

**Constitution and Bylaws for the**

**Rho Eta Alpha Chapter of the National  
Residence Hall Honorary (NRHH)**

**At the University of Southern Mississippi**

Revised: December 2017

## ***Article I: Structure***

This organization shall be entitled the Rho Eta Alpha Chapter of the National Residence Hall Honorary, hereafter referred to as NRHH, of the National Association of College and University Residence Halls, Inc.

## ***Article II: Purpose & Values***

**Section 1:** The purpose of this organization shall be to provide recognition for those students living in residence halls who have been of outstanding service and who have provided important leadership in the advancement of the residence hall system. NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service. To provide recognition for the professional staff that assist with growth of the residence hall community at the University of Southern Mississippi. To promote activities which encourage leadership qualities in residents.

**Section 2:** NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

## ***Article III: Membership***

### **Section 1: Qualifications for nomination**

- A. Shall have resided in the residence halls for at least one full semester prior to the semester induction.
- B. Shall reside in the residence halls during the semester of selection.
- C. Shall have completed a minimum of thirty (30) credit hours by the end of the semester of selection.
- D. Shall be a student in good standing with the university and shall have a minimum 2.50 cumulative grade point average on a 4.0 scale.
- E. Shall have demonstrated outstanding service, participation, and leadership in the residence halls at The University of Southern Mississippi.
- F. Candidate Membership
  1. The candidate Member is a pre-membership status is which the student has shown interest through intent to become an NRHH member.
  2. The Candidate member must submit a formal intent to pre-membership to the chapter.
  3. The Chapter must confirm status of pre-membership to candidate member.
  4. 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
- G. Once a candidate member has met all NACURH and Chapter requirements, they will be eligible for induction.

## Section 2: Nomination Process

- A. Membership drives should take place each fall and spring semesters, or as needed.
- B. Applications will be made available to nominees in October and March, or as needed.
- C. Nominations may be made by any method(s) determined by the NRHH Executive board and Advisor(s).
- D. Nominations may be made by:
  1. RHA Executive Board Members and RHA members
  2. Members of the Rho Eta Alpha Chapter of the NRHH.
  3. Any Department of Residence Life professional faculty/staff member.
  4. Resident Assistants.
  5. Individuals may also submit nominations during open nominations.

## Section 3: Selection Process

- A. The Selection Committee will consist of the NRHH Executive Board, three active members of NRHH, and the advisor to the NRHH. The active membership will choose the three members that will participate on the committee.
- B. The process of evaluation of the nomination and application forms will be left to the discretion of the Selection Committee.
- C. The Selection Committee will meet to select new members during the first week of November and April, or as needed.
- D. The induction ceremony will take place no later than the third week of November and April, or as needed.
- E. The active membership of NRHH shall not exceed one percent of the total capacity of the residence halls.

## Section 4: Types of Membership and Expectations

- A. **Active members** shall be defined as those who are enrolled at the University of Southern Mississippi, are in good standing with the chapter, and chosen by the Selection Committee to recognize their meritorious service to the residence hall system. All *active* members shall be voting members of the chapter and receive honor cords upon graduation.
  1. Any degree-seeking student (undergraduate and graduate) enrolled at the University of Southern Mississippi.
  2. Top 1% living in the residence halls.
  3. In order to maintain **active** membership, members must earn a set number of seven (7) participation points each semester. Points can be earned through attending general body meetings, submitting OTMs, and service projects.
  4. Submit at least two (2) OTMs each semester.
  5. Attend at least half the general body meetings in addition to Induction Ceremony per semester.
  6. Active members shall have one vote.

7. Any exceptions must be submitted to the NRHH executive board in writing.
8. Must meet the requirements and expectations set by the executive board at the beginning of each semester. If any of these requirements are not met, it is up to the discretion of the NRHH executive board and advisor to put the member on probation.
  - a. The probation period will follow one month following the month the requirements were not met, except for the summer months.
  - b. Once an individual has shown dedication and commitment to NRHH according to their Chapter's standards, they will become an NRHH member for life, but *active* membership can be taken away.
  - c. Removal of active membership can occur if an active member has two unexcused absences from any of general body meetings in one semester school year. Absences do not carry over from year to year.
9. On-Campus Membership
  - d. 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.
  - e. 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.
      1. "Student" shall be defined by the chapter's host institution.
    - ii. The On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
    - iii. On-Campus Member must be living in institutionally owned or contracted housing.
    - iv. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
10. Off-Campus Membership
  - f. 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.
  - g. Off-Campus members must meet the following requirements to maintain their membership:
    - i. "Student" shall be defined by the chapter's host institution.
    - ii. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
    - iii. Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
    - iv. At the discretion of the chapter, up to 15% 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.

