Titan Chapter of the National Residence Hall Honorary Constitution
(includes officer and member oaths)

Preamble

We, the members of the Titan Chapter of the National Residence Hall Honorary at Indiana University South Bend, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this constitution.

Article I - Name

The name of this organization shall be the Titan Chapter of the National Residence Hall Honorary at Indiana University South Bend.

Article II – Purpose

The purpose of this organization shall be to provide recognition for students who have provided outstanding service or exceptional leadership in promoting the residence hall system.

The four pillars of the National Residence Hall Honorary are Leadership, Recognition, Scholastics, and Service.

Article III - Membership

Section I: Membership Requirements
Requirements for membership in the Titan Chapter of the National Residence Hall Honorary at Indiana University South Bend are as follows:

1) Individuals shall have lived in the residence halls during the year prior to induction;
2) Individuals shall have exhibited outstanding leadership and service to the residence hall system; and
3) Individuals shall have a grade point average of at least 3.0 on a 4.0 scale.
4) Grandfather Clause
   • “Members inducted prior to the fall semester of 2011 or those who are of the current organization for the fall semester of 2011, shall be exempt from the new GPA of 3.0 on a 4.0 scale (originally a 2.5 on a 4.0 scale). All other members inducted under the new GPA here forth shall be required to meet or exceed the new GPA of 3.0 on a 4.0 scale for induction and membership to the organization.”

Section II: Types of Membership
Types of memberships are as follows:

1) Active Membership
   • An active member of an NRHH Chapter currently lives on campus and
meets chapter membership expectations. They count towards the 1% membership cap. If an active member no longer meets requirements, Early Alumni Membership should be pursued.

2) Early Alumni Membership
- An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter membership expectations. These members do not count toward the 1% membership cap.
- The following guidelines apply to the procedure of applying for early alumni membership status:
  - The member and/or chapter must complete the early alumni membership application (contact your region’s AD-NRHH to obtain a copy) which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
  - The completed early alumni membership application shall be submitted to the region’s AD-NRHH for approval.
- The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter’s membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
- It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:
  - The application form is incomplete.
  - The region’s 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.
  - The chapter has exceeded its allotted early alumni membership approvals for the year.
- 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.
  - Each AD-NRHH shall have one vote
  - A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

3) Alumni Membership
- An active member of a chapter, who does not live in the residence hall system, or is no longer a student, shall be defined as an alumni member.
- Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.
- When members leave the on-campus community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit a notice of temporary leave, they must indicate the duration of their leave to the chapter.
- If a member who has submitted a notice of permanent leave returns to the
residence halls and the chapter membership cap has been reached, the chapter shall contact the NAN to request a temporary increase in their capacity until the next membership drive, at which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.

4) Honorary Membership

- An individual who is inducted into a NRHH chapter and is not a student but offers support to the on-campus community and the student affairs profession, including but not limited to, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member.
- Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.”
- 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.

Section III: Membership Capacity

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

Section IV: NRHH Member Removal Policy

The policy for removal of members from the Titan Chapter of the National Residence Hall Honorary at Indiana University South Bend is as follows:

- The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- If an Active member is removed, they no longer count towards the 1% membership cap.
- The following guidelines apply to the procedure for the removal of an Active member:
  - The member and/or chapter must complete the NRHH Member Removal Application.
  - This form can be obtained from the region’s ADNRHH. The form must include the electronic signatures of the chapter President and chapter advisor.
  - This form must be submitted electronically.
  - The completed Member Removal application shall be submitted to the region’s AD-NRHH for approval.
- The amount of members for removal is up to the discretion of the chapter.
- It is the right of the region’s AD-NRHH to deny requests for removal for reasons including, but not limited to:
  - Submission of an incomplete application form
  - The region’s AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member’s inactivity or ineligibility
Article IV - Selection of Members

Section I: Nominee Requirements
A. Nominees must currently reside on campus.
B. Nominees must have resided in Residence Halls for at least two semesters (including the present semester).
C. Nominees must have a cumulative G.P.A. of at least 3.0 on the UNT scale.
D. Nomination must be given to the Vice President of Selection and Induction by the deadline set each semester.
E. All NRHH members, housing staff, and residents can make nominations. This includes self-nominations.

Section II: Voting Procedure
A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
B. Nominees must receive 50% plus one vote of those active members present with voting rights to be inducted.

Section III: Voting Members
A. Voting Members for the selection shall consist of active members with voting rights.

Section IV: Induction Oath
A. The Induction Oath is as follows:
   “I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Titan Chapter of the National Residence Hall Honorary at the University of Indiana University South Bend. I promise to continue the tradition of recognition and service. In my efforts to serve this chapter, I will uphold the Titan Chapter NRHH constitution to the best of my abilities.”

Article V - Executive Structure

Section I: The President shall:
A. Preside over all chapter meetings.
B. Preside over all Executive Board Meetings.
C. Preside over all “Of the Month” selections.
D. Create special committees, as needed.
E. Maintain correspondence with the MACURH NRHH RAD.
F. Maintain correspondence with the NACURH Services & Recognition Office.
G. Assist with yearly affiliation process.
H. Perform all other tasks normally associated with the position of the President as defined by Robert’s Rules of Order.

Section II: The Vice-President for Recognition shall:
A. Be responsible for monthly recognition projects.
B. Shall facilitate any programming events.
C. Assume the President’s duties in the absence of the President.
D. Perform all other tasks normally associated with the position of the Vice President as defined by Robert’s Rules of Order.

Section III: The Vice-President for Selection and Induction shall:
A. Be responsible for soliciting suggestions for membership candidates
B. Send out membership applications.
C. Receive and prepare applications to be unanimous for members to vote on.
D. Send letters notifying candidates of membership status.
E. Facilitate the overall selection and induction process.
F. Plan and organize the Induction reception each semester.
G. Perform all other tasks normally associated with the position of the Vice President as defined by Robert’s Rules of Order.

