

# Colorado State University

## RAMS Chapter of the National Residence Hall Honorary

### CONSTITUTION

We, the members of this organization, in order to develop Colorado State University students into responsible future leaders for the global community through Leadership, Service, Advocacy, and Recognition, do ordain and establish this Constitution and any Bylaws for government of this organization, not to supercede any policies, rules, or procedures set forth by Colorado State University and its University Housing and Dining Services.

#### ARTICLE I. Name, Association, & Language

##### Section 1. Name

This organization shall be named the Rams Chapter at Colorado State University of the National Residence Hall Honorary.

##### Section 2. Authorization

The National Residence Hall Honorary is a national organization and branch of the National Association of College and University Residence Halls Incorporated, hereby abbreviated as NACURH, Inc. By the ratification of the Constitution, the Rams Chapter of NRHH will be an affiliated and officially recognized chapter of NRHH and NACURH, Inc.

##### Section 3. Associations with NACURH, Inc.

NACURH, Inc. is an internationally recognized organization dedicated to connecting and improving residence life systems of higher education institutions. The NACURH Annual Conference provides a programming, legislative, and recognition platform that involves many member universities, including The Rams Chapter at Colorado State University of the National Residence Hall Honorary.

*Sub Section a. IACURH*

The Rams Chapter at Colorado State University of the National Residence Hall Honorary falls under the administration of the Intermountain Affiliation of College and University Residence Halls, abbreviated IACURH, which is one of eight regions of NACURH, Inc.

The Rams Chapter at Colorado State University of the National Residence Hall Honorary attends the annual IACURH Regional Conference, the annual IACURH Business Conference, and other regional/national chapter-based conferences.

*Sub Section b. AD-NRHH*

The AD-NRHH references the Associate Director of the National Residence Hall Honorary, which conducts business involving the National Residence Hall Honorary at the regional level of NACURH, Inc. NRHH shall coordinate with the IACURH AD-NRHH for information involving conferences, national standards, and membership.

Section 4. Associations with Residential Leadership Programs

Residential Leadership Programs, hereby abbreviated RLP, is a coalition of the Rams Chapter at Colorado State University of the National Residence Hall Honorary, the Residence Hall Association, and all the Community Councils (CCs) on campus with a collective goal to benefit the residential experience at Colorado State University. RLP is headquartered out of Durrell 112.

*Sub Section a. The Residence Hall Association*

The Rams Chapter at Colorado State University of the National Residence Hall Honorary is a sister organization of Colorado State University's Residence Hall Association. Each Cabinet position in the Rams Chapter at Colorado State University of the National Residence Hall Honorary has a counterpart in the Residence Hall Association, outlined in Article XI,

Section 8 *Accountabilibuddies*, to facilitate cross-organization partnership and communication.

*Sub Section b. Community Councils (CCs)*

Each of the twelve (12) residence halls are divided into four (4) communities which each have a CC, which acts as a decision making and executing body for residential programing. Each CC has an elected executive board, including three (3) NRHH Representatives, made of residents from the respective Residence Halls and Complexes. The Rams Chapter at Colorado State University of the National Residence Hall Honorary works with the CCs to conduct programs and to provide organizational guidance and support.

Section 5. General Definitions

*Sub Section a. NRHH*

Herein, NRHH refers only to the Rams Chapter at Colorado State University of the National Residence Hall Honorary unless stated otherwise.

*Sub Section b. Cabinet*

Herein, cabinet refers only to the executive board members of the Rams Chapter at Colorado State University of NRHH unless stated otherwise.

*Sub Section c. CSU*

Herein, CSU refers to the Colorado State University system as it pertains to the Fort Collins campus where NRHH operates.

*Sub Section d. Residence Hall*

A residence hall, or simply hall, references any of the twelve buildings and building complexes on the CSU campus designated as a student living community and represented by a CC.

These buildings and complexes include: (1) Academic Village, which encompasses the Aspen, Engineering, and Honors buildings, (2) Allison Hall, (3) Braiden Hall, (4) Corbett Hall, (5) Edwards Hall, (6) Ingersoll Hall, (7) Laurel Village, which encompasses the Alpine and Piñon buildings, (8) Newsom Hall, (9) Parmelee Hall, (10) Summit Hall, and (11) Durward Hall, and (12) Westfall Hall.

Residence halls exclude CSU owned apartments and any other buildings not listed.

*Sub Section e.            Resident*

A resident is any CSU-enrolled student living in a residence hall or University owned apartments.

*Sub Section f.            Residential Community*

Residential community refers to the network of residence halls, apartments, and on- and off-campus students.

*Sub Section g.            Housing and Dining Services*

Housing and Dining Services (HDS) refers to the department of professional staff that organize, operate, and provide oversight for all on-campus residential needs, processes, and policies.

## **ARTICLE II.    Purpose**

The purpose of NRHH is to develop responsible future leaders for the global community by engaging and empowering students through the NRHH values: Leadership, Service, Advocacy, and Recognition. NRHH is a leadership-based honorary group comprised of exemplary residential students who value recognition and service. We focus on providing a personal and professional development experience, and our emphasis is on all of the aforementioned original values.

### **ARTICLE III. Vision and Mission Statement**

Section 1. NACURH, Inc. National Residence Hall Honorary Vision

The National Residence Hall Honorary strives to unite a community of distinguished members who embody the values of service and recognition through a lifelong commitment to the honorary.

Section 2. NACURH, Inc. National Residence Hall Honorary Mission Statement

As an honorary, the National Residence Hall Honorary provides a dynamic leadership experience by promoting recognition and service. Through this, National Residence Hall Honorary chapters offer our members diverse avenues to grow and succeed in the residence halls and as engaged members in their communities.

Section 3. CSU NRHH Mission Statement

As an honorary, NRHH provides dynamic leadership experience by promoting recognition, service, leadership development, advocacy, and academic achievement. Through this and engagement with the Fort Collins community, NRHH offers members diverse avenues to grow and succeed in the CSU residence halls and apartments.

### **ARTICLE IV. Membership**

Section 1. CSU Non-Discrimination Statement

As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

Section 2. Membership Cap

The number of inducted On-Campus Members shall be no more than one percent (1%), rounded up to the nearest whole resident, of all students living in the residence halls.

This cap shall be calculated each year based on the CSU-approved census of campus

residents.

Section 3. Opportunity for Membership

Membership, with the right to vote and hold office, is open to any CSU student assuming said student meets the *Candidate Member Qualifications* outlined in Section 4, successfully completes the Application and Selection Procedure outlined in Section 5 and Section 6, and complies with the *Membership Duties and Requirements* of their respective *Membership Types* outlined in Section 10 and Section 9, respectively.

Section 4. Candidate Membership Qualifications

A prospective student applying for NRHH membership, also known as a Candidate Member:

1. Shall have resided in a CSU residence hall, including CSU-owned apartments, for at least one semester, excluding summer semesters. The qualifying semester includes the semester of application and selection under the pretense that the student will finish the remainder of the semester as a CSU resident in the residence hall system. The student need not live on campus during the time of application if they previously lived in a residence hall during their time at CSU.
2. Shall have exhibited an interest in leadership and service to the CSU residential community.
3. Shall be in good academic standing as determined by the CSU Scholastic Standards, with at least a 2.5 cumulative GPA distributed by the CSU Registrar's Office, both of which are approved by the NRHH Advisor(s).
4. Shall be in good disciplinary standing according to CSU's Student Resolution Center. Waivers to these qualifications may be granted at the discretion of the Vice President of Advocacy and Finance and Advisor(s).
5. Shall have completed Candidate Member Education.

Section 5. Membership Application

The Membership Application shall be created by the NRHH Cabinet defined in Article VI *Cabinet*. The Membership Application must include questions about the applicant's

identity, perspective, experience, and interest in NRHH membership. An outline for the application shall be detailed in Article II of the Bylaws.

There will be no Membership Application deadline date and time. The application must be posted to the NRHH website, <https://nrhh.colostate.edu>.

## Section 6. Membership Selection Procedure

### *Sub Section a. Membership Nomination and Interest*

Membership Nomination refers to the formal recognition of a student as a candidate for NRHH membership to Cabinet, whereby the nominee will be notified of their nomination, nominator, and the application process. Any faculty, staff, or student affiliated with CSU may nominate a student who meets the Candidate Membership requirements, excluding the Candidate Membership Education, for membership.

A Prospective Member does not need Nomination to apply to NRHH.

### *Sub Section b. Possibility for Membership Selection*

To be considered for Membership Selection, a nominated or interested Candidate Member shall have truthfully and to the best of their knowledge completed and submitted the Membership Application via the NRHH website.

### *Sub Section c. Selection Committee*

The Selection Committee shall be formed of the current NRHH Cabinet members. Names of applicants will not be revealed to the Selection Committee, excluding the NRHH President, until the voting process is completed to reduce possible applicant bias. The President will know the names of the applicants and will not have a vote during the selection process. The NRHH Advisor does not have a vote during the Selection

Vote, but should be present during voting discussion to ensure applicants are treated equally.

*Sub Section d. Selection Standards*

The number of applicants selected for induction, when added to the current number of members, shall not exceed one percent (1%) of the total population of the residence halls, including CSU-owned apartments.

