

# Constitution

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National Residence Hall Honorary

Cherry & Silver Chapter

University of New Mexico

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## Preamble

We, the members of the Cherry & Silver Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of the residence hall system, and to promote a high quality and standard of involvement and interaction in the residence hall community, do hereby establish and uphold this constitution.

## Article One: Name

- 1) The name of this organization shall be the National Residence Hall Honorary, Cherry & Silver Chapter, of the University of New Mexico. Henceforth, all references to the University of New Mexico organization shall be listed as NRHH, and all references to the national organization shall be listed as National Residence Hall Honorary.

## Article Two: Objectives

- 1) The purpose of this organization shall be to promote leadership and provide recognition for individuals who have demonstrated important leadership qualities and who have made outstanding service contributions in the advancement of the University of New Mexico Residence Life system, as well as the local community. This organization will work to perpetuate recognition in the Residence Life system and provide students with opportunities to develop and strengthen their leadership skills.

## Article Three: Values

- 1) NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

## Article Four: Membership

### Section A: Types of Membership

- 1) Inducted members of NRHH are members of the chapter for life. As such, NRHH shall recognize four types of membership: Active Member, Alumni, Early Alumni and Honorary.

### Section B: Membership Capacity

- 1) The total active membership of the Cherry and Silver chapter may include up to, but not more than, 1% of the total residence hall population, or 20 members, whichever is larger. The total 1% membership does not include alumni, early alumni, or honorary members.

### Section C: Active Members

- 1) Qualifications
  - a) Active members must currently be living in the residence halls at the University of New Mexico.

- i) The living in the residence halls will be defined as having a housing contract for one of the following residence halls: Alvarado, Casas Del Rio, Coronado, De Vargas, Hokona, Laguna, Redondo Village Apartments, Santa Clara, or Student Residence Center.
  - b) Active members must be students of good standing with the University and maintain a cumulative Grade Point Average of a 2.75 on a 4.0 scale.
  - c) Active members must have lived in the residence halls for a minimum of two consecutive semesters, which may include the semester of their induction.
  - d) Active members must be enrolled as full time students at UNM.
  - e) Active members must demonstrate outstanding service and leadership in the on-campus community.
- 2) Activity
- a) Active members will be granted NRHH voting privileges once they are inducted into the chapter as active members.
  - b) Active members must write a minimum of one OTM for the months of August, September, October, November, December, January, February, March, and April as prescribed by the executive board in the beginning of every semester, or complete two OTMs in the place of a missed OTM.
    - i) Replacing a missed OTM only works recursively (i.e. if an active member writes 2 OTMs for October, this would not replace a missed OTM for November).
  - c) Active members must participate in a minimum of 10 volunteer community service hours each semester.
    - i) Five of the ten required hours must be completed at an NRHH or NRHH sponsored event.
    - ii) Newly inducted members are required to complete 5 volunteer community service hours their first semester.
      - 1) Two of the five service hours must be completed at an NRHH or NRHH sponsored event.
  - d) Active members shall not miss more than two unexcused general board meetings in a row, or three in a semester.
  - e) Active members must submit a minimum of one nomination for induction into NRHH for every induction ceremony.
  - f) Should a member fail to meet these requirements, they shall be subject to membership removal of the Cherry & Silver Chapter of NRHH and shall lose all voting privileges until such time as they can regain their active status.
    - i) If a member fails to regain active status the member shall receive written notification of unmet membership requirements. In addition, members will also be notified that they are eligible for the NRHH member removal process.
    - ii) Proceeding notification of unmet standards, members will have the following month to meet the membership requirements: writing two OTMs, attend two consecutive general board meetings, and attend 2 NRHH programs within a month.
      - 1) Special exceptions can be made by the NRHH Executive Board.
    - iii) Once the trial month has ended, the executive board and member will begin the written member removal process if the member has failed to achieve active status.

- g) If any of the qualifications cannot be met by a member, he or she can petition the executive board for an exception to be granted at the executive board's discretion.
- h) Temporary leaves from on-campus housing such as, but not limited to, internships, study abroad or military duty, will not affect the individual's active status of NRHH.

### **Section D: Alumni Member**

- 1) Alumni members shall encompass all former active members who no longer live in a UNM residence hall or apartment, or are no longer students at the institution.
- 2) Alumni members will not count in the 1% membership cap.
- 3) Alumni do not receive voting privileges.