Section IV: The Secretary shall:
A. Take minutes of all chapter or Executive Board meeting.
B. Have presentable copies of minutes available by the next meeting.
C. Maintain the “NRHH Chain Letter” newsletter.
D. Send out the newsletter to member’s bi-monthly.
E. Perform all other tasks normally associated with the position of Secretary as defined by Robert’s Rules of Order.

Section V: The Treasurer shall:
A. Prepare a budget request to be presented to the Coordinator for Residential and Judicial Affairs at the beginning of each semester.
B. Keep accurate records of all moneys spent on a semesterly basis.
C. Sign all NRHH Purchase Requests and keep copies of PO’s.
D. Be responsible for any fundraising events.
E. Perform all other tasks normally associated with the position of Treasurer as defined by Robert’s Rules of Order.

Section VI: The Advisor shall:
A. Act as a liaison to the Coordinator for Residential and Judicial Affairs.
B. Attend all meetings, either of the Chapter as a whole or of the Executive Board.

Article VI: Removal of Officers

Section I: 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 II: Removal Procedures
A. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
B. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.
C. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
D. 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.
E. 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.
F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes.
G. A three-minute question and answer period for both shall follow with no discussion afterwards.
H. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

Article VII: Election Code

Section I: Requirements for Candidacy
A. All candidates must have been an Active member with voting rights for the semester prior to which they will hold office.
B. All candidates must be an Active member for the year in which they intend to hold office.

Section II: Election Procedure
A. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the President. If the President wishes to run for an office, they must submit their letter of intent to the Advisor.
C. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
D. A three-minute question and answer period will follow each candidate’s speech.
E. Winners will receive 50% plus one of the votes cast in the election of the office.
F. In the event of a tie, and immediate run-off election shall be held between the top two vote receivers.
G. Each officer shall be elected to a one-year term.
H. Officers shall take office immediately after induction.

Section III: Officer Oath
A. The Officer Oath is as follows:
   “I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Titan Chapter of the National Residence Hall Honorary at the University of Indiana University South Bend. I solemnly swear, as an executive officer, to serve the Titan 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 VIII: Vacancy of Office

Section I: Should the office of President become vacant, the Vice-President for Recognition shall assume the office of the President.

Section II: Presidential Appointments

A. In the event that an Officer leaves office, the President shall appoint an Active member with voting rights to finish that office's term.
B. This appointment shall be made at the meeting following the office's vacancy.
C. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.
D. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.
E. This election shall be governed by the election code in Article IV.

Article IX - Finances

There will be no fees or dues required by the chapter. Money will enter the chapter's account by fundraising and allocation of funds by Indiana University South Bend or the Residence Hall Association at Indiana University South Bend.

Article XI: Meetings

Section I: This organization shall follow Robert's Rules of Order unless otherwise stipulated by the Presiding Officer and/or the Executive Board.

Section II: Regular meetings shall be set by the Executive Board at the beginning of each semester.

Section III: Additional meetings shall be called by the Executive Board as necessary.

Article XII: General Voting

Section I: General voting is considered to be any voting except in new member selection voting.

Section II: Executive Board

A. Each officer, excluding the President shall receive one vote in each voting matter.
B. The advisor shall receive one vote in each voting matter.
C. The President shall only vote to break a tie.

Section III: Chapter Members

A. Each Active member shall receive one vote in each voting matter, unless they have lost their voting rights for the semester.
B. Alumni members receive one vote except in new member selection matters, unless they have lost their voting rights for the semester.
C. Honorary members do not vote.
Section IV: Voting Procedure
A. All votes shall be a simple majority of the Active and Alumni members present with voting rights unless otherwise specified by the Executive Board.
B. Tie Breaking Procedures:
   1. All tie ballots shall be immediately re-cast.
   2. In the event of a second tie, the President shall break the tie.

Article XIII: Absences

Section I: Excused/ Unexcused
A. Absences may be excused by the President in the following manner:
   1. A reason for the absence must be submitted to the President 24 hours prior to the meeting.
   2. The President may then accept the statement and excuse the absence if the President believes the circumstances call for such an action.
B. Absences may be considered unexcused by the President if the reason is not justifiable.
C. The member may appeal the decision of the unexcused absence in writing to the Executive Board.

Article XIV: Affiliations

Section I: This chapter shall remain in good standing with GLACURH and NACURH offices.

Article XV: Mascot

There shall be a mascot and it should reflect the chapter's vision.

Article XVI: Chapter Traditional Functions

Section I: This chapter shall continue its monthly recognition of individuals, systems, or whatever they deem necessary that deserves to be appreciated. This recognition is inclusive to, but not limited to Housing.

Section II: This chapter shall give out Writer’s Cramp Awards for those individuals who write OTMs and submit them to our chapter.

Article XVII: Chapter Pin-Awarding Procedures

Section I: The requirement for the “diamond” pin is membership induction into the Titan Chapter.
Section II: The requirement for the white “leadership” pin is a prominent display of leadership ability here at IUSB (as assessed by the current NRHH executive board) or placement on the NRHH executive board.

Section III: The requirements for the eight “bronze” pins are at the discretion of the NRHH. These pins are to recognize individuals who have demonstrated outstanding service to NRHH, GLACURH and NACURH. IUSB can only give out eight bronze pins a year.

Article XVIII - Amendments and Bylaws

Amendments and additions to the constitution may only be made by 51 percent (majority) of active voting members.

Article XIX - Enactment

This constitution will be active upon a 2/3 vote of current active members and will be presented to the Office of Housing and Residential Life for approval.

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