#### A. 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. ii. 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. iv. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.
  - e.
- B. ***Honorary Award Process*** shall be defined as an individual who is inducted into a NRHH chapter and is not a student but offers support to the on-campus community and the student affairs profession, including but not limited to, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member. The following guidelines apply:
- a. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an "honorary member."
  - b. Honorary members should be chosen infrequently. They shall have no vote, but shall be able to voice their ideas and opinions. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap (i.e., if a chapter has membership cap of 50, it may induct up to 5 honorary members a year). These members do not count in the 1% cap.

#### **Section 4: Membership Capacity**

- I. The total active membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership does not include alumni, early alumni or honorary members.
- II. Definition of on-campus housing units that contribute to the membership cap
  - a. A list, or unambiguous description, of all on-campus housing units that counts toward the membership cap. The chapter list or description must include all of the institution's residence halls and may include any institution-owned housing units or institution-contracted housing units.
  - b. The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of that number, or 20 members, whichever is greater), but the constitution itself need not include the number of beds, either in each unit or in total.

#### **Section 5: Membership Removal**

- III. ***Membership Removal*** shall be used once a member has failed to contribute to the growth and development of their NRHH chapter and fails to meet expectations listed by

their NRHH chapter. The following guidelines apply to the procedure of applying for Membership removal:

- 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.
    - I. This form can be obtained from the region's AD-NRHH.
    - II. The form must include the electronic signatures of the chapter President and chapter advisor.
    - III. This form must be submitted electronically.
  2. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
  3. The amount of members for removal is up to the discretion of the chapter.
  4. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
    - I. Submission of an incomplete application form
    - II. The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
  5. 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 6: NRHH Transfer Policy**

- I. 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.
- II. 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:
  - a. The student applying to transfer their membership must be fully matriculated at the new institution.
  - b. 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.
  - c. Each chapter is able to come up with their own process detailing how letters will be evaluated.
- III. If approved, the student and/or new chapter must complete the membership transfer application.

- IV. The membership transfer application may be obtained from the region's AD-NRHH.
- V. The membership transfer application shall include signatures from the following individuals:
  - a. The incoming chapter's President.
  - b. The incoming chapter's Advisor.
  - c. The NRHH member who is seeking to transfer their membership.
- VI. The completed application shall be submitted to the region's ADNRHH for approval.
- VII. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
  - a. The application form is incomplete.
  - b. Adding new member(s) puts the chapter over its member cap.
- VIII. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - a. Each AD-NRHH shall have one vote.
  - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

## ***Article IV: EXECUTIVE STRUCTURE***

### **Section 1: Election of Officers**

- A. Candidates must sign an Intent-to-Run form provided by the current executive board and return it at the time determined by the executive board.
- B. Officers of the NRHH chapter shall be elected by a majority vote of all members present at a meeting determined by the Executive board in March.
- C. Officers shall be a student in good standing with the university and shall have a minimum 2.75 cumulative grade point average on a 4.0 scale.

### **Section 2: Officers and Duties**

- A. The President of the NRHH shall:
  - 1. Conduct and preside over the meetings of the NRHH which are called at his/her discretion.
  - 2. Be a member of the Executive Board of the Residence Hall Association and act as liaison for NRHH.
  - 3. Attend the following conferences and/or meetings: NACURH, SAACURH, No-Frills, MARHS and Residence Hall Association Executive Board Meetings.
  - 4. Appoint ad hoc committees and the chairpersons of these committees.
  - 5. Shall hold a minimum of 5 office hours each week in the NRHH office utilized in the best interest of NRHH.
  - 6. Shall interpret the Constitution anytime when it is needed.
  - 7. Sit as chairperson of the Selection Committee after initial selection of members has taken place.
  - 8. Shall submit reaffiliation materials to the NACURH Information Center no later than September.
  - 9. Distributes agendas at each general meeting and executive board meeting.

10. Hold one-on-one meetings with the NRHH advisor.
11. Shall attend all planned RHA Executive Board trainings and/or Summits.
12. Oversee and maintain budget along with RHA Associate Director of Finance and NRHH/RHA advisor(s).