### **Section E: Early Alumni Member**

- 1) An early alumni member of an NRHH chapter is defined as a member still living in an on-campus residence hall or apartment who cannot meet the chapter membership expectations.
  - a) The member must have made a notable contribution during their time in the chapter.
  - b) This contribution will be decided by vote and discussion via the Executive Board
- 2) Early alumni do not count toward the 1% membership cap.
- 3) Early alumni are eligible to participate in all meetings and activities, but do not have voting privileges.
- 4) Members must adhere to the following guidelines in order to apply for early alumni membership status:
  - a) The member and/or chapter Executive Board members must complete the Early Alumni Membership Application (contact the Regional AS-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor(s), and chapter member for whom the form is being completed.
  - b) The completed application shall be submitted to the Regional AD-NRHH for approval.
  - c) The number of early alumni members a chapter shall be granted per academic year will not exceed ten percent of the chapter's membership cap.
  - d) It is the right of the Regional AD-NRHH to deny requests for reasons including, but not limited to:
    - i) The application form is incomplete.
    - ii) The Regional AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
    - iii) The chapter has exceeded its allotted early alumni membership approvals for the year.

### **Section F: Honorary Member**

- 1) Honorary membership shall be defined as individuals who are not qualified to be members of NRHH, but is someone the active NRHH members wish to formally invite to be part of the organization. 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.

- a) Individuals who could qualify for general membership, with the exception of graduating seniors in their final semester, cannot be inducted as an honorary member.
- b) 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.
- c) These members do not count in the 1% cap.
- d) Honorary members shall be eligible to participate in all meetings and activities.
- e) Honorary members do not receive voting privileges.

## **Section G: NRHH Membership Transfer Policy**

- 1) 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.
- 2) The Cherry and Silver Chapter is allowed to accept or reject transfer memberships at the discretion of the Executive Board. 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 benefited from their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
  - c) Each member of the executive board will evaluate transfer membership letters and will vote on whether to accept the application. A  $\frac{3}{4}$  majority of the board is required to approve an application.
- 3) If approved, the chapter president must complete the membership transfer application, which may be obtained from the region's AD-NRHH.
- 4) 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.
- 5) The completed application shall be submitted to the region's NRHH for approval. It is the right of the 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.
- 6) 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 required, with a tie-breaking vote if necessary.

## **Section E: Member Removal Policy**

- a) The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations. (See Article 4: Section B).
- 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:
  - i. The member and/or chapter Executive Board members must complete the NRHH Member Removal Application.
  - ii. This form can be obtained from the region's AD-NRHH.
  - iii. The form must include electronic signatures of the chapter President and chapter Advisor.
  - iv. This form must be submitted electronically.
- d) The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
- e) The amount of members for removal is up to the discretion of the Executive Board.
- f) 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 incomplete application form.
  - ii. The region's AD-NRHH does not believe that sufficient measures have been taken by the Executive Board to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- g) If the member and/or chapter Executive Board wish to appeal the decision, they must appeal to the Regional AD-NRHH through written requests as to why the Candidate deserves to continue as a member of NRHH.

## **Article Five: Recruitment**

### **Section A: Timeline of Nomination, Selection, and Induction Process**

- 1) At the beginning of each semester, the Executive Board shall create a timeline for inductions. This timeline shall include the dates for the nomination period, information sessions, nominee application deadline, executive application response deadline, and induction ceremony.
  - a) The minimum time period between executive application response deadline and the induction ceremony is one week.
  - b) The maximum time period between nominee application deadline and executive application response deadline is one week.
  - c) The minimum time period between the last information session and the nominee application deadline is one week.
  - d) The official nomination period for induction must be open for at least two weeks before closing.

- e) Information sessions for NRHH will address the requirements and responsibilities of inducted members into NRHH, as well as list the nominee application deadline, executive application response deadline, and induction ceremony dates.