Differentiating Selection Standards shall be determined by the Selection Committee prior to reviewing applications and voting. Selection Standards must be implemented fairly across all applications, excluding discussions of the applications as an entire committee. Selection Standards are designed to standardize the applicant pool such that applications may be justly rated amongst the Selection Committee members to ease the voting process.

*Sub Section e. Selection Voting*

The applicants will be identified by numbers assigned by the Vice President of Recognition and Service. Voting Cabinet members may cast a vote of induct with confidence, induct with reservation, or do not induct. Applicants will be ranked by the proportion of votes to induct with confidence, then to induct with reservation, and finally to not induct. Inductees will be selected from the first rank to as many new members that the Membership Cap will permit. However, the number of inductees need not total this allowance as Cabinet deems fit through an Executive Decision.

Section 7. Induction

The Induction ceremony shall be held for selected applicants at a time, place, and date determined by NRHH Cabinet. NRHH Cabinet and Advisors must attend the Induction. Selected applicants must attend the Induction to receive full membership with the



exception of candidate members who have been excused by the Vice President of Recognition and Service. Waivers to Induction attendance may be given at the discretion of the Vice President of Recognition and Service.

The induction ceremony must meet the requirements of candidate member education, as set forth by NACURH NRHH standards. This member education must cover:

1. NRHH History
2. OTMs
3. Membership Qualifications
4. Membership Selection Process

#### Section 8. NRHH Membership Transfer Policy

Any National Residence Hall Honorary member transferring schools of higher education, including incoming graduate and doctoral programs, may apply to have membership transferred from their outgoing institution to the Rams Chapter of NRHH.

NRHH is able to accept or reject transfer members at its own discretion. If accepted, a transfer member shall become a member of the new chapter. The Membership Transfer policy occurs as follows:

1. The student applying to transfer their membership must be fully matriculated to the new institution.
2. The student seeking to transfer membership must contact the President and Advisor in writing to detail 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 NRHH at CSU.
3. The transfer member must receive fifty percent plus one (50%+1) votes rounded up to the nearest whole vote from the Selection Committee defined in Section 6, Part c.

If approved, the student must complete the Membership Transfer Application, which is obtained from the IACURH Assistant Director for the National Residence Hall Honorary (AD-NRHH). The Membership Transfer Application shall include the signatures of the incoming or current NRHH President, the NRHH Advisor(s), and the Transfer Member.

It is the right of the AD-NRHH to deny requests for reasons including, but not limited to an incomplete application form or the addition of the Transfer Member would exceed the Membership Cap.

If the Transfer Member or NRHH wishes to question the decision of the AD-NRHH, an appeal may be made to the NACURH National Board. The decision of NACURH National Board shall be final. In the event of the appeal each AD-NRHH shall have one vote and a simple majority shall decide the outcome, with a tie-breaking vote when necessary.

An accepted Transfer Member does not require Induction to receive full membership status.

#### Section 9. Membership Types

The following Membership Types apply to existing Members, accepted Transfer Members, and selected and inducted Candidate Members based on their living arrangements and statuses as CSU students. A Member's membership status may change to adapt to new living and student circumstances. All forms of membership except for Lifelong Members will be considered for the Membership Cap.

##### *Sub Section a. On-Campus Membership*

An On-Campus Member has been inducted into NRHH, is an enrolled CSU student, and currently lives on the CSU campus, including CSU-owned apartments.

##### *Sub Section b. Off-Campus Membership*

An Off-Campus Member has been inducted into NRHH, is an enrolled CSU student, and currently lives off the CSU campus.

##### *Sub Section c. Opportunity for Membership Amendments*

Amendments can be made to On Campus Membership and Off Campus

Membership, candidates for these amendments must belong to either group in order to qualify. These amendments are not final, and Cabinet has the option to withdraw this option at any point they deem necessary. To be clear, Membership Amendments are a way to keep members involved when they are serving our campus or greater community. Amended Membership Options are NOT a form of membership. The opportunity for an amended membership is available to a member who feels that their involvement in other University activities, outside school jobs, or any other extracurricular activity impairs their ability to complete CSU Ram's Chapter Membership requirements. These amendments to membership must be requested by the member and will be considered by cabinet. The Cabinet must be unanimous in their decision to approve the amendments proposed. The details for which requirements shall be amended shall be decided on by cabinet and the member requesting. A minimum amount of requirements should be considered when deciding the member's amended requirements. GPA Requirements shall not be amended per NACURH Guidelines. Each of the pillars must be met in some fashion as per NACURH guidelines. Members with amendments shall not be considered for NRHH Cabinet positions unless they complete all on campus requirements the semester of election. Any questions or concerns about amendments to membership should be directed to the NRHH President. This is NOT an additional form of membership. Opportunities for membership amendment allows for an approved "choose-your-own" involvement within the NRHH Rams Chapter.

*Sub Section c.*

*Lifelong Membership*

A Lifelong Member is an inducted NRHH member in good standing with the organization that is no longer enrolled as a CSU student.

Lifelong Members do not contribute to the Membership Cap and are not beholden to the Temporary Leave policy outlined in Article IV, Section 12

*Temporary Leave.* Lifelong members may not vote in NRHH matters or hold Cabinet positions.

## Section 10. Membership Duties and Requirements

### *Sub Section a. On-Campus Membership*

#### On-Campus Members:

1. Shall reside in a CSU residence hall or University owned apartment.
2. Shall be in good academic standing as determined by the CSU Scholastic Standards and maintain at least a 2.5 cumulative GPA distributed by the CSU Registrar's Office for each semester of membership. Academic standing and GPA will be verified by the NRHH Advisor(s).
3. Shall be in good disciplinary standing according to CSU's Student Resolution Center. Disciplinary standing shall be reviewed by the Advisor(s).
4. Shall demonstrate community service and leadership in the CSU residential community by participating in at least eight hours of service per school semester. Of these hours, at least four should be affiliated with NRHH as determined by the Vice President of Recognition and Service (VPRS). All hours must be verified by the VPRS.
5. Shall attend at least seventy five percent (75%) rounded up to the nearest whole meeting of NRHH General Body Meetings throughout the school year. Attendance shall be verified by the VPAF.
6. Shall write one Of the Month per month of the active school year. Of the Month submissions shall be verified by the VPRS.
7. Shall hold a vote in all voting procedures including, but not limited to, elections and amendments to the Constitution, if present when the question is called. Members' votes are forfeited if they are not present at the time of the vote.

8. Additionally, NRHH Members, both On and Off Campus, are required to attend the first meeting of the year in the Fall Semester in order to ratify the constitution. Members must notify both the VPAF and the President if they cannot attend the meeting. It is up to the discretion of the Cabinet if a member should be excused from this requirement.

An incomplete monthly, semester, or annual duty or responsibility must be accounted for or amended within the three month interval taking place during the fall or spring semesters, unless otherwise instructed by the President and or VPAF, to remain in good standing with NRHH.

#### Sub Section b. Off-Campus Membership

##### Off-Campus Members:

1. Shall be in good academic standing as determined by the CSU Scholastic Standards and maintain at least a 2.5 cumulative GPA distributed by the CSU Registrar's Office for each semester of membership. Academic standing and GPA will be verified by the NRHH Advisor(s).
2. Shall be in good disciplinary standing according to CSU's Student Resolution Center. Disciplinary standing shall be reviewed by the Advisor(s).
3. Shall demonstrate community service and leadership in the CSU residential community by participating in at least eight hours of service per school semester. Of these eight service hours, at least four must be affiliated with NRHH as determined by the VPRS. All hours must be verified by the VPRS.
4. Shall attend at least 50% (fifty Percent) of all general body meetings. Attendance shall be verified by the VPAF.
5. Shall write one Of the Month per month of the active school year. Of the Month submissions shall be verified by the VPRS.

6. Shall hold a vote in all voting procedures including, but not limited to, elections and amendments to the constitution, if present when the question is called. Members' votes are forfeited if they are not present at the time of the vote. As long as the individual signs the Off Campus Membership Pledge, as per NACURH Guidelines.
7. Additionally, NRHH Members, both On and Off Campus, are required to attend the first meeting of the year in the Fall Semester in order to ratify the constitution. Members must notify both the VPAF and the President if they cannot attend the meeting. It is up to the discretion of the Cabinet if a member should be excused from this requirement.

An incomplete monthly, semester, or annual duty or responsibility must be accounted for or amended within the three month interval taking place during the fall or spring semesters, unless otherwise instructed by the President and or VPAF, to remain in good standing with NRHH.

#### *Sub Section d. Lifelong Membership*

Lifelong Members:

1. Shall continue to uphold the NRHH values of Recognition and Service throughout their lifetimes.
2. Will not have voting rights
3. Will not be able to run for or hold cabinet positions

#### Section 11. Temporary Leave

Temporary Leave from CSU including, but not limited to, co-ops, internships, or study abroad, will not affect an On-Campus Member's status in NRHH. In the case of a temporary leave, the Member shall notify the Vice President of Recognition and Service in writing to detail the reason and duration of the Temporary Leave.

#### Section 12. Removal of Inducted Members

The Removal of Inducted Members may be enacted if a member can no longer meet the

NRHH Membership Duties and Requirements. NRHH reserves the discretion to submit removal requests for any number of Members.

