

University of Wisconsin - Green Bay

**NATIONAL  
RESIDENCE HALL  
HONORARY**

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## **ARTICLE I - NAME AND AFFILIATION**

### **Section 1 - Name**

The name of this organization shall be the University of Wisconsin Green-Bay Phoenix Flame Chapter of the National Residence Hall Honorary, hereafter referred to as UWGB NRHH.

### **Section 2 - Affiliation**

NRHH shall be affiliated with the National Association of College and University Residence Halls Inc., hereafter referred to as NACURH.

NRHH shall be affiliated with the Great Lakes Affiliate of College and University Residence Halls Inc., hereafter referred to as GLACURH.

NRHH shall be affiliated with the University of Wisconsin Green-Bay Residence Hall and Apartment Association, hereafter referred to as RHAA.

## **ARTICLE II – CORE VALUES**

NRHH is a leadership-based honorary built on two core values: recognition and service.

## **ARTICLE III – MISSION STATEMENT**

The purpose of this organization shall be to uphold the two core values of NRHH: recognition and service. It shall provide recognition for individuals and organizations which have made outstanding contributions to the UW-Green Bay campus community. It shall also be the purpose of this organization to promote activities that encourage leadership qualities in residents and to provide recognition to campus-wide programs. NRHH will strive to create and participate in service opportunities for the betterment of the campus and Green Bay communities. Furthermore, it shall cultivate a healthy balance in scholastics and leadership by collaborating with other leadership organizations, role modeling healthy habits, and providing a support system for leaders of all levels.

## **Article IV - MEMBERSHIP**

### **Section 1 – Qualifications for Membership**

Members shall have exhibited outstanding leadership and service in the UWGB on-On-Campus housing system.

Members shall have a minimum cumulative GPA of 2.5 and be a student of good standing with the university.

The On-Campus and Off-Campus membership of NRHH shall be the greater number of either one percent of UWGB On-Campus population or twenty members, whichever is larger. The total 1% membership does not include lifelong members.

### **Section 2- Types of Membership**

#### *Candidate Members*

A student that has already been recruited, applied and accepted but is yet to be a full member.

Has to be living On-Campus at the time of induction.

Does not get to vote but is still invited to meetings and events.

Will receive new member education within the semester of induction.

*On-Campus Members*

On-Campus members have voting rights and are the only members eligible to run for an executive board position.

On-Campus members are expected to attend all general assembly meetings. Attendance will be taken at every general assembly meeting.

On-Campus members are expected to write at least two “Of the Month” Awards each semester, or the number of “Of the Month” Awards the executive board decides upon for that semester. Members may also be required to write “Of the Year” Awards.

On-Campus members shall be responsible for voting on monthly “Of the Month” Awards.

On-Campus members are expected to fulfill service hours set by the Service Chair, a minimum of three each academic year.

*Off-Campus Members*

Off-Campus members are welcome to attend meetings but are unable to serve on the executive board.

Off-Campus members maintain the same voting rights and privileges as On-Campus members.

Off-Campus members are required to meet the requirements specified in Article VIII to receive cords.

Off-Campus members count towards 15% of the membership cap.

*Lifelong Members*

Lifelong members shall be defined as On- and Off-Campus members of any NRHH chapter who have graduated or are no longer continuing their education.

Lifelong members no longer have voting rights.

Lifelong members do not count towards the membership cap.

This includes student teaching, studying abroad, work and internship schedules and anything the executive board deems fit.

**Section 3 – Description of General Member Positions and Committees**

*Standing Committees*

Other committees will be designated by the executive board members as deemed necessary.

*Ad-hoc Position*

May be created based on the needs of the chapter.

Must be discussed and recommended by the executive board, then voted on and approved by the general members.

Does not have voting rights at executive board meetings.

Can be designated duties from any executive board position.

**Section 4 – Membership Transfer Policy**

*Eligibility*

NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have NRHH membership transferred from their outgoing institution to the incoming institution.

UWGB graduate students may retain membership in NRHH through the membership transfer process to be approved by the President and Advisor(s).

#### *Process*

Each NRHH chapter is able to accept/reject transfer members at the chapter's own discretion. If accepted, these members shall become On- or Off-Campus members of the incoming student's new institution chapter.