## **Section B: Nomination Procedure**

- 1) The Executive Board shall call upon active NRHH members, staff and student leaders (i.e. Resident Advisors, RHA executive board, etc.) for nominations.
  - a) The request for nominations, and the information required to submit a nomination must be given in person to Resident Advisors, RHA executive board, NRHH members, and staff members at least two weeks before the close of the nomination period.
    - i) Presenting this information at a Resident Advisor Seminar is sufficient for giving said information to Resident Advisors and staff.
    - ii) Presenting this information at a regularly scheduled NRHH meeting is sufficient for giving said information to NRHH members.
    - iii) Presenting this information at a RHA general body meeting or a RHA executive board meeting is sufficient for giving said information to the RHA executive board.
- 2) Nominations shall be submitted to the Recognition Chair as deemed fit by the Recognition Chair. The information for nominations must be given two weeks prior to the nomination period closing. All nominations will be accepted until the nomination period closes.
- 3) Nominations shall include the nominee's contact information and any other relevant information the Executive board deems necessary. Required information must be given when requesting nominations from Resident Advisors, RHA executive board, NRHH members, and staff members.

## **Section C: Nominee Requirements**

- 1) Nominees must currently reside on campus.
- 2) Nominees must be committed to living on campus for the remainder of the academic year.
  - a) Temporary leaves from on-campus housing such as, but not limited to, internships, study abroad or military duty are the only exceptions.
- 3) Nominees must have resided in on-campus housing for at least two semesters (including the present semester).
  - a) Residency in on-campus housing does not, by necessity, need to be at the University of New Mexico, but does, by necessity, be at the collegiate level.
- 4) Nominees must plan on living on campus for at least one semester following their induction.
  - a) Students seeking to study abroad are the only exceptions.
- 5) Nominees must have a cumulative GPA of at least 3.0 on the 4.0 scale.

## **Section D: Selection Process**

- 1) Upon completion of the nomination process the Executive Board shall send informational materials to all the nominees, additional information not provided in the nomination may also be requested.



- 2) Nominees shall be invited to an information session to learn about NRHH, requirements for membership, and the responsibilities of membership.
- 3) Only nominees who attend an information session may be considered for induction.
  - a) Exceptions may be made if nominees are unable to attend any scheduled information sessions, and make arrangements with a member of the NRHH Executive Board or Advisor(s) for a concession.
- 4) Nominees must submit an application to NRHH before the nominee application deadline to be considered for induction into NRHH.
- 5) At no time shall the Active membership of this chapter exceed 1% of the total campus population, or twenty members, whichever is larger.
- 6) Selection for induction shall be done by a vote by the NRHH Executive Board, after due consideration of the candidate and the candidate's application.
  - a) Due consideration requires each application to be read by each NRHH Executive Board member, and a group discussion of each individual candidate amounting to at least three minutes for each candidate.
  - b) A vote that results in a tie by the NRHH Executive Board will go to a revote.
  - c) In the event of a second tie, the NRHH Advisor(s) will break the tie.

### **Section E: Induction Oath**

- 1) The Induction Oath is as follows:

“I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Cherry & Silver Chapter of the National Residence Hall Honorary at the University of New Mexico. I promise to continue the tradition of recognition, service, scholastics and leadership. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”

### **Section F: Diamond Duos**

- 1) At the Induction Ceremony, newly inducted members will receive a Diamond Duo.
- 2) The Diamond Duo will act as an advisor/mentor to the new inducted member and will provide assistance.
- 3) The Diamond Duo's will hold each other accountable for attending NRHH functions and maintaining a positive attitude.
  - a) Diamond Duos will sit next to each other at weekly meetings for the remainder of their inducted semester
  - b) Diamond Duos will be assigned to the same committee for the remainder of their inducted semester
- 4) Diamond Duos will be assigned based on both members of the Diamond Duo's preference.
  - a) Exceptions can be made due to member count on a yearly basis.

- b) Seniors in their last semester will not be a Diamond Duo for the new class unless otherwise specified or requested.

## Article Six: Executive Structure

### Section A: Executive Board

- 1) The executive board shall be comprised of the President, Director of Leadership, Director of Recognition, and Director of Service. An individual member of the executive board shall be referred to as an officer.

### Section B: The President

- 1) The President shall be responsible for the strategic plan of both the executive board and NRHH.
  - a) This includes, but is not limited to, goal setting, ensuring and encouraging progress toward set goals, and coordinating events to help meet the goals outlined in the plan.
- 2) The President shall coordinate the activities within NRHH.
- 3) The President shall prepare the agenda for and preside over Chapter meetings and Executive Board meetings.
- 4) The President shall create committees as necessary.
- 5) The President shall act as the official spokesperson and liaison to outside organizations and groups, particularly RHA.
- 6) The President shall track and record information on membership information and attendance.
- 7) The President shall encourage and support NRHH Director's in their efforts.
- 8) The President shall enforce and maintain the constitution.
- 9) The President shall serve as representative to all NACURH, Inc. events, meetings, and activities unless a proxy is appointed.
- 10) The President shall be responsible for the ordering of supplies from the NSRO.
- 11) In conjunction with the NRHH Director of Recognition and the RHA President, the President shall help organize the RHA/NRHH end of the year banquet.
- 12) The President must attend the NRHH inductions ceremony.