A member shall be notified if they are being considered for removal and given a discussion for improvement. The member will be reevaluated for removal three months after notification to decide about proceeding with removal.

A Member who requests Removal must have a discussion with the President and Advisors before proceeding with the process. Adequate written notice is required at least seven days before the Member is to be removed.

To remove a Member, NRHH or the Member must electronically submit the NRHH Member Removal Application with the signatures of the President and Advisor(s) to the IACURH AD-NRHH. It is the right of the AD-NRHH to deny removal requests for reasons including, but not limited to submission of an incomplete application, or belief that sufficient measures were not taken to address the member's inactivity or ineligibility prior to submission. If NRHH or the Member wishes to challenge the decision, a written appeal may be submitted to the AD-NRHH. Once removed the Member no longer counts towards the Membership Cap.

## **ARTICLE V. Representatives**

### **Section 1. Purpose**

Representatives will link each CC at CSU to NRHH and allow NRHH to better impact the residential community. Representatives will give NRHH the opportunity to work directly with students on leadership development, academic achievement, service, advocacy, and recognition. Representatives will also become Candidate Members to provide dedicated students a streamlined path towards NRHH Membership.

### **Section 2. CC Representatives**

Each CC has the opportunity to elect at least three representatives for NRHH. A CC may elect more representatives with direct approval from the NRHH President. The

Representative election process is outlined in the CC Constitution.

Section 3. Representative Duties and Requirements

Representatives:

1. Shall serve as the primary liaison between NRHH and their CCs.
2. Shall communicate NRHH events and information at respective CC meetings.
3. Shall demonstrate community service and leadership in the CSU residential community by participating in at least internal two hours of service per school semester. All hours must be verified by the Vice President of Recognition and Service.
4. Shall attend seventy-five percent (75%) rounded up to the nearest whole meeting of NRHH General Body Meetings throughout the school year. Attendance shall be verified by the VPAF.
5. Shall write at least one Of the Month for each month of the school year. Of the Month submissions shall be verified by the VPRS.
6. Shall perform all other duties outlined in the CC Constitution.

Section 4. Removal of Representatives

Failure to meet the Representative Duties and Requirements may result in a report and recommendation of action to the representative's CC. However, it is up to each representative's CC to impeach and remove a representative. It is up to the CC in question to replace the removed Representative in compliance with the CC Constitution.

## **ARTICLE VI. Special Guests**

Section 1. Purpose

Special Guests will give NRHH the opportunity to work directly with students on leadership development, academic achievement, service, advocacy, and recognition. Special Guests in good standing will be considered Candidate Members to provide dedicated students the option towards NRHH Membership, as outlined in Article IV.



Section 2. Being a Special Guest

Any CSU affiliated individual attending an NRHH meeting is regarded as a Special Guest.

Section 3. Duties and Responsibilities

Special Guests have the opportunity to become more involved in NRHH through committees, programs, and other NRHH-related activities. Special Guests looking to become more active will talk with the Vice President of Administration and Finance, where they will then follow the same duties and responsibilities of representatives, as detailed in Article V, Section 3, but without the CC initiative.

## **ARTICLE VII. Cabinet**

Section 1. Cabinet Composition and Definition

Cabinet is composed of four elected positions within NRHH. The positions include: President, Vice President of Administration and Finance, Vice President of Recognition and Service, and Vice President of Marketing and Advocacy.

Section 2. Cabinet Position Abbreviations

Due to the length of the Cabinet positions, they may be individually referenced using the recognized abbreviations below.

1. President shall not be abbreviated.
2. Vice President of Advocacy and Finance shall be abbreviated as VPAF.
3. Vice President of Recognition and Service shall be abbreviated as VPRS.
4. Vice President of Marketing and Design shall be abbreviated as VPMD.

Section 3. Gavel Order

The Gavel Order refers to the precedence of the positions of Cabinet and the RHA President in terms of leadership over NRHH and meetings. The Gavel Order is as follows:

1. President
2. Vice President of Advocacy and Finance

3. Vice President of Recognition and Service
4. Vice President of Marketing and Design
5. RHA President

The RHA President is an ex-officio member and does hold a vote in NRHH matters as RHA President. The RHA President votes on behalf of the RHA Senate and Cabinet, their vote shall be in understanding that they are presenting applicable information to their representative party.

Section 4. Cabinet Compensation

Compensation for each of the elected Cabinet positions shall consist of full room and board paid by HDS for each contracted semester. Cabinet members will live in a residence hall determined by the NRHH Advisor(s).

To the extent possible, at least one NRHH and one RHA Cabinet member will be placed in each of the four CC areas.

If a Cabinet member does not serve an entire year, that individual will be removed from their contracted housing assignment and their compensation will be prorated to match the length of time they served in the position.

Section 5. Cabinet Position Duties and Requirements

Each Cabinet member shall sign an employment agreement with CSU HDS prior to being sworn into their position. This agreement, along with the HDS supervisor, supersedes the NRHH Constitution and Bylaws whenever the documents are in disagreement.

Cabinet members:

1. Shall be inducted NRHH On-Campus Members.
2. Shall be required to spend at least five hours each week in the Residential Leadership Programs office in the Residential Leadership Programs (hereinafter known as RLP) Office. These five hours shall be on a fixed schedule, posted in the office and made

accessible to all members by the end of training each semester.

3. Spend at least four to five additional hours in “Community Hours.” These are hours outside of the office doing work that is directly related to NRHH or RLP. This is to include but not be limited to email and chat communication, and RHA or RLP-related meetings. These hours are outlined in Article VII, Section 7, sub section b: Eligibility and Nominations.
4. Shall maintain all other duties as an On-Campus Member.

Additional duties and responsibilities of each Cabinet member shall be specified in Article IX of the Bylaws.

## Section 6. Executive Decisions

### *Sub Section a. Executive Decision Definition*

An Executive Decision refers to a Cabinet vote on NRHH sponsored activities, programs, presentations, or relationships submitted by Cabinet members or other entertained personnel to Cabinet for consideration. Such decisions are required to amend the General Body Meeting Agenda before submission to the General Body.

### *Sub Section b. Executive Decision Voting Procedure*

Executive Decisions shall be an open procedure voted on by a show of hands for or against, with abstentions, or via unanimous consent, whereby all voting members publicly agree on a single decision. Only Cabinet members, excluding the President, may vote on Executive Decisions. Votes shall be counted by the President.

A fifty percent plus one (50%+1) vote, rounded to the nearest whole vote minus abstentions, is required to issue an approving or rejecting decision. In the case of a tie, the President will cast a breaking vote.

## Section 7. Election of Cabinet Members

### *Sub Section a. Timeline*

Elections to fill the four Cabinet positions should be held in March to ensure the President-Elect will attend the conference as the NRHH Representative. Elections must also occur after the spring Induction ceremony so that new On-Campus Members may run for positions.

The election timeline must be consistent with RHA's election timeline, and must not interfere with planned events following elections, including the RLP Welcome Retreat, Transition Meetings, and Presentations of Learning.

### *Sub Section b. Eligibility and Nominations*

Any On-Campus Member may run for any Cabinet position. The only exception to this rule is in the case that a current Off-Campus member who plans on moving on-campus for the school term for which the position they are running for would be contracted for.

Nomination is the proposal of an On-Campus Member for a specific Cabinet position.

Nominations of On-Campus Members for Cabinet positions will occur at least one week prior to the start of Elections. Before each election period, nominations will open again for the remaining positions, in the event other on-campus members wanted the chance to run for a position but did not get the opportunity to be nominated prior. For any candidates that do not receive the position they ran for, they may accept an automatic nomination for all positions further down the gavel order. Any Member, Cabinet member, Representative, or RHA liaison, including the RHA President, may nominate any On-Campus Member for any Cabinet

position. A nominated On-Campus Member may decline the nomination.

Nominees are willing to commit at least fifteen to twenty hours a week to meetings, advisor one-on-ones, five *Office Hours*, four to five *Community Hours*, general organization advancement, and other tasks if elected to a Cabinet position.

*Sub Section c.*

*Election Procedure*

To proceed with the Election Procedure, a quorum of forty percent (40%) of voting members must be present. Proxies may have speaking rights, but no voting rights. Guests will receive neither speaking nor voting rights.

Elections shall be a closed procedure opened only after the completion of a Positional Election and a motion to recess entertained by the President.

The Election Procedure shall begin by appointing a Parliamentarian and a Sergeant at Arms. The Parliamentarian may be any voting or non-voting person who will ensure the Election Procedure aligns with the Constitution, and, when necessary, Robert's Rules of Order. The Sergeant at Arms must be a non-voting person who allows entry and exit of electoral personnel as requested by the chair of the Election Procedure.

Elections of each position will occur in the Gavel Order outlined in Article V, Section 3, excluding the RHA President.

The NRHH President shall oversee Elections. However, should the current President be running for reelection or another position, the chair shall be turned over to the next-highest position present during the respective Positional Election. The President shall be treated like a candidate until the Positional Election is complete, whereby the current President shall

reassume the Election chair for the remainder of the Election Procedure, even if they are not re-elected.

A confirmation call will be held before each positional election in which each candidate must respond to accept or reject their nomination. Only the candidates for that position will be named during the confirmation call.

