

NATIONAL RESIDENCE HALL HONORARY



Governing Documents

of

The University of Arizona

National Residence Hall Honorary

[Omega Eta Lambda Chapter]

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NATIONAL RESIDENCE HALL HONORARY



Constitution

of

The University of Arizona

National Residence Hall Honorary

Article One: Organization Name

Section 1.1: The name of this honorary shall be the National Residence Hall Honorary, Omega Eta Lambda Chapter of the University of Arizona, and shall henceforth be referred to as NRHH.

Section 1.2: This constitution and its by-laws recognize the following words and definitions:

- A. University refers specifically to the University of Arizona.
- B. Residence Hall shall be defined as a residential community operated by the Residence Life at the University.
- C. NRHH refers specifically to the National Residence Hall Honorary-Omega Eta Lambda Chapter.
- D. The Honorary is the entire organization of NRHH including its officers, advisors, and General Body members.
- E. The General Body is made up of the voting active members from the chapter.
- F. Rent-paying student shall be defined as a student who pays in full for living in a residence hall on campus.

Article Two: Organization Logo & Colors

Section 2.1: The official logo of the National Residence Hall Honorary, Omega Eta Lambda Chapter is to be:



Section 2.2: The official colors of the organization are blue and white.

Section 2.3: All usage of the official logo of the organization must adhere to, but are not limited to:

- A. Use the official colors of the organization with the logo.
- B. Maintain the organization of the elements of the logo.
- C. Maintain the type face used in the logo.
- D. Exclude the addition of other elements to the logo.
- E. Use the logo in its entirety by not cropping it.
- F. Maintain the perspective of the logo by not rotating or pivoting it.

Section 2.4: Any and all usage of the official logo of the organization is at the discretion of the Director of Marketing.

Article Three: Purpose

Section 3.1: NRHH Values / As the top impactful leaders living on campus, the purpose of this leadership honorary shall be to recognize individuals who have provided important leadership in the advancement of the residence hall community at the University of Arizona and local community, and to contribute through service projects. NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

Section 3.2: Vision Statement / As an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH), the NRHH strives to recognize the top 1% of student leaders living in college and university housing at NACURH member schools. NRHH encourages development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and NACURH levels.

Section 3.3: Mission Statement / As an organization, NRHH empowers, motivates, and equips residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. Once an individual has shown dedication and commitment to NRHH according to this chapter's standards, they will become an NRHH member for life.

Article Four: Membership

Section 4.1: The total active membership of the Omega Eta Lambda Chapter may include up to, but not more than, 1% of the total residence hall population of that year, or twenty members, whichever is deemed larger. The total 1% membership does not include alumni, early alumni or honorary members.

Section 4.2: On-campus housing units that contribute to the membership cap shall include the following residence halls: Apache Santa Cruz, Arbol de la Vida, Arizona-Sonora, Babcock, Cochise, Coconino, Colonia de la Paz, Coronado, Gila, Graham-Greenlee, Hopi, Kaibab-Huachuca, Likins, Manzanita-Mohave, Maricopa, Navajo-Pinal, Pima, Posada San Pedro,

Pueblo de la Cienega, Rawls/Eller Lodge, Villa del Puente, Yavapai, and Yuma.

Section 4.3: The number of beds constituted in each hall shall contribute towards the membership cap.

Section 4.4: The following membership statuses are the official statuses of this honorary and shall be adhered to:

- A. Potential Membership
- B. Active Membership
- C. Early-Alumni Membership
- D. Alumni Membership
- E. Honorary Membership

Article Five: Affiliation

Section 5.1: This honorary shall maintain a strong and positive relationship with the University of Arizona Residence Hall Association, henceforth be referred to as RHA, and the University of Arizona department of Residence Life.

Section 5.2: NRHH shall be the means by which the university chapter affiliates itself with the National Association of College and University Residence Halls (NACURH) and the Intermountain Affiliate of College and University Residence Halls (IACURH).

Article Six: Organization of Government

Section 6.1: There shall be two levels of government within the NRHH. These level are the Executive Board and General Body.

Article Seven: NRHH Executive Board

Section 7.1: The Executive Board and gavel order shall consist of:

- A. Executive Director
- B. Director of Membership
- C. Director of Recognition
- D. Director of Service
- E. Director of Academic Affairs
- F. Director of Leadership Development
- G. Director of Marketing

Article Eight: NRHH General Body

Section 8.1: Each active member shall have the opportunity to represent themselves and the chapter in its entirety.