B. The Vice President of Recognition shall:

1. Preside over all meetings in the President's absence.
2. Create and/or maintain a web page and online OTM database for the chapter.
3. Organize a Campus OTM Committee and Preside over all OTM Selections.
4. Organize and facilitate recognition awards, projects, or events.
5. Attend regular NRHH general meetings and executive board meetings.
6. Shall hold a minimum of three (3) office hours each week in the NRHH office utilized in the best interest of NRHH.
7. Coordinate the fall and/or spring induction ceremonies along with the Vice President of Membership.
8. Shall verify and keep accurate records of attendance of NRHH members.
9. Hold one-on-one meetings with the NRHH advisor.
10. Will develop a system to recognize graduating members.

C. The Vice President of Membership shall:

1. Take minutes at called meetings and distribute minutes to members.
2. Maintain files of all chapter activities and collect induction fees.
3. Make all chapter reports as required in Article VI, and shall record the membership (active, alumni, early alumni and honorary) of the NRHH.
4. Coordinate the fall and/or spring induction ceremonies along with the Vice President of Recognition.
5. Attend regular NRHH general meetings and executive board meetings.
6. Send out membership applications and letters notifying candidates of membership status.
7. Facilitate and organize activities for the induction process.
8. Shall hold a minimum of three (3) office hours each week in the NRHH office utilized in the best interest of NRHH.
9. Shall be responsible for creating a system to maintain current members.
10. Coordinate all marketing and recruitment efforts for the NRHH chapter.
11. Will convene with VP of Recognition and VP of Service to determine which members have met criteria to receive graduation cords.
12. Hold one-on-one meetings with the NRHH advisor.

D. The Vice President of Service shall:

1. Shall work with the President to promote academic success within NRHH.
2. Shall create service events, awards, and initiatives to promote and acknowledge/assist academic success.
3. Attend regular NRHH general meetings and executive board meetings.
4. Shall hold a minimum of three (3) office hours each week in the NRHH office utilized in the best interest of NRHH.



5. Will convene with the determine VP of Recognition and VP of Membership to determine which members have met criteria to receive graduation cords.
6. Hold one-on-one meetings with the NRHH advisor.

### **Section 3: Advisors**

- A. The number of advisors shall be determined by the Department of Residence Life.
- B. The advisor for NRHH shall be appointed by the Director/Associate Director of Residence Life. The advisor shall have signature authority over NRHH funds, and file all original copies of financial transactions of NRHH.
  1. Approval and selection procedure.
    - i. The current Executive Board members and the NRHH Advisor shall interview each applicant and the Executive Board shall vote on the candidates.
- C. Responsibilities of the Advisor:
  1. Participate actively in NRHH and its functions.
  2. Attend weekly meetings of NRHH and Executive Board and when needed at other special meetings.
  3. Assist the Executive Board in decision making.
  4. Provide leadership for the Executive Board and NRHH members.
  5. Evaluate the performance of Executive Board members.
  6. Assist in coordinating leadership/ and Summit training for NRHH Executive Board along with the RHA advisor(s).
  7. The advisor reserves the right to place any member of NRHH on probation or to request a resignation of that member with consent of the NRHH Executive Board.
  8. Assist the NRHH President with overseeing the budget for NRHH.
  9. Hold one-on-one meetings with the NRHH Executive Board.

### **Section 4: Executive Board vacancies before mid-semester of the spring term.**

- a) The open position(s) shall be, if needed, temporarily replaced with an appointee of the NRHH President with consent of the Executive Board and the NRHH Advisor(s).
  1. If the NRHH President position is the vacant position the Vice President of Recognition shall temporarily replace the NRHH President. If the VP of Recognition, then the position will be fulfilled as followed: VP of Retention, Recruitment & Leadership and VP of Scholastic until the position is filled.

### **Section 5: Executive Board vacancies after mid-semester of the spring term.**

- a) In event of an Executive Board vacancy after mid-semester of the spring semester, the NRHH President shall nominate with the consent of the Executive Board and NRHH Advisor(s) a candidate for majority approval by the NRHH active membership.
- b) The NRHH President shall also provide sufficient information on the nominee for the NRHH active membership at the time of the nomination of the candidate. Sufficient information shall be defined as, but not limited to, questions asked during the normal interview process of Executive Board selection.

**Section 6:** In the event of an emergency, the NRHH President with the advice and consent of the NRHH Advisor(s) may select an Executive Board member to fill a vacancy with the support of the existing Executive Board members until or if a replacement can be made.