All candidates shall exit the voting room escorted by the Sergeant at Arms, except for the first person nominated.

The first nominee shall have five minutes to present to the voting body. Any presenting materials must have been submitted to the NRHH President and VPAF prior to the election.

After the presentation, there will be a question and answer session about the candidate in relation to the position for five minutes, plus the end of the speaker's sentence. This period is extendable once by five minutes, but need not fill the extra five minutes. If extended, each remaining candidate shall receive up to the same amount of time for questions.

Following questions, the candidate shall be escorted out of the voting chamber, and the Sergeant at Arms will be asked to enter in the next-nominated candidate to give their presentation and undergo questions for the set time. This process shall continue through all the candidates in order of their nomination.

Once all the candidates have presented and answered questions from the voting body, they will be escorted outside, where the voting body shall enter a discussion session for ten minutes, extendable once by a motion, followed by exhaustion of the speaker's list. Discussion may not end until

all candidates must be discussed aloud at least once. Points of discussion may only refer to information presented and answered by the candidates during their allotted times.

A secret ballot vote will be taken after the end of discussion. Each voting member may vote for a single candidate or "No Confidence." The vote shall be collected by the cabinet member chairing the election and the Advisor(s), taken outside of the voting chamber, and counted.

A single candidate must receive fifty percent plus one (50%+1) of the votes, rounded up to the nearest whole vote, to declare them elected.

If after a round of voting, no individual has received a simple majority, the candidate with the fewest votes shall be dropped from the ballot and a runoff election will occur.

Each remaining candidate will present for two (2) minutes and answer questions for three (3), non-extendable minutes individually in front of the voting body. After each candidate has given a presentation and finished the question-and-answer period, there shall be a discussion period for five (5) minutes by the voting members. Discussion may be extended once, followed by exhaustion of the speaker's list, but cannot end until all candidates have been discussed aloud. After the discussion period, another vote will be taken. This process will continue after each round of voting in which no candidate receives a simple majority.

If more than one candidate ties for the fewest votes, all tied candidates will be dropped unless all candidates would be dismissed or dropping the tied candidates results in a single remaining candidate. In these cases, another runoff election would occur without dropping any candidate. Should the same results reoccur after the runoff, the cabinet member chairing the election shall cast a tie-breaking vote amongst all candidates

or the candidate with the largest plurality will be elected.

If a simple majority is not reached after a runoff vote between two (2) candidates, the cabinet member chairing the election shall cast a tie-breaking vote.

If after a round of voting “No Confidence” has received a simple majority, the election will end and the position will be left vacant.

If a candidate loses an election, they are eligible, at their own discretion, for automatic nomination for any succeeding Positional Election, for up to three individual positions, unless that candidate is for any reason ineligible to hold the succeeding position.

#### Section 8. Impeachment and Removal of Cabinet Members

Any compensated NRHH Cabinet member not fulfilling their duties outlined in the NRHH Constitution and Bylaws may be subject to removal by the NRHH Advisor or impeachment by the NRHH Cabinet.

As Cabinet members are also HDS paraprofessional employees, any steps to remove a Cabinet member from office must also be discussed by the primary Advisor/supervisor. The supervisor may also terminate employment of any Cabinet member at any time if employment agreements are not met.

##### *Sub Section a. Timeline*

Impeachment of a Cabinet member may only occur after the first NRHH General Body Meeting and before the last General Body Meeting of the active fall or spring school semesters.

##### *Sub Section b. Eligibility*

Any Cabinet member, Member, or Representative may instigate



Impeachment of an active Cabinet member. Only Cabinet members may be impeached. NRHH representatives can be impeached through their respective CCs and cannot be removed through the following impeachment process.

To begin Impeachment of a Cabinet member, a petition with two-thirds of voting members' signatures and a list of position negligence claims must be filed with the highest-ranking Cabinet member not being charged and shared with the NRHH Advisor(s). The Advisor(s) shall notify the Cabinet member considered for impeachment of the intent to remove and a copy of the claims within one day after the charges were filed.

*Sub Section c.*

*Impeachment Hearing*

The Impeachment Hearing may occur during the next meeting that occurs at least 7 days after the implicated Cabinet member was notified. A quorum of at least forty percent (40%), rounded up to the nearest whole member of the voting membership, must be present to continue with the Impeachment Hearing.

The Impeachment Hearing shall be a closed procedure opened only after the completion of the vote.

The Impeachment Hearing shall begin by appointing a Parliamentarian. The Parliamentarian may be any voting or non-voting person who will ensure the Election Procedure aligns with the Constitution, and, when necessary, Robert's Rules of Order.

The highest-ranking Cabinet member not being impeached will chair the hearing. The charges will be reviewed in front of the voting body and defending Cabinet member. The Cabinet member being impeached shall have five minutes to present a case to the voting body.

After the defense, the Cabinet member in question will be escorted out of the voting chamber and the voting body shall enter a discussion session for ten minutes. This discussion is extendable once by a motion, followed by exhaustion of the speaker's list.

A secret ballot will be taken in which each voting member must vote guilty or not guilty. The vote shall be collected by the Cabinet member chairing the hearing and the Advisor(s), taken outside of the voting chamber, and counted.

To convict, a two-thirds of the voting members present must vote guilty. Otherwise, the Cabinet member is acquitted of the charges.

If additional charges arise against the Cabinet member, a new petition and list of ailments must be filed, and the Impeachment process repeated.

*Sub Section d.*

*Removal Procedure*

Upon conviction by Impeachment, the tried Cabinet member shall be removed and the position will be formally vacated. Impeachment shall not extend beyond removal from the Cabinet position to immediately impact any other NRHH membership. However, it does not protect the member from other disciplinary procedures. This vacancy shall be handled in accordance with Article V, Section 9 *Cabinet Position Vacancy*.

The Advisor(s) and HDS shall make all decisions regarding the convicted Cabinet member's compensation and any disciplinary action for breach of contract. HDS reserves the right to remove any member for breach of contract, with or without an Impeachment Hearing. Adequate written notice is required at least seven days before the Cabinet member is to be

removed.

Section 9. Cabinet Position Vacancy

If a Cabinet position becomes vacant before the first NRHH General Body Meeting of the year, the incoming President may appoint an inducted member to fill the vacant position. The appointee must be ratified during the first NRHH General Body Meeting.

If a Cabinet position becomes vacant after the first NRHH meeting the election procedure outlined by Article V, Section 7 shall be used to elect an inducted On-Campus Member to the vacant position.

If a position is not filled during the election process, the incoming President may appoint a volunteer to the position with input from the Advisors after elections have ended. Should the President position be left vacant, the current President shall appoint a volunteer with approval of an Executive Decision.

If the President position becomes vacant, the VPAF shall automatically become President and a new VPAF shall be elected via the Election Procedure. If the VPAF is unable or unwilling to fulfill the duties of the President, the position will pass in Gavel Order unless no other Cabinet member wants to fulfill the position, in which case the President position will be filled through the Election Procedure.

**ARTICLE VII. Staff Members**

Section 1. Hiring and Training

1. Openings shall be posted within CSU job websites for open hiring.
2. Interviews shall be facilitated by Advisor, NRHH President, and any others deemed necessary.
3. Shall have a training period consisting of a series of meetings at the start of employment.
4. Shall attend two (2) office hours per week to complete additional position duties.
5. Failure to complete the Bylaws in this clause, the clause outlining the respective

cabinet member's responsibilities, and other requirements set forth by the accompanying Constitution are grounds to initiate the impeachment process as outlined in Article VII of the NRHH Constitution.

## **ARTICLE IX. Advisor**

### **Section 1. Advisor Appointment**

HDS shall appoint an Advisor to oversee NRHH. Additional Advisors may be chosen at the discretion of the appointed Advisor, consent of Cabinet, and authorization from HDS.

### **Section 2. Advisor Duties and Requirements**

In no hierarchy, the NRHH Advisor(s):

1. Shall be a CSU-employed faculty, staff, or HDS graduate student with approval from their supervisor. The primary advisor is also the Cabinet supervisor.
2. Shall represent the viewpoints and regulations of Housing and Dining services.
3. Shall help Cabinet direct the development of representatives and members according to the NRHH Vision and Mission.
4. Shall not hold a vote in NRHH or Cabinet Meetings voting procedure.
5. Shall show discretion voicing opinions during meetings.
6. Shall count election votes of Members with the highest-ranking Cabinet member who is chairing Elections.
7. Shall mediate during the Impeachment and Removal Process.
8. The Advisor(s) shall communicate attendance issues or absences to the cabinet with proper notice.
9. The Advisor(s) shall be responsible for bridging communication between the NRHH space and other professional staff. This includes residence hall advisors such as RDs, RMs, ARDs, and ARMs.

## **ARTICLE X. Meetings**

### **Section 1. General Body Meetings**

The NRHH General Body Meetings shall meet at a time and place specified in the Bylaws

unless Cabinet decides it is unnecessary to meet or impossible due to circumstances beyond Cabinet's control. A special meeting may be scheduled by Cabinet with a notice to the General Body three days before the called meeting.