Section 8.2: There must be quorum at any given General Body meeting where voting occurs.

- A. Quorum shall be defined as half of all active membership plus one.

Article Nine: Executive Board Elections:

Section 9.1: Candidates for Executive Board offices qualify if they:

- A. Are in good academic and judicial standing at the time of nomination.
- B. Are in good standing with NRHH as according to the by-laws.

Article Ten: Funding

Section 10.1: This honorary shall be funded through the Residence Hall Association of the University of Arizona.

Section 10.2: A majority of voting members of this honorary may determine reasonable dues and fees assessed to each member at the beginning of each semester, a specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article Eleven: Initiative, Referendum, and Recall

Section 11.1: Initiative

- A. NRHH shall have the power of initiative. This power may apply to any matters pertaining to the government of NRHH, including action of the NRHH General Body.

Section 11.2: Referendum

- A. The NRHH General Body shall have the power of referendum. A referendum may be held on any matter pertaining to the government of NRHH.

Section 11.3: Recall

- A. NRHH shall have the power to recall for the following reasons:
 - a. Missing two Executive Board or General Body Meetings in one semester, unless otherwise given prior consent by the Executive Board.
 - b. Not performing their designated duties or do not meet all requirements in the constitution and/or by-laws.
 - c. Not maintaining the minimum GPA requirement for Executive Board status.
 - d. Not abiding by Residence Life and/or Dean of Students policies and procedures.
- B. The accused will be given the option to resign from their position before the recall process.
- C. Recall procedures will be followed as outlined in the by-laws.
- D. Any person subject to removal from office shall be notified by the Executive Board at least five working days prior to recall motion being before General Body.
- E. A formal typed account of charged offenses describing reasons for recall shall be filed with every member of the Executive Board and General Body.
- F. When an Executive Board Member is named in a motion for removal of office, they are suspended from all NRHH Executive Board monetary processes until the removal action is completed and results in their retention of their position.

Article Twelve: Amendments

Section 12.1: Amendments to this constitution must be submitted in writing to the Executive Director for the proper formatting. Amendments must also be submitted to the General Body.

Section 12.2: Approval of the amendments needs a 2/3 majority vote of the General Body.

Article Thirteen: Statement of Non-discrimination, Non-Hazing, Compliance, Not for Profit

Section 13.1: This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

Section 13.2: This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Section 13.3: This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

Section 13.4: This organization is a not-for-profit honorary.

Article Fourteen: Ratification and Enactment

A. A vote shall be put forth to the NRHH General Body for adoption of the Constiuttion of the National Residence Hall Honorary, Omega Eta Lambda Chapter of the University of Arizona. This constitution dated January 8, 2017 shall supersede all previous constitutions and shall become effective with:

- 1) Two-thirds (67%) majfority of ballots casted in favor of ratification and enactment.
- 2) The signature of one designated active member by the General Body to verify the vote.
- 3) The signature of the Executive Director of NRHH to verify the vote.
- 4) The signature of the NRHH Advisor, or designated Residence Life employee, to finalize ratification.

_____	_____
Executive Director of NRHH	Date
_____	_____
General Body Representative	Date
_____	_____
NRHH Advisor	Date

NATIONAL RESIDENCE HALL HONORARY



Bylaws

of

The University of Arizona

National Residence Hall Honorary

Section 1- Requirements of all Executive Board members

- A. Maintain a minimum semester grade point average (GPA) of 2.5 and a minimum cumulative GPA of 2.75 throughout their term of office.
- B. Maintain good standing with the university throughout their term of office.
- C. May not sit on both the RHA and NRHH Executive Boards within the same term, with the exception of the Executive Director of NRHH.

Section 2- General Responsibilities of NRHH Executive Board

- A. Work to unite the organization, represent the best interest of the members, and aid recruitment and retention of members of the chapter.
- B. Oversee committees that fall under their position designated by the Executive Director with the agreement of the executive board.
- C. Be present at all NRHH events unless given prior permission to miss by the ED-NRHH or NRHH Advisor.
- D. Participate together in planning and implementing NRHH programs and development opportunities.
- E. Read the governing documents after being elected or appointed to office.
- F. Hold transition at the end of their term, which shall be determined by the Executive Director and take place during the last two months of the spring semester.
- G. Assist in the regional and/or national bid writing process as needed.
- H. Follow guidelines constituted by the governing documents of NRHH.
- I. Be responsible for all revenues and expenditures that relate to their position.
- J. Coordinate at least one (1) social per semester.
- K. Write and submit at least four (4) Of the Month's (OTMs) per semester while serving in the position.
 - a. Suitable expectations shall be set forth by the Executive Director.
 - b. The first semester shall include June through December and the second semester shall include January through May.