### Section C: The Director of Leadership

- 1) The Director of Leadership shall oversee designated and ad hoc committees.
- 2) The Director of Leadership shall be responsible for encouraging leadership within NRHH. This includes, but is not limited to, planning leadership-based programs.
- 3) The Director of Leadership shall head ResTalks
  - a. As the chair of ResTalks, the Director of Leadership shall plan the event to take place in the Spring semester of each academic year.
  - b. The Director of Leadership shall head all coordination and planning for the event.
- 4) The Director of Leadership must attend the NRHH induction ceremony.
- 5) The Director of Leadership shall be responsible for hosting two programs a month.

- 6) The Director of Leadership shall be responsible for presenting a leadership skill of the week at each General Board meeting.
- 7) The Director of Leadership shall be the chair of the New Mexico Housing and Leadership Development Summit
- 8) a. As the chair of the conference, the Director of Leadership shall plan the conference to take place in the fall semester of each academic year.
- 9) b. The Director of Leadership will be in charge of all conference coordination and planning

#### **Section D: Director of Communications**

- 1) The Director of Communications shall preside as President in the absence of the President.
- 2) The Director of Leadership shall oversee designated and ad hoc committees.
- 3) The Director of Communications shall write one newsletter a month that will highlight our NRHH Chapter.
- 4) The Director of Communications shall establish and update the NRHH's financial budget with the Advisor.
- 5) The Director of Communications shall keep accurate records of all money spent by the chapter.
- 6) The Director of Communications shall file paperwork pertaining to funding requests from RHA and budget proposals.
- 7) The Director of Communications shall take minutes of all Chapter and Executive Board meetings.
- 8) The Director of Communications shall have presentable copies of both General Board meetings' and open Executive Board meetings' minutes be made available to all members by the next General Board meeting.
- 9) The Director of Communications shall be responsible for building the Social Media Page(s) of the NRHH Cherry and Silver Chapter in conjunction with the Executive Board.
- 10) The Director of Communications shall handle chartering the NRHH chapter with the Student Activities Center (SAC).
- 11) The Director of Communications shall keep communications with NRHH alumni.
- 12) The Director of Communications shall maintain the constitution.
- 13) The Director of Communications must attend the NRHH induction ceremony.

#### **Section E: The Director of Recognition**

- 1) The Director of Recognition shall oversee designated and ad hoc committees.
- 2) The Director of Recognition shall oversee the OTM (of the month awards) submission process.
  - a. In conjunction with the President, the Director of Recognition shall appoint the campus OTM selection committee no later than August 31<sup>st</sup> of each year.
  - b. The Director of Recognition shall be responsible for creating and distributing campus winning OTM certificates monthly.
- 3) The Director of Recognition shall work with Residence Life and Student Housing and American Campus Communities to promote OTM awards.

- 4) The Director of Recognition shall coordinate the membership selection process and the new member induction ceremony.
- 5) The Director of Recognition shall promote member retention efforts.
- 6) In conjunction with the NRHH and RHA President, the Director of Recognition shall help organize the RHA/NRHH end of year banquet.
- 7) The Director of Recognition must attend the NRHH induction ceremony.

### **Section F: The Director of Service**

- 1) The Director of Service shall oversee designated and ad hoc committees.
- 2) The Director of Service shall facilitate passive and active programming efforts for members and deserving parties.
- 3) The Director of Service shall research new service programs
- 4) The Director of Service shall implement and program the iAct initiative developed by the Intermountain Affiliate.
- 5) The Director of Service shall coordinate social activities for NRHH members.
- 6) The Director of Service must attend the NRHH induction ceremony.

### **Section G: Advisor(s)**

- 1) The advisor(s) shall act as a liaison between Residential Life and Student Housing, American Campus Communities, and the NRHH Executive Board.
- 2) The advisor(s) shall advise the Executive Board and general members, in and outside of meetings.
- 3) The advisor(s) will keep a record of grade reports of every active member to ensure membership eligibility and will work closely with the Director of Communications to maintain the NRHH budget.
- 4) The advisor(s) will be in charge of screening applicants for grade requirements during application season.
- 5) The advisor(s) must attend the NRHH induction ceremony.