General Body Meetings are open events except during voting procedures or otherwise stated by the presiding chair of the meeting. Unless during votes or otherwise stated, meetings may be attended by NRHH Representatives, Cabinet, all Members, Advisors, the RHA President and Liaison, and guests approved for attendance prior to the meeting.

NRHH General Body Meetings may commence in the absence of a voting quorum. However, an appropriate quorum of voting members must be present to pass legislation, conduct elections, or undergo any other voting procedure.

The President shall preside over General Body Meetings, unless the chair is transferred to another Cabinet member. The chair of the meetings may not interject any opinion or bias into the meeting unless the chair is first transferred to another Cabinet position.

## Section 2. Cabinet Meetings

The NRHH Cabinet Meetings shall meet at a time and place specified in the Bylaws unless Cabinet decides it is unnecessary to meet or impossible due to circumstances beyond Cabinet's control. A special meeting may be scheduled by the President or Advisor(s) with a notice to Cabinet one day before the meeting.

Cabinet Meetings are closed events, including during voting procedures, or otherwise stated by the presiding chair of the meeting. Unless otherwise stated, meetings may be attended by Cabinet, Advisors, and guests approved for attendance prior to the meeting.

NRHH Cabinet Meetings may commence in the absence of a voting quorum, but a quorum of all Cabinet members must be present to make Executive Decisions, unless directed otherwise by the Advisor.

The President shall preside over Cabinet Meetings unless the chair is transferred to another Cabinet member.

## **ARTICLE XI. Finance**

Funds for NRHH shall be allocated by HDS on the nineteenth day of the academic year per student living in a residence hall. The amount of this allocation is specified at the end of each academic year for the following academic year. A breakdown of the year's allocation per student will be published after the CSU census date.

Before the transfer of funds to the NRHH account, Cabinet will have equal access alongside RHA to the Cabinet Discretionary Fund. Money not used from the previous year will get allocated to each position appropriately.

The signature of the VPAF must be on any NRHH financial document to be considered valid.

## **ARTICLE XII. Bylaws**

Bylaws of the organization shall be established and amended by the NRHH cabinet through the amendment and ratification process outlined in Article XIII and in Article XIII the Bylaws.

## **ARTICLE XIII. Amendments and Ratification**

### **Section 1. Constitutional Updates**

Each year the Constitution, including the Bylaws, must be submitted to and approved by the Associate Directors for NRHH to renew the chapter charter. Between the end of the school year and the date of submission to the ADs-NRHH, decided annually, the Summer Residential Leadership Programs Intern(s) assigned to update the NRHH Constitution, or the President, may make any alterations to the document to better reflect the reality of the chapter and NACURH standards as the Intern or President sees fit. All changes are subject to review by Cabinet before submission to the ADs-NRHH. Recommendations from Cabinet may be incorporated by unanimous consent or settled by an executive decision. Revisions and requirements from the ADs-NRHH must be integrated into the

Constitution automatically. Upon approval by the ADs-NRHH, the Constitution may not be modified until the first NRHH General Body Meeting by the following Article XII, Section 2 *Constitutional Amendment Process*.

Section 2. Constitutional Amendment Process

The Constitution may be amended at any General Body Meeting by two-thirds vote of On-Campus Members and qualified Off-Campus Members, provided that the Amendment has been submitted to the Membership in writing at least one week prior.

*Sub Section a.           Extent of an Amendment*

Constitutional Amendments may be invoked to alter the fundamental Articles of the Constitution, and all content of the Articles excluding that contained within the Bylaws. Any proposed changes to the language in the Bylaws must undergo a Bylaw Amendment as outlined in Article XII of the Bylaws.

An Amendment to the Constitution shall be deemed unconstitutional if it removes a clause required by the Constitution without sufficiently replacing it.

*Sub Section b.           Proposal of an Amendment*

Any Cabinet member, Member, or Representative, may propose an amendment to the Constitution. Amendments must first be given to the President for editing, written release to the membership, and addition to the agenda for the next NRHH General Body Meeting that is scheduled at least seven days from the time the Members are notified, unless proposed during Ratification in which the Amendment must follow Article XI, Section 3, sub section b, *Amendments during Ratification*.

*Sub Section c.*

*Amendment Vote*

To proceed with the Amendment Vote, a quorum of forty percent (40%) of voting members must be present. Representatives and proxies may have speaking rights, but no voting rights. Guests will receive neither speaking nor voting rights. The Proposer or their proxy will receive a vote if currently an On-Campus Member, RHA President, or Cabinet Member, excluding the President or chair.

The Amendment Vote shall be a closed procedure. Upon completing the vote, the meeting may be reestablished as an open event.

The President shall chair the vote, unless presenting the Amendment in which the chair shall be turned over to the next-highest ranking Cabinet position present. Neither the President nor a replacement chair will receive a vote.

A Parliamentarian may be assigned, but a Sergeant at Arms is not needed since presenters will not be required to leave.

The Amendment Vote shall begin with a five minute presentation about the Amendment by the Proposer or a proxy. A five minute plus the end of the speaker's sentence question and answer session, extendable once by five minutes will follow the presentation. Afterwards, the body shall enter a ten minute discussion extendable once by a motion and exhaustion of the speaker's list.

A show of hands vote will be taken after the end of discussion. Each voting member may vote by raising their placard or hand for or against the amendment. The vote shall be counted by the cabinet member chairing the election and the Advisor(s).



To adopt the amendment, two-thirds, rounded up to the nearest whole member, of the voting members present must vote for. Otherwise, the amendment is rejected.

Once adopted, the Amendment shall be valid for the entirety of the school year. However, it may be changed or removed during Constitutional Updates.

*Sub Section d.*

*Amendments to an Amendment*

During questions or discussion an amendment to the Amendment may be proposed. If the chair entertains the motion, the Proposer or Proposer Proxy may agree to a friendly amendment or challenge the amendment. In the case of a challenge, the amendment to the Amendment will undergo the Article XIII, Section 2, Part C *Amendment Vote* process.

If the amendment to the Amendment passes, the original Amendment will be altered immediately and brought back to the voting body to continue with the Amendment Vote starting from the time the amendment to the Amendment was proposed.

If the amendment to the Amendment fails, the original Amendment will not be altered, but will be brought back to the voting body to continue with the Amendment Vote starting from the time the amendment to the Amendment was proposed.

Section 3.     Ratification

*Sub Section a.*

*Ratifying Vote*

At the first meeting of every school year with forty percent (40%) of the voting members present, the Constitution, including the Bylaws, must be ratified. Representatives and proxies may have speaking rights, but no

voting rights. Guests will receive neither speaking nor voting rights.

The Ratifying Vote shall be a closed procedure. Upon completing the vote, the meeting may be reestablished as an open event.

The President shall turn over the chair to the next highest Cabinet position present during the Ratifying Vote. Neither the President nor a replacement chair will receive a vote.

Ratification shall begin with a presentation about the Constitution by the President. A five minute plus the end of the speaker's sentence question and answer session, extendable once by five minutes will follow the presentation. Afterwards, the body shall enter a ten minute discussion extendable once by a motion and exhaustion of the speaker's list.

A show of hands vote will be taken after the end of discussion. Each voting member may vote by raising their placard or hand for or against ratification. The vote shall be counted by the cabinet member chairing the election and the Advisor(s).

To adopt the Constitution, two-thirds, rounded up to the nearest whole member, of the voting members present must vote for ratification. Otherwise, the Constitution is rejected.

Once adopted, the Constitution shall be valid for the entirety of the school year. However, it may be changed during Constitutional Updates.

*Sub Section b.*

*Amendments during Ratification*

During questions or discussion an amendment to the Amendment may be proposed. If the chair entertains the motion, the Amendment during Ratification will undergo the Article XIII, Section 2, Part C *Amendment*

*Vote* process, unless an amendment to the Bylaw in which the Amendment during Ratification must undergo the Article XII, Section 11 *Bylaw Amendments*.

If the amendment during Ratification passes, the original Constitution will be altered immediately and brought back to the voting body to continue with the Ratifying Vote starting from the time the amendment during Ratification was proposed.

If the amendment during Ratification fails, the original Constitution will not be altered, but will be brought back to the voting body to continue with the Ratifying Vote starting from the time the amendment during Ratification was proposed.

#### **ARTICLE XIV. Defaults**

If the Constitution and its Bylaws does not fully outline a procedure and results in discrepancies, it shall default to guidelines set in *Robert's Rules of Order Newly Revised Eleventh Edition*.

Interpretive differences of the Constitution shall be settled by the President, with guidance from a Parliamentarian when present.

## **BYLAWS**

The NRHH Bylaws are intended to provide clarification to the roles and practices of Cabinet, Members, and Representatives in NRHH and be more easily adapted to the changing nature of such aspects.

### **ARTICLE I. Meetings**

NRHH General Body Meetings shall occur on Wednesdays at 6:00 PM mountain time in the lower level of the Durrell Center, unless otherwise specified by NRHH Cabinet. Adequate notice of a time change should be given to the NRHH General Body.

NRHH Cabinet Meetings shall occur on Tuesdays from 6:30 PM to 8:30 PM mountain time in the RLP Office. This meeting location and time may be adjusted at the discretion of the cabinet and advisors.