Section 3- Executive Board Positional Responsibilities

- A. The duties of the Executive Director of NRHH shall include, but not be limited to:
 - a. Shall have at least one semester experience as an active member.
 - i. If no qualified candidates accept the nomination, bid or are elected, the position will reopen to all students who qualify for an NRHH Executive Board position.
 - b. Act as a non-voting member of all meetings, voting only when the NRHH Executive Board fails to reach a majority.

- c. Act as the presiding officer of NRHH, all NRHH Executive Board meetings, and NRHH General Body meetings.
- d. Conduct Executive Board meetings and bi-weekly General Body meetings,
 - i. Notify membership of all meeting dates and times by the first day of class each semester,
- e. Attend all NACURH affiliated conferences.
- f. Be present at all pre-conference related preparations.
- g. Facilitate the NRHH chapter NACURH affiliation process in coordination with the RHA National Communications Coordinator that includes, but is not limited to:
 - i. Submit current chapter contact information including but not limited to the chapter's NRHH representative(s) and NRHH Advisor(s) to the NACURH Information Center, henceforth be referred to as NIC,
 - ii. Submit a list of current chapter members to the NIC,
 - iii. Submit an updated copy of the chapter constitution in accordance with the national NRHH Constitution Checklist,
 - iv. Submit any additional documents needed to affiliate with the Intermountain Affiliate of College and University Residence Halls
- h. Be responsible for planning, in collaboration with the NRHH advisor, Executive Board trainings at the beginning of each semester, and as needed throughout positional terms.
- i. Maintain all necessary regional and national communications as expected by NRHH Representatives, including but not limited to:
 - i. Completion of positional monthlies.
 - ii. Attendance at positional chats.
 - iii. Consistent interactions with member schools and members of regional and/or national boards.
 - iv. Presence in boardroom and corporate meetings.
 - v. Membership of a regional committee.
- j. Have one meeting per semester with the Associate Director of Residential Education.
- k. Performs one-on-one meetings with NRHH Executive Board members monthly during the academic year.
- l. Perform one-on-one meetings with NRHH Advisor bi-weekly during the academic year.
- m. Oversee the Member Removal processes.
- n. Be responsible for the NRHH budget and all expenditures of NRHH.
- o. Fall under the RHA Appointed Executive Board regulations,
 - i. With the exception that the Executive Director of NRHH is elected by the NRHH General Body,

- ii. The NRHH Executive Director may be a Resident Assistant during their tenure in office,
 - iii. Uphold all responsibilities as outlined in the RHA Constitution and Bylaws.
- p. Coordinate with the Executive Board of NRHH to implement a Strategic Plan for the year.
 - i. Strategic Plan must be presented to the General Body of NRHH at the first meeting of the academic year.
- B. The duties of the Director of Membership shall include, but not be limited to:
 - a. Serve as the presiding officer for NRHH in the event that the Executive Director is unable to serve in the position.
 - b. Keep up to date and accurate attendance records of active, early alumni, alumni and honorary membership,
 - i. Coordinate with the advisor to keep an up to date list of members living on campus.
 - c. Send an active member progress report mid-semester during the Fall & Spring.
 - d. Notify members, when needed, who are in danger of bad standing as defined in Section 6 of the Bylaws.
 - e. Oversee the application and selection process by:
 - i. Recruiting potential members,
 - ii. Coordinating all information and recruitment activities for potential members.
 - f. Plan and execute an induction ceremony that is in line with Chapter and National NRHH policy,
 - g. Develop and coordinate initiatives to engage interest of potential new members,
 - i. Must plan and execute at least five (5) recruitment events per semester.
 - h. Coordinate a Big/Little System within active member relations.
 - i. Coordinate at least one (1) member retreat per academic year.
- C. The duties of the Director of Recognition shall include, but not be limited to:
 - a. Plan and execute at least 4 recognition project per semester during the academic year.
 - b. Coordinate with the Director of Membership to create recognition for new members and active members at induction ceremonies,
 - c. Coordinate the campus OTM submission process by:
 - i. Advising and training all members on the OTM process.
 - ii. Actively seeking OTM nominations by students outside of NRHH.
 - iii. Submitting all OTMs to the regional level.