#### *Guidelines*

The Membership Transfer Policy must be outlined according to the following:

The student applying to transfer membership must be fully enrolled at the new institution.

The student seeking to transfer membership must contact the chapter President and Advisor in writing, detailing why the student wants to transfer membership, how the student benefited their previous chapter and campus community, and how the student hopes to be involved in the new chapter.

Each chapter is able to come up with its own process detailing how letters will be evaluated.

If approved, the student and/or new chapter must complete the membership transfer application.

The membership transfer application may be obtained from the region's AD-NRHH.

The membership transfer application shall include signatures from the following individuals:

The incoming chapter's President.

The incoming chapter's Advisor.

The NRHH member who is seeking to transfer membership.

### **Section 5 – NRHH Member Removal Process**

The removal policy may be enacted if an On-Campus or Off-Campus member can no longer meet the chapter membership expectations.

If an On-Campus or Off-Campus member is removed, the student no longer counts towards the 1% membership cap.

The number of members for removal is up to the discretion of the chapter.

The following guidelines apply to the procedure for the removal of an On-Campus or Off-Campus member:

The member and/or chapter must complete the NRHH Member Removal Application.

This form can be obtained from the region's AD-NRHH.

The form must include the electronic signatures of the chapter president and chapter advisor.

This form must be submitted electronically.

The completed member removal application shall be submitted to the region's AD-NRHH for approval.

It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:

Submission of an incomplete application form.

The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibly within the chapter prior to submission of the

application.

If the member and/or chapter wish to appeal the decision, the member 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 – Outstanding Leadership Award**

An Outstanding Leadership Award is designed to recognize those who have demonstrated outstanding support and service to the campus community. This award is limited to Active NRHH Members.

The maximum number of Outstanding Leadership Awards which may be given in a year is equal to the number of regional affiliates within NACURH.

It is the President's discretion and judgment to whom the awards are given to. The President must consult with advisor(s) about potential recipients.

The Outstanding Leadership Award will be awarded to the recipients at the End of the Year Banquet.

## **Article V – SELECTION**

### **Section 1- Nominations**

Nominations will be completed by a date selected by the executive board at the beginning of the fall and/or spring semester.

Nominations must be submitted via e-mail to NRHH's e-mail address.

A faculty member, student, or other professional staff of the UWGB may make nominations. Self-nomination is also accepted.

### **Section 2- Selection Process**

The selection committee will be chaired by the Vice President of NRHH.

The Vice President will recommend the selection process timeline approved by the Executive Board.

The selection committee will consist of at least two with at most five On-Campus or Off-Campus NRHH members in addition to, the President, the Vice President, and the advisor(s) who shall act as an ex-officio member. The President has the right to vote in this process and to waive position on the selection committee to an On-Campus or Off-Campus member.

If more than the allotted number of members wants to participate in the selection committee, the President, Vice President, and Advisor(s) shall select the committee members.

The process of evaluation of the nomination will include application and leadership resume. Additional details will be left to the discretion of the selection committee.

Any vacancies created by early alumni status will be filled by a qualified applicant from the prior or current selection process.

### **Section 3 – Induction**

The executive board will decide the date of induction each year.

Induction will signify the activation of membership for newly inducted members.

Induction will serve as the transition point for graduating seniors or early alumni applicants in receiving alumni status.

## **Article VI - MEETINGS**

### **Section 1 – Frequency**

Meetings will be held bi-weekly on a selected date and time. The officers may call additional meetings when the need arises.

### **Section 2 – Quorum**

Quorum shall be established as 2/3 of the On- and Off-Campus members of NRHH.

#### Emergency Proceedings

During emergency situations where quorum is not present, the president may call quorum. The meeting shall proceed as normal.

The President and Vice President shall define an emergency in agreement.