Cabinet, Members, and Representatives must be clothed, but are not limited to a dress standard so long as the clothing does not show offensive language or images. The meeting chair reserves the right to deem an outfit inappropriate for the space.

### **ARTICLE II. Membership Application**

The each of the NRHH Membership Applications shall include questions regarding:

1. The applicant's name.
2. The applicant's current cumulative GPA, which will be corroborated by the NRHH Advisor.
3. The applicant's email address.
4. The applicant's CSU 9-digit identification number.
5. The applicant's current address.
6. The applicant's phone number.
7. The number of semesters a resident has resided in a CSU residence hall.
8. The applicant's interest in joining NRHH. This may encompass several questions as determined by Cabinet.

The application shall also include an agreement statement ensuring the truthfulness of the

applicant's answers.

### **ARTICLE III. Attendance and Absences**

Attendance shall be taken by the VPAF or a proxy at every General Body Meeting and Cabinet Meeting.

#### **Section 1. Excused Absences**

For an absence to be excused, the Cabinet member, On-Campus Member, or Representative must contact the VPAF at least twenty-four hours before the missed meeting. Meetings for which an On-Campus Member is excused will not contribute to the total in the calculation of the seventy-five percent (75%) meeting attendance requirement. Considerations for excusal include medical problems, school related time conflicts, CC events, and any other reason deemed acceptable by the President and VPAF.

Cabinet members, On-Campus Members, and Representatives are limited to three Excused Absences. The President and VPAF may extend more excused absences to a Member as they deem fit.

#### **Section 2. Unexcused Absences**

Any absence not reported to the VPAF twenty-four (24) hours prior to the meeting nor deemed excusable by the President and VPAF will be considered unexcused. Meetings for which an On-Campus Member is unexcused will contribute to the total in the calculation of the seventy-five percent (75%) meeting attendance requirement.

On-Campus Members and Representatives are granted Unexcused Absences up to their current 75% calculated minimum for meeting attendance based on their used number of Excused Absences. Any more Unexcused Absences could result in a failure to meet duties previously outlined in this Constitution, which may lead to Member Removal, or Representative Impeachment by their CC.

Cabinet members are not permitted Unexcused Absences.

## **ARTICLE IX. Cabinet Duties and Responsibilities**

All Cabinet members:

1. Shall attend all Cabinet meetings, unless granted an Excused Absence.
2. Shall attend all NRHH General Body Meetings, unless granted an Excused Absence.
3. Shall attend fall and spring training as designated by HDS.
4. Shall act as a resource for the Residence Directors and Assistant Residence Directors during the elections of CC members.
5. Shall respond to all inquiries regarding RHA and RLP in a reasonable time frame.
6. Shall meet with the Advisor for a regular meeting at a scheduled time agreed upon by both parties.
7. Shall meet with the President at least once per month.
8. Shall maintain an orderly and clean office and model proper use of the space to all students involved with CSU.
9. Shall write at least one OTM each month of the school semester.
10. Shall construct a positional Transition Report and turn it into the President and Advisor(s)/supervisor, as per a timeline provided by the supervisor.
11. Shall communicate regularly with a respective Accountabilibuddy and maintain at least one overlapping office hour, if able.
12. Shall complete all other duties outlined throughout the Constitution.
13. Shall engage with the region by working together to create at least one bid for RLC in the fall and one bid for RBC in the spring if applicable.
14. Shall work together for major events, such as retreats, the End of Year Banquet, Inductions, and Academic Gala.
15. Shall work together for major pillar programming initiatives, such as leadership, advocacy , service, and recognition programs.
16. Must serve on the Campus OTM Voting Committee, chaired by the VPRS.

### **Section 1. President**

1. Shall oversee and support all aspects of NRHH, including but not limited to the

booking of Durrell A/B for NRHH meetings, NRHH hosted events (including but not limited to the annual Academic Gala, CANS Around the Oval, and Fall Cleanup), cabinet member activity, administration of the OTM site, ratification of the constitution, the facilitation of membership applications and reviewal, the transition process among in-coming and outgoing NRHH Cabinet Members, and NRHH Representative and Member engagement, by making sure the four values of NRHH are continuing to be upheld.

2. Shall coordinate RLP wide events and communication in conjunction with the RHA President, including but not limited to all traditional Ram Welcome events and communication among CC Members.
3. Shall serve as the NRHH Representative at RHA Senate meetings. Such representation generally includes reporting on NRHH events and programs. This includes voting in RHA elections, sponsoring RHA bills, voting on behalf of NRHH on RHA bills and resolutions, working closely with the RHA President to plan and organize for both organizations and RLP with the Advisor/supervisor, plan collaborative opportunities between RHA and NRHH, and foster a community of teamwork and understanding between the organizations which includes but is not limited to setting expectations of behaviors, organizing joint cabinet retreats or outings, and coordinating team builders.
4. Shall act as a representative for the Rams Chapter of NRHH at all IACURH and NACURH conferences unless a Proxy is approved by Cabinet.
5. Shall compile an agenda for all NRHH General Body Meetings and Cabinet Meetings to be sent to Representatives and Members at least twenty-four hours before said meeting.
6. Shall facilitate all NRHH Meetings and Elections unless the chair is handed to another Cabinet position.
7. Shall oversee joint cabinet meetings in conjunction with the RHA President.
8. Shall meet one-on-one with each NRHH Cabinet member at least once a month.
9. Shall serve as the primary liaison between NRHH and HDS.
10. Shall work with Cabinet members to schedule and assign meeting activities.
11. Shall conduct at least one meeting with the Director of University Housing each

semester. Whenever possible, this should be done in conjunction with the NRHH President.

12. Shall give a presentation at least once per semester at a Residence Life Team (RLT) or HDS Full Staff Meeting in conjunction with the NRHH President. Typically, the presentation takes place at the last RLT/HDS meeting of each semester.
13. Shall oversee the Of the Year voting process in conjunction with the RHA President, NCC, and VPRS.
14. Shall have the discretion to create all NRHH committees and appoint chairpersons.
15. Must be a principal author on any Bid relating to the NRHH Chapter that will be submitted.
16. Shall manage Cabinet conduct with the RLP Advisor and RHA President.
17. Shall serve on the RHA Executive Board as an Ex-Officio member of both boards to give reports and connect RHA with NRHH.
18. Will have access to the oversight and facilitation of the social media and website.
19. Shall register the organization through Ramlink.

## Section 2. Vice President of Advocacy and Finance

The Vice President of Advocacy and Finance:

1. Shall take minutes for split cabinet meetings
2. Shall record attendance in NRHH General Body and Cabinet Meetings.
3. Shall plan and facilitate Inductions once a semester with the VPRS.
4. Shall monitor the financial and physical resources of NRHH.
  1. Shall keep track of all RFD forms along with the advisor.
  2. Shall actively communicate with SLiCE to ensure records are correct.
  3. Shall order and pay for all purchases made by the organization.
  4. Shall keep track of all the physical purchases previously made by the organization.
5. Shall work with and advise Advocacy Chairs within CCs.
6. Shall assist NRHH president in coordinating weekly presentations and programs.
7. Shall work with and advise CC Administrative Chairs for Finances and other needs with the RHA Director of Administration and Finance.



8. Shall plan and facilitate the Academic Gala with the Vice President of Recognition and Service (VPRS).
9. Shall facilitate two (2) large-scale advocacy programs per semester.
10. Shall be responsible for evaluating the advocacy and accessibility of NRHH programming and meetings.
11. Shall attend a minimum of two RHA meetings a semester.
12. Shall run one NRHH meeting in place of the president per semester.

Section 3. Vice President of Recognition and Service

The Vice President Recognition and Service:

1. Shall plan and facilitate at least three service opportunities per semester, totaling to at least 8 hours.
2. Shall plan and facilitate Inductions once a semester with the VPAF
3. Shall communicate service opportunities from other organizations to the NRHH General Body during officer updates and via email.
4. Shall monitor and record completed and needed service hours from all Representatives and Members.
5. Shall facilitate recognition during NRHH Meetings.
6. Shall facilitate Recognition and/or Service-related activities during assigned presentations.
7. Shall facilitate at least one service opportunity a month occurring at the same time and day as the NRHH General Body Meetings during the academic year. One of which must be a service opportunity occurring outside of the location of the NRHH General Body Meetings.
8. Shall coordinate all service events including but not limited to Fall Cleanup, CANS Around the Oval, and large-scale events.
9. Shall coordinate the Of the Year (OTY) bid process in the residence halls in conjunction with the RHA NCC, RHA President, and NRHH President.
10. Shall administrate the Of the Month program across the CSU campus.
11. Shall coordinate and plan the Academic Gala in conjunction with the VPAF and the NRHH President president.

12. Shall coordinate and chair the campus OTM Voting committee for NRHH.
13. Shall organize Spring Retreat and Fall Retreat, in conjunction with the RHA DRED.
14. Shall coordinate the End of the Year Banquet in conjunction with the RHA DRED and the VPMD.
15. Shall attend a minimum of two RHA meetings a semester.
16. Shall run one NRHH meeting in place of the president per semester.