- iv. Creating campus level recognition for Regional and National level winners,
 - 1. Notify nominators and nominees of OTM award winners.
 - d. Apply for the regional OTM selection committee as soon as the application is available.
- D. The duties of the Director of Service shall include, but not be limited to:
 - a. Develop and coordinate initiatives to engage and retain members,
 - i. Must plan and execute at least 4 service project per semester during the academic year.
 - b. Coordinate chapter engagement with regional philanthropy.
 - c. Oversee programs following the National Residence Hall Month timeline as decided by the national committee.
 - d. Notify members of philanthropic opportunities from non-NRHH organizations including, but not limited to: Red Cross Blood Drives, Big Brothers Big Sisters of Tucson, Off-Campus Soup Kitchens, etc.
 - e. Coordinate at least (1) campus wide service initiative per semester.
- E. The duties of the Director of Academic Affairs shall include, but not be limited to:
 - a. Plan and execute at least 4 scholastic workshop per semester during the academic year.
 - b. Serve as the Faculty Fellow liaison for NRHH,
 - c. Oversee and coordinate engagement of an Alumni Association for the chapter.
 - d. Coordinate study hours for active members.
 - e. Promote any academic workshops, scholarships, or opportunities to NRHH.
- F. The duties of the Director of Leadership Development shall include, but not be limited to:
 - a. Promote leadership opportunities on and off campus.
 - b. Coordinate potential new member leadership activities and seminars.
 - c. Coordinate at least 4 leadership development activity per semester during the academic year.
 - d. Coordinate with the Director of Membership to provide leadership training at retreats.
 - e. Coordinate with the Executive Director to plan leadership training activities at all Executive Board retreats.
- G. The duties of the Director of Marketing shall include, but not be limited to:
 - a. Update and maintain the NRHH website, listserv, and social media.
 - b. Keep accurate minutes for all General Body and Executive Board meetings.
 - i. Ensure all updates and minutes are sent over the respective NRHH listservs.

- ii. Publish minutes within 48 hours of each meeting,
- c. Develop and coordinate initiatives to engage and retain members through marketing partnerships, campaigns, and social media.
- d. Coordinate at least one (1) assessment report per semester.
- e. Plan an analysis, social media, or marketing workshop at least once a semester.
- f. Coordinate promotional efforts of the organization.
 - i. This includes the designs of any and/or all NRHH apparel.
- g. To create relationships with on-campus partners that may include: Arizona Daily Wildcat, KAMP Student Radio, ASUA, etc.
- h. Oversee the use of the NRHH logo.
- i. Act as a resource for all active members for advertising NRHH within the residence halls.

Section 4- Duties of the NRHH Advisor

- A. The duties of the NRHH Advisor shall include, but not be limited to:
 - a. Attend all Executive Board and General Body meetings.
 - b. Conduct one-on-one meetings with Executive Board members.
 - c. Will be appointed by the Coordinator of Leadership Development for Residence Life.
 - d. Serve as a liaison between campus administration, Residence Life, and NRHH.
 - e. Oversee all NRHH Executive Board members.
 - f. Attend NACURH affiliated conferences when needed as deemed by the Executive Director of NRHH.
 - g. Support all NRHH events.

Section 5- Organization of Membership

- A. Selection of new members will be made by the Executive Board, or their designees, through a process designated by the Director of Membership,
 - a. Potential Members must apply through the process laid out by the Executive Board.
 - b. An induction ceremony shall be conducted during the academic year as decided by the Executive Board.
- B. Potential Member Qualifications
 - a. The potential member shall have a minimum cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale.
 - b. The potential member shall have lived in a residence hall for at least one full academic semester prior to being inducted and live in a residence hall for at least one full semester following induction.
 - c. The potential member shall attend at least one (1) meeting and attend at least four (4) activities planned by the Executive Board.
 - i. These shall include one (1) event per category:

1. Recognition
 2. Service
 3. Scholastics
 4. Leadership
- d. The potential member shall be in good standing with the University of Arizona as defined by both Residence Life and the Dean of Students.
- C. Active Member Qualifications
- a. Active members shall be defined as those who are enrolled at the University of Arizona, currently live in a residence hall, and have been initiated to acknowledge their meritorious service to the residence hall community, understanding that participation in chapter events is expected.
 - i. 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.
 1. In the case of a temporary leave, the NRHH member should notify the Director of Membership and Executive Director of NRHH in writing detailing the reason for and duration of the temporary leave.
 - b. An active member shall meet the following requirements within an academic year:
 - i. Maintain a semester and cumulative GPA of 2.5 on a 4.0 scale,
 - ii. Attend all NRHH meetings,
 1. Members are responsible for communicating, in writing, to the NRHH Executive Board if they have a conflict with meeting times,
 - iii. Write two (2) Of The Months, henceforth be referred to as OTMs within the academic year,
 - iv. Attend a combination of five (5) activities per semester planned by the Executive Board.
 1. These five (5) activities should be classified as at least one (1) from each category:
 - a. Service
 - b. Recognition
 - c. Scholastics
 - d. Leadership
 2. Members may be able to meet up to two (2) of these qualifications outside of NRHH activities by submitting an appeal, in writing, to the Executive Board for verification.

- a. A verification of this outside involvement must be submitted to the Director of Membership at least one (1) week prior to the event.
 - b. The Director of Membership can choose to accept or deny the outside involvement qualification.
 - 3. Members may meet these qualifications outside of NRHH activities if they attend a National, Regional, State, or Institutional conference.
- c. An active member shall be in good standing with the University of Arizona as defined by both Residence Life and the Dean of Students.
- d. Attend recruitment events consistently as defined by the Director of Membership.

D. Early Alumni Membership Qualifications

- a. An Early Alumni member is an individual still living on campus but can no longer meet the chapter membership expectations. These members do not count towards the one percent (1%) membership cap of the chapter.
- b. The following guidelines apply to the procedure of applying for early alumni membership status:
 - i. The member and/or chapter must complete the early alumni membership application which shall include the signatures of the chapter President, chapter Advisor, and chapter member for whom the form is being completed,
 - ii. The completed early alumni membership application shall be submitted to the Regional Associate Director for NRHH, henceforth AD-NRHH for approval,
 - iii. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 7 early alumni members approved per year),
 - iv. It is the right of the Regional AD-NRHH to deny requests,
 - 1. If the member and/or chapter wish to appeal the decision of the Regional AD-NRHH they may appeal to the entire AD-NRHH board, consisting of an AD-NRHH from each NACURH region. The decision of the AD-NRHH board shall be final.
 - a. Each AD-NRHH shall have one vote,

- b. A simple majority shall be necessary, with the NRHH Chair casting the tiebreaking vote if necessary.

E. Alumni Member Qualifications

- a. An Alumni member shall be defined as a member that has moved off campus or is no longer a student at the University of Arizona.
- b. Alumni members do not receive voting privileges,
- c. Alumni members do not count in the one percent (1%) cap.
- d. Alumni members must notify the Executive Director if they do not plan on living on-campus the following year.
- e. Becomes a member of the chapter's Alumni Association once he/she/they have graduated or left the University of Arizona.

F. Honorary Member Qualifications

- a. Honorary members shall be defined as people who have made positive contributions to the residence hall system or otherwise be ineligible for active membership.
- b. This membership is designed to recognize people including but not limited to, housing personnel, instructors, college or university staff, and those who have demonstrated outstanding support and service to the residence hall students,
 - i. The number of Honorary Members a chapter shall be able to induct per academic year will not exceed ten percent (10%) of the chapter's membership cap,
 - ii. These members do not count in the one percent (1%) cap.
 - iii. Honorary members will receive any chapter apparel as deemed necessary by the Executive Director of NRHH.

G. NRHH Membership Transfer Policy

- a. NRHH members that are transferring are able to apply to have their NRHH membership transferred from their outgoing institution's chapter to the Omega Eta Lambda Chapter,
- 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 is outlined as follows:
 - i. The student applying to transfer their membership must be fully matriculated at the new institution.