## **Article VII - Executive Structure**

### **Section 1 – Description of Executive Board Positions**

*The President's duties will be as follows:*

Organize meetings and create agendas

Oversee all aspects of the NRHH organization, including registering NRHH as a campus organization annually

Be responsible for providing constructive and positive feedback within the chapter

Initiate official document revision annually

The President has no voting rights in meetings unless a tie exists in which case the President shall cast the deciding vote

Review all honor cord applications

Maintain a record of all members' progress to pass on to the next President

Email all On-Campus or Off-Campus members at the end of each semester informing members of honor cord requirement progress

*The Vice President's duties shall be as follows:*

Chair the selection committee

Organize all inductions and recruitment processes

Initiate annual constitution changes

Assist with any necessary duties of the President

Take minutes at meetings and distribute the minutes within 48 hours of the meeting and record any other pertinent documents

Oversee the operation of the NRHH website, which can be delegated to an On- or Off-Campus member

Coordinate all recruitment publicity efforts



*The NRHH Communication Coordinator (CC) duties will be as follows:*

- Shall attend all NACURH affiliated conferences
- Represent the chapter's needs and opinions and remain as a liaison between the regional and national level
- Responsible for the affiliation of our chapter on the national level
- Promote leadership conferences to On-Campus leaders
- Promote and educate On-Campus leaders about bid writing for affiliated conferences
- Select and oversee all delegations for any NRHH specific conferences
- Coordinate all necessary efforts with the NCC of RHAA
- Attend a minimum of 75% of RHAA meetings
- Mentor NRHH CC – In Training

*The Recognition Chair's duties shall be as follows:*

- Coordinate and record OTM/OTY submissions and votes on campus and regional levels
- Oversee the OTM committee, if applicable
- Organize chapter internal and external recognition efforts
- Coordinate all OTM/OTY/recognition publicity efforts

*The Service Chair's duties shall be as follows:*

- Oversee all NRHH service efforts
- Able to form ad-hoc committees to plan and implement service opportunities
- Coordinate all service publicity efforts
- Maintains a detailed record of NRHH service hours throughout the year to be submitted to Student Life and National NRHH service tracker

*The RHAA Liaison's duties shall be as follows:*

- Responsible for attending weekly RHAA Meetings
- Responsible maintaining good RHAA/NRHH relations
- Work with RHAA to plan Housing Leadership Banquet

*The NRHH Communication Coordinator - In Training's (CC-IT) duties shall be as follows:*

- Shadow NRHH CC from point of election up until NACURH; assumes responsibilities of CC at opening of NACURH annual conference
- Plans for NACURH annual conference with assistance from CC
- Attend all NACURH affiliated conferences during their term

## **Section 2 – Advisors**

The advisor(s) for NRHH shall be selected in the spring for the following academic year following election of officers. The Director of Residence Life will select the advisor(s) as well as receive input from the officers upon making the selection. The advisor(s) will be chosen from the professional staff of the Department of Residence Life.

*The advisor(s) duties shall be as follows:*

Will serve as an ex-officio member of the executive board

Have the power to add an impeachment proceeding to the general meeting agendas when requested by an On-Campus or Off-Campus member.

Oversee operating budget of the organization

Provides guidance for executive board members

### **Section 3 – Selection of Officers**

Officers shall be elected by a vote of all On-Campus and Off-Campus members present at the time of the meeting, which takes place in the spring semester. Refer to Article X. The time of elections will be determined by the executive board following spring induction.

Newly inducted members will have the right to run for office and vote for officers.

Officers of NRHH are not allowed to serve on the Executive Board of RHAA simultaneously.

*Election procedures shall include:*

Candidate will be nominated by NRHH members/advisor(s) or may self-nominate

5-minute speech

5-minute question and answer period for each candidate is extendable twice

5-minute discussion extendable twice for each position

All candidates for the position being considered should not be present for discussion.

If a member would like to run for a position but is unable to attend the election meeting, the member may prepare a written speech and submit it to the president within 24 hours prior to the meeting. The Q&A session will be waived.

If a vacancy occurs at any point during the academic year, an election process will be held in discretion of the Executive Board.

If an Executive Board position is not filled for the upcoming academic year, elections will be held in the upcoming fall.

### **Section 4 – Transfer of Duties**

The newly elected President, Vice President, Recognition Chair, Service Chair, and RHAA Liaison shall assume responsibilities at the closing of the Housing Leadership Banquet.