### **Section H: Vacancy of Office**

- 1) Should any position become vacant during the term, an election shall be held to fill the vacancy at the next scheduled meeting.
  - a) If the vacancy occurs within 24 hours before the next scheduled meeting, the election to fill the vacancy shall occur at the scheduled meeting, which next follows the next scheduled meeting.
- 2) Any candidate seeking a vacated position must fulfill the requirements for said position.

## Article Seven: Election Code

### **Section A: Requirements for Candidacy of Director Positions**

- 1) All candidates for a Director position must be an active member for the year in which they intend to hold office.
- 2) All candidates for a Director position must be in good standing with the university.

### **Section B: Requirements for Candidacy of President Position**

- 3) All candidates for the President position must have been active members for at least one semester, including the semester in which they are running, but not the semester they were inducted.
- 4) All candidates for the President position must be an active member for the year in which they intend to hold office.
- 5) All candidates for the President position must be in good standing with the university.

### **Section C: Election Procedure**

- 1) Elections shall be held each spring at least two weeks before the last regularly scheduled general board meeting. .
- 2) All prospective candidates must submit a letter of intent to the President and Advisor at least 2 weeks prior to the elections.
  - a) The president will specify the means in which intents must be submitted at least two weeks before intents are due.
  - b) If the president wishes to run for an office, they must submit their letter of intent to the advisor(s) at least two weeks prior to the elections.
  - c) If an insufficient amount of intents are received, the president and advisor can choose to extend the deadline and intents and adjust the elections timeline accordingly.
- 3) All prospective candidates must submit an application to the president and advisor at least one week prior to elections
  - a) The application guidelines will be released by the president at least three weeks prior to the application deadline.
  - b) The application shall contain questions related to the candidate's eligibility to run for an officer position and questions related to the candidate's goals and visions for the position.
  - c) The portion of the application relating to the candidate's goals and vision for the position shall be released to the general board no later than five (5) days prior to the election.
- 4) On the day of elections, each candidate will be allowed a presentation not to exceed five minutes.
- 5) A five minute, extendable, question and answer period will follow each candidate's presentation.
- 6) A ten minute, extendable, discussion period will follow after all presentations and question and answer periods.
  - a) All candidates must be discussed in this discussion period.

- i) During this discussion period, no candidates running for the position being discussed may be in the room.
- 7) All votes shall be given by secret ballot.
- 8) Winners will receive 50% plus one of the votes cast in the election of the office, also known as a simple majority.
  - a) In the event that no candidate receives a simple majority, and there are three or more candidates, the candidate with least votes shall be removed from the ballot. Then a three minute, extendable, discussion period will follow before an immediate runoff election shall take place.
    - i) In the event that two or more candidates tie for the candidate with the least votes, then all candidates whom received the least number of votes shall be removed from the ballot, except in the event that the removal of these candidates results in only one candidate remaining.
  - b) In the event that a vote of “No Confidence” reaches a simple majority, or no candidate submitted a letter of intent 24 hours prior to the election, an election, taking nominations from the floor will commence, with all the same structure as listed in VII.C.4 -8.
- 9) Newly elected officers shall take office at the end of the last regularly scheduled general board meeting of the spring semester.
  - a) Newly elected officers shall shadow the current officers from the time they are elected until the time they take office.

**Section D: Officer Oath**

- 1) The Officer Oath is as follows:

“I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Cherry& Silver Chapter of the National Residence Hall Honorary at the University of New Mexico. I solemnly swear, as an executive officer, to serve the Cherry & Silver Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, NRHH, as well as, the well-being of the chapter.”

**Article Eight: Removal of Officers**

**Section A: Grounds for Removal**

- 1) If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

**Section B: Removal Procedures**

- 1) In order for the removal process to occur, a written complaint must be made and turned in to the NRHH Advisor(s). This may be done by any NRHH active member.
- 2) The NRHH Advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.