- ii. The student requesting the transfer shall submit a letter to the Executive Director and Advisor. The letter written by the student shall include
 - 1. the student's name,
 - 2. residence hall,
 - 3. why they want to transfer their membership,
 - 4. how they benefitted their previous chapter and residence hall system,
 - 5. how they hope to be involved in the new chapter
 - 6. the reason they would like to transfer to the Omega Eta Lambda chapter
 - 7. a statement by the student saying they are willing to fulfill the duties of an active member, as outlined in the constitution.
- iii. The letter received will be reviewed by the executive board members at the next executive board meeting and voted upon and passed by a majority vote. If approved, the student and/or new chapter must complete the membership transfer application.
- c. The membership transfer application may be obtained from the region's AD-NRHH.
- d. The membership transfer application shall include signatures from the following individuals:
 - i. The incoming chapter's Executive Director.
 - ii. The incoming chapter's Advisor.
 - iii. The NRHH member who is seeking to transfer their membership.
- e. The completed application shall be submitted to the region's AD-NRHH for approval.
 - i. It is the right of the region's AD-NRHH to deny requests.
 - ii. 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 vent 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.

Section 6- Meetings

- A. The General Body meetings of NRHH shall:
 - a. Be held every other week of the fall and spring semesters, unless cancelled by the Executive Board.
 - b. Not be held during the full week of final examinations.

- B. No business shall be conducted without quorum in attendance.
 - a. Quorum shall be defined as 50% plus one (1) of all voting members,
- C. All meetings of this organization shall be open, with visitors welcome, unless classified as a meeting conducted only for active members.
- D. Attendance:
 - a. Bad standing can occur in the following ways:
 - i. Members do not meet active member requirements by the end of each academic year.
 - ii. Occurs when active members consistently miss NRHH meetings.
 - 1. If unable to attend all meetings, notify the Director of Membership of missed meeting and reason for absence.
 - a. An excused absence shall consist of notifying the Director of Membership.
 - b. The absence must be approved by the Director of Membership.
 - iii. If at least three (3) unexcused absences are recorded in a semester.
 - b. Members who have conflicts with meeting times must notify the Director of Membership.
 - 1. Members with class conflicts must follow a make-up meeting policy presented to the General Body at the beginning of the academic year.
 - 2. If policy is not followed three (3) times, members fall into bad standing.
 - c. Consequences of bad standing are as follows:
 - i. The active member will lose voting privileges.
 - ii. The member can be subject to member removal.
 - d. A member can regain good standing by

Section 7- Voting

- A. Roll Call Voting:
 - a. A roll call vote shall limit each active member to one official vote announced by themselves.
 - b. The presiding officer shall have the authority to order a roll call vote at any time.
 - c. The Director of Marketing shall record roll call votes in the minutes and verify with the Executive Director of NRHH for official count.
 - d. All matters regarding NRHH with the exception of elections shall proceed with a roll call vote.
 - e. A two-thirds majority is required in a roll call vote.
- B. Restrictions on voting for certain members:

- a. The Executive Director of NRHH nor the NRHH Advisor shall not have voting privileges in either General Body or Executive Board meetings unless in the case of a tie.
 - i. In the case of a tie, the Executive Director of NRHH shall cast a vote.
- C. Vote Count Procedures
 - a. In the case of abstentions, the votes will be removed from the final count.

Section 8- Parliamentary Procedure

- A. The use of Robert's Rules of Order and/or Parliamentary Procedure shall be deemed necessary at the discretion of the Executive Director of NRHH.

Section 9- Elections

- A. An elections timeline will be created and presented at the first General Body meeting of the spring semester.
- B. Any individual planning to run for a position on the NRHH Executive Board shall submit a letter of intent to the Executive Director of NRHH by the announced specified date, at least two (2) weeks prior to the day of elections.
 - a. In the event that no intent is received for a position, the Executive Director and NRHH Advisor may determine the best way to fill the position.
- C. Nominations procedure
 - a. Nominations for the next academic year shall take place within two (2) weeks prior to elections at an NRHH General Body Meeting.
 - b. Nominations must be moved by voting members of the NRHH General Body, excluding presiding Executive Board members and the NRHH advisor.
- D. Nomination Eligibility
 - a. All nominees must be students at the University of Arizona in good judicial and academic standing, as well as meeting any additional criteria as outlined by the NRHH constitution needed to hold office, when nominated.
 - b. At the time of the nomination the candidate must have the following GPA:
 - i. Cumulative GPA of a 2.75 on a 4.0 scale
 - c. If members intend to run for an Executive Position, candidate must meet with Executive Director of NRHH prior to the date that presentations and bids are due.

