

Constitution

UW-Green Bay

National Residence Hall Honorary

“Recognizing the top 1% of Hall Leaders”

National Residence Hall Honorary Constitution

Article I-Name and Affiliation

Section 1

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 NRHH.

Section 2

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

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 Residence Life programs. NRHH will strive to create 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

- A. Shall have exhibited outstanding leadership and service in the University of Wisconsin-Green Bay on-campus housing system.
- B. Shall have resided on-campus for one academic year before membership may take place, and must reside on campus the following semester.

- C. Shall have a minimum cumulative GPA of 2.5 and be a student of good standing with the university.
- D. The active membership of NRHH shall be the greater number of either one percent of the University of Wisconsin-Green Bay on-campus population or twenty members, whichever is larger. The total 1% membership does not include alumni, early alumni, or honorary members.

Section 2-Types of Membership

- A. Active members shall be defined as those who are enrolled at the University of Wisconsin-Green Bay and live in university housing and have been chosen by the selection committee.
 - a. Active members are the only members who have voting rights.
 - b. Active Members are expected to attend all general meetings, unless otherwise excused. Otherwise excused means notifying the president or emailing the NRHH account in advance of the meeting. Attendance will be taken at every general meeting.
 - c. Active 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.
 - d. Active members shall be responsible for voting on monthly "Of the Month" Awards. Members can also participate in any other recognition that takes place.
 - i. Recognition can include: You Done Good Awards, Flames, and many more.
 - e. Active Members are expected to do 2 service hours in the name of NRHH each semester, or the number of hours the executive board decides upon for that semester.
 - f. Active members are the only members eligible to run for an executive board position.
- B. Alumni members shall be defined as former active members of any NRHH chapter who have graduated, have received early alumni status or moved off campus.
- C. Early Alumni members shall be defined as a member that is still living in university housing but can no longer meet the chapter membership expectations. The following guidelines apply to the procedure of applying for early alumni membership status:
 - a. The member and/or chapter must complete the early alumni membership application and submit it to the executive board.
 - b. No more than 15% of the active membership can become early alumni per year.
 - c. Active and alumni members shall receive honor chords upon graduation.
- D. Honorary members shall be defined as those who are not eligible to become active or alumni members, but they are those who have provided outstanding service in the University of Wisconsin-Green Bay system.
 - a. No more than two honorary members may be selected per year.
 - b. Nominations and selection can take place at any point during the academic year

- c. Active members shall vote on all nominations.
- d. Faculty, staff or students are eligible for honorary membership.

Section 3- Description of General Member Positions and Committees

- A. The Residence Hall and Apartment Association (RHAA) Liaison shall be responsible for attending weekly RHAA Meetings and maintaining good RHAA/NRHH relations. The individual holding this position must be an active member.
- B. Standing Committees:
 - a. Other committees will be designated by the executive board members as deemed necessary.
- C. Ad-hoc Position
 - a. May be created based on the needs of the chapter.
 - b. Must be discussed and recommended by the executive board, then voted on and approved by the general members.
 - c. Does not have voting rights at executive board meetings.
 - d. Can be designated duties from any executive board position.

Section 4- Membership Capacity

- A. 1% Definition
 - a. The active membership of a chapter may include no greater than 1% of the total residence hall population in the current academic members, or 20 members, whichever is larger.
- B. Active Membership Composition
 - a. Only active members, as defined above, are counted in the membership cap.

Section 5- Membership Transfer Policy

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

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

 - 1. The student applying to transfer their membership must be fully matriculated at the new institution.
 - 2. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
 - 3. Each chapter is able to come up with their own process detailing how letters will be evaluated.
- C. Process
 - a. 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.
 - b. 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:
 - 1. The incoming chapter's President.
 - 2. The incoming chapter's Advisor.
 - 3. 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.
- f. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - 1. The application form is incomplete.
 - 2. Adding new member(s) puts the chapter over its member cap.
- g. If the member and/or chapter wish to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 - 1. Each AD-NRHH shall have one vote.
 - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.

Section 6-NRHH Member Removal Process

- C. The removal policy may be enacted if an active member can no longer meet the chapter membership expectations.
- D. If an active member is removed, they no longer count toward the 1% membership cap.
- E. The following guidelines apply to the procedure for the removal of an active member:
 - a. The member and/or chapter must complete the NRHH Member Removal Application.
 - b. This form can be obtained from the region's AD-NRHH.
 - c. The form must include the electronic signatures of the chapter president and chapter advisor.
 - d. This form must be submitted electronically.
- F. The completed member removal application shall be submitted to the region's AD-NRHH for approval.
- G. The amount of members for removal is up to the discretion of the chapter.
- H. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - e. Submission of an incomplete application form.
 - f. 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.
- I. 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 7-NRHH Membership for life

- A. All members inducted into the Phoenix Flame Chapter shall be considered members for life unless otherwise stated by the current executive board.

Article V-Selection

Section 1-Nomination

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

- B. Nominations must be made on the nomination form approved by the organization or submitted via e-mail to NRHH's e-mail address.
- C. A faculty member, student or any other professional staff of the University of Wisconsin-Green Bay may make nominations. Self-nomination is also accepted.

Section 2-Selection Process

- A. The selection committee will be chaired by the vice president of NRHH.
- B. The vice president will recommend the selection process timeline approved by the executive board.
- C. The selection committee will consist of at least two with at most five active 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 their position on the selection committee to an active member.
- D. If more than the allotted amount of members wants to participate in the selection committee, the president, vice president, and advisor(s) shall select the committee members.
- E. The process of evaluation of the nomination will include application and resume. Additional details will be left to the discretion of the selection committee.
- F. Any vacancies created by early alumni status will be filled by a qualified applicant from the prior or current selection process.

