the President will appoint an Ad Hoc committee to hand the matter
  - C. The Ad Hoc Committee shall operate by their own established guidelines to make the decision to allow the transfer. The Ad Hoc Committee guidelines must be approved by a majority vote of the assembly prior to any deliberation on nominees.
  - D. The decision of the Ad Hoc Committee shall be final.
  - E. If transfer membership is granted person(s) will be added to the active roster of the chapter.
- 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.