- d. A member may be nominated and accept more than one nomination.
 - i. Each member may present a bid for each position they intend to run for in a bidding down process.
 - ii. If the candidate is bidding down, they must make that distinction in their formal intent.
 - iii. If there is an election in which no candidates are running, any other eligible member may be nominated from the floor for the open position and run without a prepared presentation or bid.
- E. Election Guidelines for Executive Positions
 - a. Each candidate shall present a bid for the office for which they are running to the Elections Officer by the designated date.
 - b. Only the Elections Officer and NRHH Advisor shall participate in election procedures, including collection of bids and/or presentations, taking nominations, addressing any problems with elections, announcing results, and counting votes.
 - i. In the event that the current Executive Director of NRHH is running for a position, the duties shall be designated to a position following in gavel order that is not running and the NRHH Advisor.
 - c. Additional Election Guidelines for the Executive Director of NRHH
 - i. A presentation must be submitted and must follow the following procedure:
 - 1. All presentations will be due electronically to the Executive Director on the same due date as written bids.
 - 2. The presentation must be at maximum (5) minutes in length and is non-extendable.
 - 3. The presentation shall include, but not be limited to:
 - a. An outline of their Strategic Plan for the position and/or the chapter,
 - b. Qualifications,
 - c. Goals for the year of term.
- F. Voting
 - a. Any active member that does not currently serve on the NRHH Executive Board is eligible to vote.
 - b. Each active member shall have one (1) vote.
- G. Election Procedures
 - a. Elections shall take place on a date selected by the Elections Officer and the Executive Board.
 - b. The Elections Officer shall run the NRHH Executive Board Elections according to parliamentary procedure, unless otherwise specified.

- c. Officers shall be elected according to the gavel order in which they appear in the NRHH Constitution.
- d. Candidates for each office shall give a presentation and/or present a bid and speak in order in which they were nominated.
- e. All written presentations and/or bids will be due electronically to the Executive Director of NRHH no more than seven (7) days prior to the day of elections.
- f. All positional presentations and/or bids must be distributed in a way that the General Body of NRHH can access them at least five(5) days prior to the day of elections
- g. Election procedures for each office shall be as follows:
 - i. All candidates for the specified position will be asked to leave the room.
 - ii. The first candidate shall then enter the room and be given two (2) minutes to speak with the exception of the Executive Director of NRHH election candidates.
 - iii. There will five (5) minutes of Question/Answer following the respective candidate's speech.
 - 1. Questions should only pertain to the candidate's presentation, speech, and/or bid.
 - 2. Time can be extended by motion.
 - iv. Pro/Con shall be conducted after each candidate's Question/Answer session.
 - 1. During Pro/Con, statements are limited to factual statements presented on the day of elections or in the candidate's bid.
 - 2. Pro/Con shall continue until there are three (3) consecutively unanswered "Pro/Con" statements or if there is a motion to end the session.
 - v. Step i. through iv. shall continue for each candidate for a specified office.
 - vi. Following, there will be a ten (10) minute discussion on all candidates for a specified position, during which time all candidates must be discussed.
 - 1. Time can be extended by motion.
 - vii. After discussion has been closed, there shall be a vote by confidential ballot.
 - 1. Ballots consist of all candidates for a specified position, "abstain", and a "no confidence" vote.
 - 2. Ballots shall be collected and counted by the Elections Officer and the NRHH Advisor.
 - 3. If there is no clear majority, the voting members shall move back into discussion, and other actions may be

taken, at the discretion of the Executive Director of NRHH.

- viii. Once a clear majority is reached, the Executive Director of NRHH shall announce the results of the respective position.
- ix. Steps i. through ix. shall continue for all positions until all have been voted upon.

H. Elections Policies

- i. Candidates cannot campaign.
- ii. Candidates cannot speak negatively towards or about any other candidate to anyone.
- iii. Any violations will result in termination of candidacy.

I. If any position is left vacant, the Executive Director of NRHH and the NRHH Advisor shall determine how to fill the position via special election or appointment by the Executive Director of NRHH.

- i. An appointment shall be approved by the NRHH General Body with a clear majority vote.

J. Vacancy of Office

- a. Should the office of Executive Director become vacant, the Advisor shall oversee the elections process within two (2) NRHH general body meetings,
- b. In the event that an Officer leaves office, the general body will hold elections to fill the vacant executive board position or the Executive Director shall appoint an Active member with voting rights to finish that office's term
 - i. This appointment shall be made at the meeting following the office's vacancy.
 - ii. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.
 - iii. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.