- 3) The NRHH Advisor(s) will then select a committee of 2 officers and 3 members to review the case.
  - a) The committee may not include the officer in question.
  - b) A review of the candidate must be conducted by the committee within 3 business days of the formation of the committee.
- 4) If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position.
- 5) If there is a majority vote from the committee to remove the officer, then the NRHH chapter will be presented the situation by the committee.
  - a) This presentation will take place at the next scheduled NRHH chapter meeting after the completion of the committee's review. The presentation will not exceed five minutes followed by the officer making their presentation, which will not exceed five minutes.
- 6) A three minute, extendable, question and answer period immediately after each presentation. There will be no discussion afterwards.
  - a) Questions must only be addressed to the party that has most recently presented.
- 7) An officer shall be removed from office if two thirds of members present with voting rights vote in favor of removal.
  - a) An election for the now vacated office will occur at the next regularly scheduled meeting.

## Article Nine: Meetings

### Section A: Structure

- 1) A meeting must take place no later than the third week of the semester during a day, time, and location to be announced publically by the executive board.
- 2) Meetings shall follow the agenda prepared by the President.
- 3) Each agenda shall leave time for all Executive Board members to make announcements.
- 4) Each agenda shall leave time for committee time.

### Section B: Emergency Meetings

- 1) Emergency Meetings shall be held if amendments to the constitution have been submitted, if a motion for removal of an Executive Board member has been made, or at the discretionary of the President, the Executive Board and the Advisor(s).

### Section C: General Voting

- 1) General voting is considered to be any voting that is open to the all NRHH active members.
  - a) The President shall only vote in a tie
- 2) Executive Board Voting
  - a) Each officer, excluding the President, shall receive one vote in each voting matter.
  - b) The President shall only vote to break a tie.
- 3) The Advisor(s) shall receive no votes, but may be present for all voting matters.
- 4) Chapter Members Voting

- a) Each Active member shall receive one vote in each voting matter, unless they have lost their voting rights for the semester.
- b) Alumni, Early Alumni and Honorary members do not vote.
- 5) Voting Procedure
  - a) All votes shall be a simple majority of the Active members present with voting rights unless otherwise specified by the Executive Board.
- 6) Tie Breaking Procedures
  - a) All tie ballots shall be immediately re-cast.
  - b) In the event of a second tie, the President shall break the tie.
- 7) Secret Ballots
  - a) All votes concerning elections, as well as officer removal must be done by secret ballot.
  - b) Any NRHH active member with voting rights may make a request for any other vote to be done by secret ballot, and that request must be honored.

### **Section D: Absences**

- 1) All absences must be labeled as Excused or Unexcused
- 2) Absences may be excused by the President in the following manner:
  - a) A reason for the absence must be submitted to the President 24 hours prior to the meeting.
  - b) The President may then accept the statement and excuse the absence if the President believes the circumstances call for such an action.
  - c) Exceptions may be made for emergency after the fact.
- 3) Absences may be considered unexcused by the President if:
  - a) The reason is not justifiable.
  - b) The excuse is not given 24 hours prior to the meeting.
- 4) The President will notify the Director of Leadership of the member's absence and distinguish the absence as excused or unexcused.
- 5) The member may appeal the decision of the unexcused absence in writing to the Executive Board.
- 6) Members will lose voting privileges for one semester if they have two unexcused absences in any given semester.

## Article Ten: Chapter Traditional Functions

### **Section A: OTMs**

- 1) This chapter shall give out awards for those individuals who write OTMs and submit them to our chapter.

### **Section B: Other Recognition**

- 1) This chapter shall continue its monthly recognition of individuals, systems, or whatever they deem necessary that deserves to be appreciated. This recognition is inclusive of, but not limited to the housing community.



## Article Eleven: Chapter Pin Awarding Procedures

### Section A: Membership Pin

- 1) The requirement for the National Residence Hall Honorary membership pin is induction into the Cherry & Silver Chapter.

### Section B: Outstanding Leadership and Service Pin

- 1) This pin is the highest individual honor an NRHH Chapter can award to its members.
- 2) The pin shall be awarded to NRHH Members (active, alumni, or honorary) that have provided outstanding leadership and service to their NRHH Chapter.
- 3) The pins shall be purchased from the NSRO by the President.
- 4) Nominations for this pin shall occur at least two weeks before the RHA/NRHH end of year banquet.
- 5) The award recipients shall be selected by the President, with input from the Executive Board and Advisor(s).
  - a) The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
  - b) In the event the Executive Board and the Advisor(s) find no member has demonstrated the leadership and service to earn this award, the pin does not have to be awarded to any individual.