#### Section 4. Vice President of Marketing and Design

The Vice President of Marketing and Design:

1. Shall maintain and organize pictures for RLP.
2. Shall manage, update, and develop the RLP website.
3. Shall manage all aspects of social media related to RLP.
4. Shall design and produce advertising and marketing materials and coordinate all tabling for RLP.
5. Shall design and purchase merchandise for RLP.
6. Shall work with and advise Marketing Chairs within CCs.
7. Shall help RHA National Communications Coordinator with bid writing and organization/design.
8. Shall attend a minimum of five RHA meetings a semester.
9. Shall run one NRHH meeting in place of the president per semester.

#### Section 6. RHA Cabinet

The RHA President also serves as an RHA Representative at NRHH meetings. Such representation generally includes reporting on RHA bills, resolutions, and programs. The RHA President has speaking and voting rights. As outlined in the RHA Constitution and Bylaws, the RHA President works closely with the NRHH President to plan and organize for both organizations and RLP with the Advisor/supervisor, plan collaborative opportunities between RHA and NRHH, and foster a community of teamwork and understanding between the organizations which includes but is not limited to setting expectations of behaviors, organizing joint cabinet retreats or outings, and coordinating team builders.

The RHA National Communications Coordinator (NCC) works closely with NRHH and serves as a liaison between RHA, NRHH, and the Intermountain Affiliate of College and University Residence Halls (IACURH) and the National Association of College and University Residence Halls (NACURH, Inc.). The NCC organizes delegations for conferences, conferred bid submissions, aggie points along with CC presidents and CC marketing chairs, and coordinates Of the Year awards for submission to IACURH/NACURH with the President, VPRS, and RHA President, as outlined in the RHA Constitution and Bylaws.

The NRHH Cabinet and RHA Cabinet work closely together, in line with the Constitution and Bylaws of both organizations. Typically, NRHH Cabinet members attend 1 RHA meeting per month and all meetings regarding nominations and elections, and provide support for any large events/programs.

#### Section 7. Cabinet Office Hours

All Cabinet members are required to conduct at least fifteen hours of work per week of the school year to complete position related work and to be available to Representatives, Members and the rest of Cabinet. Five of those hours shall be labeled as *Office Hours* and shall be completed within the RLP Office in Durrell. Four to five additional hours of work shall be labeled as *Community Hours* and shall be completed at the discretion of the cabinet member. *Community Hours* could be completed in any of the following ways: In-Hall time, committee meetings, one-on-ones, or time outside of the office spent doing various tasks or objectives related to Residential Leadership Programs or self needs.

Cabinet *Office Hours* may be completed between 7:00 AM to 10:00 PM, Monday through Friday, on days when the university is open. If a Cabinet member does not complete five *Office Hours* and four to five *Community Hours* in a week, the hours must be made up by the following Friday. Any changes to a Cabinet member's *Office Hour* schedule, in time or place, must be alerted to the President and Advisor(s). General Body

Meetings and Cabinet Meetings may not count as *Office Hours* or *Community Hours*. Any falsification of *Office Hours* shall be cause for impeachment without further warning.

Section 8. RLP Liaisons

Each NRHH Cabinet member will act as an RLP Liaison for the CC of the residence hall in which each resides and for the CC their residence hall is a part of.

The RLP Liaisons:

1. Shall act as resource to support the Residence Directors and Assistant Residence Directors of each respective residence hall.
2. Shall help establish each CC as a Recognized Student Organization (RSO).
3. Shall help each CC recruit members.
4. Shall attend all CC meetings, with the exception of three (3) unexcused absences.
5. Shall be present for all CC elections.
6. Shall attend informational meetings concerning CCs.
7. Shall be available throughout the year as a resource to the CC.
8. Shall assist in education regarding SLiCE, RHA, NRHH, Residence Life, and duties and requirements of CC members. They should also communicate resources available to CCs, such as funding bills and resolutions.

The CCs are as follows:

1. Northwest: Durward, Westfall, Laurel Village
2. Northeast: Corbett, Parmelee, Allison
3. Southwest: Ingersoll, Edwards, Summit
4. Southeast: Academic Village, Newsom, Braiden, Aggie Village

**ARTICLE X. Accountabilibuddies**

Accountabilibuddies are partnerships between similar NRHH and RHA Cabinet positions.

Section 1. Purpose

The purpose of Accountabilibuddy is to open communication between the two

organizations and engender collaboration between the two organizations. They also help Cabinet members stay accountable to their positions by providing a partner with similar duties and endeavors.

Section 2. Pairings

The Accountabilibuddies are:

1. NRHH President and RHA President.
2. VPAF and Director of Finance.
3. VPRS and Director of Residential Events and Development.
4. VPMD and National Communications Coordinator.

Section 3. Accountabilibuddy Duties and Responsibilities

The Accountabilibuddies:

1. Shall meet regularly to discuss events and plans in their respective organizations and positions.
2. Shall support each other on a personal and professional level.
3. Where both positions have a programming requirement, accountabilibuddies shall co-sponsor one (1) event throughout the school year.

## **ARTICLE XI. Committees**

The only standing committee will be the Campus OTM Voting Committee. All other committees will be created at the discretion of specific Cabinet members.

Section 1. Campus OTM Voting Committee

The Campus OTM Voting Committee shall be chaired by the Vice President of Recognition and Service.

The Campus OTM Voting Committee will come together once monthly to vote on OTMs submitted at the campus level. All NRHH Cabinet Members are required to participate in this committee, although other NRHH members and representatives may choose to be a part of this committee, participation will not be required.

## ARTICLE XII. NRHH Awards

Graduating On-Campus and Off-Campus Members may be awarded Cords to honor their service in NRHH, as well as the Outstanding Service Award Pin.

### Section 1. Cord Requirements

For a Member to receive Cords, they:

1. Must currently be an active On-Campus or Off-Campus member.
2. Must be graduating from CSU with an accredited degree.
3. Must have completed and maintained or be on the path to complete and maintain the appropriate Membership Duties and Requirements for at least one semester by graduation. Overall duty completion and responsibility maintenance will be verified by the President and Advisor(s) with guidance from Cabinet.
4. Must have shown positive dedication and service to NRHH as determined by the President and Advisor(s).
5. Must be in good standing with NRHH as determined by the President and Advisor(s).

### Section 2. Awarding Cords

Graduating Members shall be identified at the beginning of the school year by the President. Those graduating at the end of the fall semester shall be notified of their eligibility to receive Cords. One month before the second to last NRHH meeting, fall graduates will be sent their status in NRHH along with duties they still need to complete. All duties must be completed by the second to last NRHH meeting. An evaluation of fall graduates will be conducted based on the requirements, and award decisions shall be shared by the Friday after the second to last meeting. Members wishing to contest an award decision must immediately contact the President and meet in person to discuss. Members inducted in the fall semester and graduating in the same semester are not permitted Cords. Any changes will be reported before the final NRHH meeting of the semester. At the last NRHH meeting, a ceremony will award the fall-graduating Members their Cords. Graduates must attend to receive Cords, unless otherwise organized by the President.

During the spring semester, graduating Members will be notified of their status in NRHH one month before the end-of-year banquet. All duties must be completed a week before the banquet. An evaluation of spring graduates will be conducted based on the requirements, and award decisions shall be shared by the Friday the week duties must be completed. Members wishing to contest an award decision must immediately contact the President and meet in person to discuss. Members inducted in the spring semester and graduating in the same semester are not awarded Cords. Any changes will be reported before the banquet. At the banquet, a ceremony will award the fall-graduating Members their Cords. Graduates must attend to receive Cords, unless otherwise organized by the President.

Section 3. Awarding the Outstanding Service Award

The Outstanding Service Award is presented to individuals who have shown immense and continued leadership within NRHH. Eligible individuals must be NRHH Members of the campus' chapter. The description from NACURH is as follows: This pin is the highest individual honor an NRHH Chapter can award to its Members.

The pin shall be awarded to NRHH Members (active, alumni, early alumni or honorary) that have provided outstanding leadership and service to their NRHH Chapter. The pins may be purchased from the NSRO. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH. As of Spring 2020 the number of regional affiliates is 8. The President and VPMD are responsible for their purchase, which shall be removed from the discretionary fund as needed.

## **ARTICLE XIII. Bylaw Amendments**

Bylaw Amendments only apply to Amendments attempting to change the language within the Bylaws that do not affect the presence or existence of any other aspect of the Constitution.

Section 1. Proposal of a Bylaw Amendment

Any Cabinet member, Member, or Representative may propose a Bylaw Amendment.

Bylaw Amendments must first be given to the President for editing and addition to the agenda for the next NRHH General Body Meeting scheduled at least six days from the time of proposal.

Section 2. Bylaw Amendment Vote

To proceed with the Election Procedure, a quorum of twenty percent (20%) of voting members must be present. Representatives and proxies may have speaking rights, but no voting rights. Guests will receive neither speaking nor voting rights. The Proposer or their proxy will receive a vote if currently a voting member.

The Amendment Vote shall be a closed procedure. Upon completing the vote, the meeting may be reestablished as an open event.

The President shall chair the vote, unless presenting the Amendment in which the chair shall be turned over to the next-highest ranking Cabinet position present. Neither the President nor a replacement chair will receive a vote.

A Parliamentarian may be assigned, but a Sergeant at Arms is not needed since presenters will not be required to leave.