### ***Article V: Terms of Office***

**Section 1:** The term of office for all Executive Board members shall be from the time of their induction into office to the end of the National Association of College and University Residence Halls (NACURH) Conference, the NACURH-to-NACURH cycle.

**Section 2:** The term of office for the Committee Chairs shall be from the time of their appointment to the end of the academic year.

**Section 3:** The term of office for the Graduate Advisor shall be from the time of their induction into office to the National Association of College and University Residence Halls (NACURH) Conference.

### ***Article VI: Impeachment of Executive Board Members***

**Section 1:** Charges against any Executive Board member (here after named accused) must be in writing and submitted to the Executive Board and NRHH Advisor(s). An NRHH member or the NRHH Advisor may submit these.

**Section 2:** The NRHH Advisor shall notify and give a copy of the charges to the accused.

**Section 3:** The charges shall be sent to an Ad-hoc committee. This committee shall consist of the NRHH Advisor and non-accused Executive Board and NRHH members. This Ad-hoc committee should consist of no less than three (3) members.

**Section 4:** The NRHH Advisor shall chair this committee.

**Section 5:** The NRHH members and Executive Board shall set a period for the investigation proceedings. This period should be no less than one (1) week but no more than thirty (30) days.

**Section 6:** The Ad-hoc committee has the power to subpoena any pertinent documents and/or persons involved.

**Section 7:** After the investigation, the Ad-hoc committee will present a report and their recommendation of either to impeach or place on probation the accused to the NRHH members. Then each NRHH members will cast their vote. A two-thirds vote is required to move the recommendation of the Ad-hoc committee.

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

#### **Section 1: Chapter Dues**

- A. The NRHH must be affiliated with the NIC.
- B. The budget for NRHH and its activities is determined by the department of residence life on a yearly basis.
- C. National/regional affiliation fees will be set aside to assure good standing with the NACURH organization.

### ***Article VIII: Chapter Reports***

**Section 1:** At the beginning of each academic year, a revised list of active members and current constitution shall be submitted to the NACURH Information Center.

**Section 2:** At the termination of the academic year, the following shall be submitted to the NRHH Advisor and NRHH President:

1. Any reports of the outgoing officers.
2. A list of new officers, active members and initiates.
3. Other pertinent information requested by the NRHH Advisor.

**Section 3:** Copies of chapter reports shall be sent to the NRHH chairperson, Regional Affiliate Director, USM Director of Residence Life, advisor(s), and active membership of the Rho Eta Alpha chapter.

### ***Article IX: Meeting Frequency and Attendance***

**Section 1:** NRHH General Body Meetings will be held at least once a month.

1. Changing the number of monthly meetings is at the discretion of the Executive Board.

**2. Attendance**

- a. Notifications of an absence should be submitted to the Vice President of Recognition one (1) week prior to the meeting. It is up to the discretion of the President and Vice President of Recognition on whether or not absence will be excused.
- b. Two absences will be allowed per semester for each member. Failure to comply will result in the loss of cord privileges.

**Section 2:** NRHH Executive Board meetings shall be held at least twice a month.

1. Executive Board meetings may be held at the discretion of the President and/or Advisor.

### ***Article X: Amendments***

**Section 1:** The NRHH constitution may be amended as follows:

1. Submit amendments to the Executive Board at least one week prior to consideration of said amendment.
2. Amendments to this constitution may be adopted by a two-thirds majority vote of the active membership present at a scheduled meeting.

### ***Article XI: Enactment***

The constitution shall be in effect after a two-thirds majority vote by the NRHH charter membership.

### ***Article XII: Non-Discrimination***

**Section 1:** The University of Southern Mississippi offers equal education and Employment opportunities to all persons without regard to sex, race, religion, color, sexual orientation, or current federal and state regulations subject to reasonable standards of admission

and employment. Therefore, NRHH shall operate in accordance of AA/EOE/ADAI. All inquiries concerning discrimination should be directed to the NRHH Advisor.

***Article XIII: Free Access to Records***

**Section 1:** No one shall be denied access to the financial records of NRHH as long as at least one Executive Board member or the advisors are present to insure security and understanding of these records.

***By Laws of the Constitution:***

**By-Law I: Process for Receiving NRHH Graduation Cords**

**Section 1:** Graduation cords will be presented to graduating active NRHH members.

**Section 2:** Cords will be presented to members who have participated in chapter meetings and events and have earned a set number of participation points criteria set forth by the Executive board.