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 a majority of the active members of NRHH.

- A. Emergency proceedings
 - a. During emergency situations where quorum is not present, the president may call quorum. The meeting shall proceed as normal.
 - b. The president and vice president shall define an emergency in agreement.

Article VII-Executive Structure

Section 1-Description of Executive Board Positions

- A. The president's duties will be as follows:

- a. Organize meetings and create agendas
- b. Oversee all aspects of the NRHH organization, including registering NRHH as a campus organization annually
- c. Be responsible for providing constructive and positive feedback within the chapter.
- d. Oversee operating budget of the organization
- e. Work with RHAA to plan Housing Leadership Banquet
- f. Initiate-official document revision annually
- g. The president has no voting rights in meetings unless a tie exists in which case the president shall cast the deciding vote
- h. Review all honor cord applications
- i. Maintain a record of all members' progress to pass on to the next president
- j. Email all active members at the end of each semester informing them of their progress regarding their honor cord requirements

B. The vice president's duties shall be as follows:

- a. Chair the selection committee
- b. Organize all inductions and recruitment processes
- c. Initiate annual constitution changes
- d. Picking up any necessary duties of the president if unable to fulfill his/her duties
- e. Take minutes at meetings and distribute the minutes within 48 hours of the meeting and recording any other pertinent documents
- f. Oversee the operations of the NRHH website, which can be delegated to an active member
- g. Coordinate all recruitment publicity efforts

C. The communications coordinator's (CC) duties will be as follows:

- a. Shall attend all WURHA and NACURH conferences
- b. Represent the chapter's needs and opinions and remain as a liaison between the state, regional, and national levels
- c. Responsible for the affiliation of our chapter on the state and national level
- d. Promote leadership conferences to on-campus leaders
- e. Oversee all delegations for any NRHH specific conferences
- f. Coordinate all necessary efforts with the NCC/WCC of RHAA

D. The recognition chair's duties shall be as follows:

- a. Coordinate OTM submissions on the campus, state and regional levels
 - b. Oversee the OTM committee
 - c. Organize chapter internal and external recognition efforts
 - d. Coordinate all OTM/recognition publicity efforts
- E. The service chair's duties shall be as follows:
- a. Oversee all NRHH service efforts
 - b. Able to form ad-hoc committees to plan and implement-service opportunities
 - c. Coordinate all service publicity efforts
 - d. Maintain a detailed record of NRHH service hours throughout the year to be submitted to Student Life

Section 2-Advisor(s)

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 his or her selection. The advisor(s) will be chosen from the professional staff of the Department of Residence Life. The advisor(s) will serve as an ex-officio member of the executive board. The advisor(s) has/have the power to add an impeachment proceeding to the general meeting agendas, when requested by an active member.

Section 3-Selection of Officers

Officers shall be elected by a majority vote of all members present at the end of the spring semester. The time of elections will be determined by the executive board.

- A. Newly selected members shall be present at this meeting and will have the right to run for office and vote for officers.
- B. Election procedures shall include a nomination period, a speech by all candidates, question and answer period for all candidates and discussion for each position. All candidates for the position being considered should not be present for discussion.
- C. If a member would like to run for a position but is unable to attend the election meeting he/she may prepare a written speech and submit it to the president within 24 hours prior to the meeting. Their Q&A session will be waived.
- D. If a vacancy occurs at any point during the academic year, a new officer will be appointed by majority vote at the next meeting.

Section 4 – Terms of Office

- A. The president, vice president, recognition and service chairs shall be from May to May.
- B. The CC office shall be from NACURH to NACURH.

Section 5 – Order of Succession

The order of succession shall go as follows: president, vice president, CC, recognition chair, service chair.

Section 6- Impeachment Process

- A. Any member wishing to bring forth an impeachment process shall contact an advisor to have the proceeding put on the next general meeting agenda.
- B. The meeting following the original impeachment meeting, the accused executive board member shall have the opportunity to address the accusation(s).
 - a. A motion to impeach shall require two-thirds (2/3) 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 end-of-the year banquet. December graduates must submit their application at least two weeks prior to the final meeting of the semester.

- A. Applicants must complete 4 out of the 5 requirements *each semester* to receive honor cords:
 - a. Attend 75% of the general NRHH meetings
 - b. Maintain a cumulative GPA of 2.5
 - c. Complete the number of service hours required by the executive board
 - d. Write the number of OTMs required by the executive board
 - e. Participate in the OTM voting process at the campus level a minimum of 3 times per semester
- B. Applicants who were unable to complete at least 4 of the requirements each semester must write a personal statement describing why they deserve honor cords.
- C. 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.
- D. If the president is applying for honor cords, the advisor will review the application.
- E. The honor cord process shall be reviewed yearly by the current executive board to update as they see fit.
- F. In special circumstances the semester honor cord requirements can be reviewed on a case to case basis by the president.
- G. The honor cord process is effective Spring 2017.

Article IX-Budget

Section I- Distribution of Funds

A. 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's annual budget.

B. 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.

Section 2- Approval of Spending

A. The executive board shall discuss the spending of any money in the budget. All spending of funds will be announced to the active members. All spending over \$50 will be approved by the majority of the active members participating in the vote.

Section 3-Good Standing

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

Article X-Voting

Only active members are eligible for voting purposes. Active members can vote on OTMs, budgetary items, election of officers, amendments, and impeachment. Other items to be voted on are at the discretion of the executive board.

Article XI-Amendments

Amendments to this constitution may be adopted by a simple majority vote of the active membership. Revisions to this constitution for grammatical purposes may be done without the approval of the active membership. 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 active 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, religion, sex, gender, gender identity, disability, sexual orientation, ethnicity, or country of origin.

Last Amended: November 4th, 2016