Section 10- Resignation, Recall, and Removal

A. Resignation Standards

- a. The resignation process shall be recommended first to all Executive Board members looking to leave the position or be removed.
- b. Upon announcement to resign from the position to the NRHH Advisor, the officer must do the following:
 - i. Submit a formal letter of resignation to the NRHH Advisor.
 - ii. Notify the General Body in a proper manner designated by the NRHH Advisor.

1. If these guidelines are not followed, the resigning officer shall fall into bad standing with the chapter.

B. Recall Standards

- a. Grounds for removal of an Executive Officer may be initiated for violation of duties or guidelines as written in the constitution or bylaws.
- b. The accused will be given the option to resign from their position before recall takes place.
- c. Recall procedures will be initiated as the NRHH Executive Board or NRHH General Body sees fit.
- d. The Executive Board shall notify the any person subject to removal in a formal letter of removal written by the accusers.
- e. The accused may submit a letter of appeal to the Executive Board stating why they believe they are being wrongfully accused.
- f. The circumstance will be presented to the General Body and Executive Board in a formal meeting.
- g. Approval of the removal must be voted on and reach a clear majority vote.

C. Member Removal Standards

- a. The Removal Policy may be enacted if an active member can no longer meet with chapter membership expectations.
- b. If an active member is removed, they no longer count toward the one percent (1%) membership cap,
- c. The following guidelines apply to the procedure for the removal of an active member:
 - i. The member and/or chapter must complete the NRHH Member Removal Application,
 - ii. This form can be obtained from the region's AD-NRHH,
 - iii. The form must be submitted electronically,
 - iv. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval,
 - v. The amount of members for removal is up to the discretion of the chapter,
 - vi. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 1. 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,
- d. 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 11- Budget

- A. The structure of the budget shall be constructed by the NRHH Executive Board and presented to the NRHH General Body at the beginning of each academic term.
 - a. Approval of this budget structure must be voted on by the NRHH General Body with a clear majority.
- B. A mid-year budget report shall be given to the NRHH General Body at the beginning of the spring semester by the Executive Director of NRHH.

Section 12- Committees

- A. Committees shall be created as needed by the Executive Officers.

Section 13- Recognition

- A. New Member Recognition Jars
 - a. This is a personal recognition jar given to our new members when they are inducted as an active member by the Director of Membership at their induction ceremony and filled with praises for that individual,
- B. New Member NRHH Pins
 - a. This pin is a membership pin given to our new members when they are inducted as an active member by the Director of Membership at their induction ceremony and purchased from NSRO,
- C. ΩHA Chapter Pins
 - a. This pin is an honor awarded annually to our members who have completed one semester of active membership by the Director of Membership,
- D. Outstanding Leadership Service Pin
 - a. This pin is the highest individual honor a member can receive and shall be awarded annually to NRHH Members (active, alumni, early alumni or honorary) that have provided outstanding leadership and service to our NRHH Chapter by each Executive Board member,
- E. Annual OTM Awards
 - a. Awarded to OTM nominees & nominators for the most successful OTM in each category annually under the direction of the Director of Recognition,
- F. Honor Cords
 - a. This cord is an honor awarded annually to distinguished graduating seniors who have completed four semesters of active membership by the Director of Recognition,

G. Senior Recognition Paddles

- a. This paddle is an honor awarded annually to distinguished graduating seniors who are in good standing of active membership with the chapter by the Director of Recognition,

Section 14- Ratification and Enactment

A vote shall be put forth to the NRHH General Body for adoption of the Bylaws of the National Residence Hall Honorary, Omega Eta Lambda Chapter of the University of Arizona. These Bylaws dated January 8, 2017 shall supersede all previous constitutions and shall become effective with:

- 1) Two-thirds (67%) majority of ballots casted in favor of ratification and enactment.
- 2) The signature of one designated active member by the General Body to verify the vote.
- 3) The signature of the Executive Director of NRHH to verify the vote.
- 4) The signature of the NRHH Advisor, or designated Residence Life employee, to finalize ratification.

_____	_____
Executive Director of NRHH	Date
_____	_____
General Body Representative	Date
_____	_____
NRHH Advisor	Date