The Amendment Vote shall begin with a five minute presentation about the Amendment by the Proposer or a proxy. A five minute plus the end of the speaker's sentence question and answer session, extendable once by five minutes will follow the presentation. Afterwards, the body shall enter a ten minute discussion extendable once by a motion and exhaustion of the speaker's list.

A show of hands vote will be taken after the end of discussion. Each voting member may vote by raising their placard or hand for or against the amendment. The vote shall be counted by the cabinet member chairing the election and the Advisor(s).

To adopt the Bylaw Amendment, fifty percent plus one (50%+1), rounded up to the



nearest whole member, of the voting members present must vote for. Otherwise, the Bylaw Amendment is rejected.

Once adopted, the Bylaw Amendment shall be valid for the entirety of the school year. However, it may be changed or removed during Constitutional Updates.

Section 3. Amendments to a Bylaw Amendment

During questions or discussion an Amendment to the Bylaw Amendment may be proposed. If the chair entertains the motion, the Proposer or proxy may agree to a friendly amendment or challenge the amendment. In the case of a challenge, the Amendment to the Bylaw Amendment will undergo the Article XIII, Section 2 Bylaw Amendment Vote process.

If the Amendment to the Bylaw Amendment passes, the original Bylaw Amendment will be altered immediately and brought back to the voting body to continue with the Bylaw Amendment Vote starting from the time the Amendment to the Bylaw Amendment was proposed.

If the Amendment to the Bylaw Amendment fails, the original Bylaw Amendment will not be altered, but will be brought back to the voting body to continue with the Bylaw Amendment Vote starting from the time the Amendment to the Bylaw Amendment was proposed.

## **Regional Board of Directors: Host Clause**

### **I. Regional Board of Directors: Summary**

#### *A. Definitions*

##### **1. NACURH**

- a) National Association of College and University Residence Halls, or NACURH, Inc., is an internationally recognized organization dedicated to connecting and improving residence life systems of higher education institutions.

##### **2. IACURH**

- a) Intermountain Affiliation of College and University Residence Halls, abbreviated IACURH, which is one of eight (8) regions of NACURH, Inc.

##### **3. NBD**

- a) NACURH Board of Directors, or NBD, serve as leadership for NACURH, Inc. and includes the Director and Finance Officer from each region as well as the NACURH Chairperson, NACURH Associate for Operations (NAO), NACURH Associate for NRHH (NAN), and NACURH Associate for Engagement (NAE).

##### **4. RBD**

- a) The Regional Board Directors, or RBD, serve as leadership for a regional affiliate of NACURH and within IACURH this includes the Regional Director (RD), Associate Director for Administration and Finance (ADAF), Associate Director for NRHH (ADNRHH), Coordinating Officer for NCC Training and Development (CONCCTD), Coordinating Officer for Presidential Relations and RHA (COPRRHA), Coordinating Officer for Service and NRHH (COSN), and Coordinating Officer for Marketing and Technology (COMT).

##### **5. NRHH**

- a) The National Residence Hall Honorary, or NRHH, is a national leadership-based honorary comprised of exemplary students who value recognition and service. NRHH is a branch of NACURH, Inc.

##### **6. RHA**

- a) The Residence Hall Association, or RHA, is an organization whose mission is to foster a sense of community in the residence halls by funding a variety of social, educational, and advocacy programs, along with representing residents' voices in

Housing and Dining Services and other large on-campus organizations.

7. NCC

- a) The NACURH Communications Coordinator, or NCC, serves as a representative of their school at regional and NACURH levels. Their duties include organizing delegations to attend conferences, managing a conference budget, and providing updates on the region and NACURH to their university.

*B. Regional Board of Directors Roles and Requirements*

1. Regional Director (RD)

- a) Preside over all regional business meetings.
- b) Represent IACURH at all proceedings of the NACURH Board of Directors in cooperation with the Associate Director for Administration & Finance.
- c) The Director shall oversee the development of the Leadership Advancement Society of IACURH and maintain a list of all inductees.
- d) Be authorized as a signatory for all authorized expenditures in concurrence with the Associate Director for Administration & Finance (ADAF), Regional Advisor, and Regional NRHH Advisor.
- e) The Director is responsible for the release of the Regional Summit Reports within 30 days of each respective summit.

2. Associate Director for Administration and Finance (ADAF)

- a) Keep minutes of all business meetings and distribute them within 45 days of the conference, or else the school hosting the Associate Director for Administration & Finance will not be in good standing until such time as the minutes are distributed.
- b) The ADAF shall maintain accurate financial records and publish regional financial reports on a monthly basis.
- c) The ADAF shall maintain all regional documents, including mailing lists, and keep them current.
- d) Be authorized as a signatory for all authorized expenditures in concurrence with the Director, Regional Advisor, and Regional NRHH Advisor.
- e) The ADAF shall assist the Director in representing the IACURH region at all proceedings of the NACURH Board of Directors.

- f) The ADAF shall oversee the financial development and allocations of the Leadership Advancement Society of IACURH funds.
3. Associate Director for NRHH (ADNRHH)
- a) The ADNRHH shall serve as both the NRHH regional recruiter and OTM selection coordinator and shall attend the NACURH Semi Annual Business Conference.
  - b) The ADNRHH shall coordinate the regional awards process as defined in the IACURH Policy Book
  - c) The ADNRHH shall oversee the purchasing and ordering of the Leadership Advancement Society of IACURH induction plaques.
  - d) The ADNRHH shall chair all regional NRHH Business as prescribed in the NRHH Policy Book.
4. Coordinating Officers (CONCCTD, COPRRHA, COSN, and COMT)
- a) Four (4) Coordinating Officers shall be assigned to the specific areas of: NCC Training and Development, Presidential Relations and RHA Development, Service and NRHH, and Publications and Technology.
  - b) The CO candidates shall have attended at least one business meeting at a Regional Leadership Conference, Regional Business Conference, or virtual business meeting.
    - (1) This requirement can be waived for COMT candidates that are unable to attend a business meeting with the approval of the current COMT, the Regional Director, and the Regional Advisor. This change will not be held against any candidates as it falls under the NACURH Equity Statement.
  - c) The COs shall maintain continual contact with and serve as a regional resource to all IACURH member schools.
  - d) The administrative duties of the COs shall be paid for by the IACURH Region, which can include copying, faxing, mailing and telephone costs.
  - e) Shall participate in the First-Time Delegate Scholarship selection process.
  - f) Additional CO duties and roles are found in the NACURH Ruling Documents.
  - g) Be in attendance at a NACURH affiliated school in good standing and shall remain residents of residence halls at their member schools during their term of office as prescribed by the NACURH bylaws.

## II. Host School Requirements of RBD/NBD Members

### A. RBD/NBD position responsibilities:

1. Shall complete all RBD/NBD positional requirements, including but not limited to:
  - a) Attending periodic one on ones with regional Advisor.
  - b) Preparing and submitting written reports and articles as required by the position.
  - c) Submitting information in May/June for the Annual Regional Report as directed by the Regional Director and/or the NACURH Chairperson.
  - d) Shall sit on NACURH committees as needed.
  - e) Maintaining a presence and responding to questions and concerns on the regional listserv.
  - f) Responding to emails sent to the NACURH/IACURH email provided and forwarding any matters to the RHA President, NRHH President, or NCC emails as needed.
  - g) Attend virtual video or phone call chats, in formats such as Zoom as determined by the Regional Director to conduct regional or NACURH executive business in the region.
  - h) Attend conferences and corresponding meetings/summits throughout the year to conduct business as deemed necessary by the Regional Director.
  - i) Performing specific duties to their position.
2. Present to the RHA, NRHH, and RLP Cabinet spaces about their position and regional or national involvement.
3. Be available to be a part of any conference recap presentations for any of the RHA, NRHH, or Cabinet spaces.
4. Shall attend one delegate meeting per conference to get to know the CSU delegation.
5. Shall attend at least two meetings of their associated organization per semester.
6. Shall attend at least two Cabinet meetings per semester.
7. May hold floor but not voting rights in both organizations.
8. May make periodic reports about the regional and NACURH happenings separate from those that relate to the NCC position, ie NACURH or regional elections, NACURH or regional changes to structure, NACURH or regional chats and roundtables, etc.
9. May meet with the RLP Advisor at an agreed upon time throughout the year.

10. Financial requirements and needs must be communicated and arranged with the Advisor and the Director of Finance.

- a) The Conference Expenses budget is not responsible for sending the RBD/NBD member(s) to regional or NACURH conferences. The NCC and Advisors can be consulted in terms of travel expenses. The RBD/NBD is allowed to travel with a delegation to and from the conference, but their fee will not be covered by the Conference Expenses budget. They must submit their own budget from which their conference fees/expenses can be pulled from for them specifically.
- b) Since every RBD/NBD position requires different funding, this must be done for each position even if there are multiple RBD/NBD members present or a RBD/NBD member is serving multiple terms.

11. In the following business week after the Regional Leadership Conference, Regional Business Conference, and the NACURH Annual Conference, RBD/NBD member(s) are not required to hold office hours, respond to emails within three business days, or attend Cabinet meetings, in conjunction with the IACURH policy of a communication “blackout week.” RBD/NBD members may still be required to respond to communications from the COMT and Regional Director.