### Section C: Bronze Pin

- 1) This pin is the highest individual honor given on the campus level.
- 2) The NRHH President shall meet with the RHA President at least one week before the RHA/NRHH end of the year banquet to determine recipients for this pin.
  - a. In the case of a disagreement, the NRHH president shall have final authority on the recipients of this pin.
- 3) The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations.
- 4) The pins shall be purchased from the NSRO by the President.
- 5) The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
  - a) In the event the President finds no member has demonstrated the leadership and service to earn this award, the pin does not have to be awarded to any individual.

## Article Twelve: Chapter Cord

### Section A: Cord Eligibility

- 1) An eligible member seeking an NRHH Cord upon graduation must be in good standing with NRHH.
  - a) Attendance of all induction ceremonies is mandatory and may not be missed unless given expressed permission from the executive board for a reasonable excuse.
  - b) Participating in recognition, service, or leadership is an acceptable way to replace meetings or programs, with the exception of induction ceremonies, an applicant has missed.
- 2) All non-active cord applicant members (Alumni and Early Alumni) must submit a 750-1000 word essay describing their roles in NRHH, the experience within the organization, and why they have earned an NRHH Cord.
  - a) Applications for cords will be due at the same time as nominee applications are for induction into NRHH.
- 3) All cord applicants will have completed 10 hours of community service a semester since inductions.
- 4) All alumni members are still eligible for cords, given that they completed all requirements while residents and members of NRHH and submitted their essays as specified.
- 5) All applicants must complete 9 OTMs a year.
  - a) 1 OTM is to be completed for the months of August, September, October, November, December, January, February, March, and April.
- 6) Special exception, such as failure to meet the attendance requirement with a reasonable excuse and completing 1 OTMs for the given months, and all final decisions will be made by the current executive board in addition to the advisor(s) of the time.
- 7) Executive board members, in addition to the NRHH Advisor(s), shall process the applications for cords at the specified times.
  - a) If at least half of the executive board are applying for cords, or graduating, a committee of 4 active members and the NRHH Advisor(s) will be formed to review the cord applications.

## Article Thirteen: Amendments to the Constitution

- 1) Amendments may be submitted by any active member of the chapter in writing to the Director of Communications
  - a) The amendment will be presented to the general body by the member proposing it.
  - b) The President will call either a meeting with one week's notice, or an email vote lasting one week.

- i) Voting on the amendment to the constitution at the next regularly scheduled meeting is appropriate, if the meeting is more than a week away.
- c) Amendments to the constitution may then be adopted or amended by a two-thirds vote of Active members.

## Article Fourteen: Affiliation

- 1) The chapter will be affiliated with the National Residence Hall Honorary branch of the National Association of College and University Residence Halls (NACURH-NRHH), and be affiliated with the Intermountain Affiliate of said organization, (IACURH). The chapter must follow the rules and by-laws of NRHH. In the case of a conflict between NACURH and IACURH NRHH and the University of New Mexico NRHH rules, the University's rules and by-laws shall take precedence.

## Article Fifteen: Finances

### Section A: General Description

- 1) The Director of Communications, in conjunction with the Advisor(s), shall be in charge of handling the chapter's budget and finances.
- 2) Funds for NRHH shall be received from UNM Department of Residence Life and Student Housing, set aside by Residence Life managers and the NRHH Advisor(s).
  - a) In the event that the UNM Department of Residence Life and Student Housing does not or cannot provide funds for NRHH, or the funds are deemed inadequate, individual dues may be collected, by a three-fourths vote of NRHH active members.
- 3) All expenditures must be approved by the General Board.
  - a. Exceptions can be made in the case that the Executive Board is providing a secret program for the General Board.
- 4) The NRHH Advisor(s) has the power to reject the purchase of any good or service proposed by NRHH.

### Section B: National Affiliation:

- 1) NRHH shall pay chapter dues each year to the national office of the NRHH in order to remain in good standing with IACURH and NACURH. Approval from the majority of active members is required only when the national office increases the cost of chapter dues.
- 2) The President of NRHH shall be responsible for the confirmation that affiliation dues have been paid by NRHH's sister organization, the UNM RHA.

a) In the event that UNM RHA has not or cannot pay affiliation dues, individual dues may be collected, by a three-fourths majority vote of NRHH, and used to pay for affiliation.

## Article Sixteen: Enactment

- 1) This constitution must be ratified by a two-thirds vote of Active members of The Cherry & Silver Chapter.