The NRHH CC will serve until the opening of the NACURH annual conference. The NRHH CC-IT shall be elected during the first general assembly meeting of the spring semester.

Outgoing executive board members are responsible for the training and transfer of documents to the newly elected executive board members.

### **Section 5 – Order of Succession**

The order of succession shall go as follows: President, Vice President, NRHH CC, Recognition Chair, Service Chair, and RHAA Liaison.

### **Section 6 – Impeachment Process**

Any member wishing to bring forth an impeachment process shall contact an advisor to have the proceeding put on the next general assembly meeting agenda.

Discussion and a vote will take place at the general assembly meeting.

The accused executive board member shall have the opportunity to address the accusation(s).

A motion to impeach shall require two-thirds (2/3) vote of the total NRHH membership.

## **Article VIII - Honor Cords**

All NRHH members wishing to receive honor cords upon graduation must submit an Honor Cord Application to be reviewed by the President and Advisor(s) at least two weeks prior to the Housing Leadership Banquet. December graduates must submit applications at least two weeks prior to the final meeting of the semester.

Applicants must complete 4 out of the 5 requirements *each semester of membership* to receive honor cords:

Attend 75% of the general NRHH meetings

Maintain a cumulative GPA of 2.5

Complete the number of service hours required by the executive board

Write the number of OTMs/OTYs required by the executive board

Participate in a minimum of 60% of the OTM voting opportunities at the campus level during the member's On-Campus or Off-Campus membership months.

Applicants who were unable to complete at least 4 of the requirements each semester must write a personal statement describing why the applicant deserves honor cords.

The President must keep track of each member's progress electronically to be passed on to the next president to be used for approval of applications.

If the President is applying for honor cords, the advisor will review the application.

The honor cord process shall be reviewed yearly by the current executive board to update as seen fit.

## **Article IX - Budget**

### **Section I- Distribution of Funds**

The Phoenix Flame's funds shall be determined by the following formula: (students and staff in housing) - (people who do not pay for housing) X 95% (estimated annual occupancy) X \$.75. This money will be taken from the RHAA annual budget.

By the RHAA deadline, the newly appointed President and Advisor(s) will discuss the past year's expenditures and submit a budget for the upcoming year to RHAA. President must propose new budget to Executive Board in April, per RHAA Bylaws.

### **Section 2- Approval of Spending**

The executive board shall discuss the spending of any money in the budget. All spending of funds will be announced to the On-Campus and Off-Campus members. All spending over \$50 will be approved by the majority of the On-Campus and Off-Campus members participating in a vote.

### **Section 3- Good Standing**

The Phoenix Flame Chapter will remain in good standing with GLACURH/NACURH offices.

## **Article X - Voting**

Only On-Campus and Off-Campus members are eligible for voting purposes.

In order to vote, a quorum of 2/3 of On-Campus and Off-Campus members need to be present.

In the event of a tie, as per Article VII Section 1, the President breaks all ties. If the President is not at the meeting, the Vice President will break the tie, and so on down the chain of command.

Abstentions do not count towards the total vote count.

Paper ballots will be utilized for Executive Board elections, impeachment, Of the Year voting, and at the discretion of the Executive Board. If virtual voting is held, secret ballots will be done by discretion of the Executive Board.

On-Campus and Off-Campus members can vote on OTMs, budgetary items, election of officers, amendments, and impeachment.

If unsure, refer to Robert's Rules of Order.

## **Article XI - Amendments**

Amendments to this constitution may be adopted by a simple majority vote of the On-Campus and Off-Campus members. Revisions to this constitution for grammatical purposes may be done without the approval of the On-Campus and Off-Campus members. A date of all revisions to this constitution is to be recorded below.

## **Article XII - Ratification**

In the event of a new constitution, ratification can only occur with 2/3 majority vote of On-Campus and off-Campus members. If approved, any previous constitution or amendments shall be rendered null and void.

## **Article XIII - Non-Discrimination Statement**

NRHH is an organization that does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, marital or parental status, genetic information, national/country of origin, citizenship status, veteran or military status, age, disability, sexual orientation, or ethnicity.

**Last Amended: April 14, 2020**