CONSTITUTION OF THE NATIONAL RESIDENCE HALL HONORARY VANDAL CHAPTER UNIVERSITY OF IDAHO
March 6th , 2012

We, the members of the Vandal Chapter of the National Residence Hall Honorary, in order to honor and recognize exemplary members of the University of Idaho Residence Hall System, further the betterment and expansion of resident involvement, improve interrelations within the Residence Hall community, and promote high scholarship, do hereby establish and uphold this Constitution.

ARTICLE I
Name
The organization under this Constitution shall officially be known as the Vandal Chapter of the National Residence Hall Honorary, University of Idaho, and shall hereafter be referred to as "the Chapter." The Chapter "Council" shall consist of all active members, unless otherwise specified in this document.

ARTICLE II
Statement of Non-Discrimination
This organization shall not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, handicap or age in any of its policies, procedures, selection, practices, or membership.

ARTICLE III
Purpose
Section 1: The function of this organization shall be to acknowledge and commend those individuals who have demonstrated outstanding service and leadership abilities to the members of the University of Idaho residence hall system.

Section 2: The Chapter shall promote activities which encourage student leadership within the University of Idaho residence hall system.

ARTICLE IV
Membership of Qualifications of Eligibility

Section 1: A member of the chapter shall be defined in one of four categories: Active, Alumni, Early Alumni, and Honorary.
Clause A: Active Members
1. An Active member shall be a person who is currently enrolled at the University of Idaho and resides in the Residence Hall System.
2. Members who are inducted into the Chapter, but leaving the residence halls on a temporary basis of any length, such as for an internship or study abroad, are considered Active members. These members must provide the Chapter with the length of their absence. Members will remain active until they declare that they are permanently leaving the halls.

Clause B: Alumni Members
1. An Alumni member shall be defined as one who was an active

member and has graduated or no longer lives in the residence hall system after the time of selection.

2. Upon Initiation into the Chapter, Alumni shall have full privileges, within the exception of voting rights.

Clause C: Early Alumni Members

1. 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.
2. The following guidelines apply to the procedure of applying for early alumni membership status:
3. The member and/or chapter must complete the early alumni membership application which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.
4. The completed early alumni membership application shall be submitted to the Regional AD-NRHH for approval.
5. The number of early alumni members a chapter shall be granted per academic year will not exceed ten percent of the chapter's membership cap
6. It is the right of the Regional AD-NRHH to deny requests for reasons including, but not limited to:
    a. The application form is incomplete.
    b. The Regional AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
    c. The chapter has exceeded its allotted early alumni membership approvals for the year.

Clause D: Honorary Members

1. An Honorary member need not be affiliated with the University of Idaho, but must have demonstrated outstanding service and contribution to the Residence Hall System of the University of Idaho.
2. Honorary members may include, but are not limited to, community members, University personnel, and administrative staff.
3. An Honorary member shall have the same rights as described in Article IV, Section 1, Clause B, Subsection 2.
4. 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.

Clause E: Membership Size

1. Active membership shall not exceed the greater of one percent (1%) of the total number of Residence Hall System occupants, or 20 members, whichever is greater, in any given semester.

Section 2: Qualifications of Eligibility

Clause A: Active and Alumni Members:

1. Must have lived in the University of Idaho Residence Hall System for

a minimum of two semesters, including semester of induction.

2. Must be a resident of University of Idaho Residence Hall System at time of induction.

3. Must have a cumulative G.P.A. of 2.5 at the time of induction.

4. Shall have demonstrated outstanding leadership and service within the residence hall system.

5. Must have completed the official nomination process and submitted it to the Chapter President, or his/her designee.

6. Once a member is inducted into NRHH they are considered to be a member for life.

Clause B: Honorary Members

1. Must show outstanding service to the University of Idaho residence hall system.

2. Must be approved by a simple majority of the active and alumni members present at a scheduled meeting.

ARTICLE V

Procedures for Nomination and Selection

Section 1: Nomination

Clause A: Anyone wishing to nominate individuals may do so, including self nominations.

Clause B: Nominations must be made on the official nomination form as prescribed by the Chapter Selection Committee and submitted to the Chapter President, unless otherwise delegated.

Clause C: Nominees must state their intentions as to whether they will be returning to the residence halls or permanently leaving them.

Section 2: Selection

Clause A: Selection Committee shall consist of the Chapter Advisor and all other members who have made it to at least thirty-three percent of the chapter meetings. The Vice President shall serve as the Chairperson of this committee

Clause B: The initiation date shall be set each year by the Chapter Executive Board, with review and approval of the Chapter Council.

Clause C: The process of selection for active and alumni members shall be as follows:

1. Each member of the selection committee shall sponsor up to 25 percent of the nominees, with the exception of the Vice President and Advisor.

2. At least three weeks before the initiation date, a social gathering of sponsors and interested nominees shall be held.

   a. At said social gathering, applications shall be given to nominees and nominees shall meet with their respective sponsors.

3. Applications are due at least two weeks before the initiation date to the respective sponsor unless otherwise delegated.

4. At least one week before the initiation date, a meeting of the selection

committee and all interested NRHH members shall be held.

a. The Vice President shall mediate said meeting

b. All NRHH members shall have the right to voice their opinion.

c. At said meeting, selection of <u>active</u> members will be done in the following manner:

i. The sponsor, selection committee and all other interested NRHH members will review all applications.

ii. The sponsor and/or nominator shall have up to 5 minutes to summarize the nominee's application and add any pertinent information.

iii. A discussion session shall be held for no more than 10 minutes

1. The Vice President shall keep a speaker's list.
2. All members are eligible to participate in the discussion
3. Pro and con statements shall be mentioned and discussed during this time.
4. Members should be selected based on their leadership and service to the residence halls. In addition, their future contributions to the chapter should be high priority in selecting nominees.

iv. All active members present for discussion and voting at said meetings including the President shall have the right to vote with the exception of the Vice President and the Advisor. The Vice President shall vote in the case of a tie.

v. A vote by secret ballot shall be held and counted by the Vice President and the Advisor. A minimum of a simple majority (greater than 50%) is required for selection as an active member.

d. In the case that more nominees with active status are selected than the allotted active membership, the following process shall be employed.

i. Nominees with the most affirmative votes shall be selected until the allotted membership is met.

ii. In the event that there is a tie in the number of affirmative votes for the final membership position(s), the selection process for the nominees in question shall be repeated until the position(s) is/are filled.

e. All open active membership positions need not be filled.

f. Alumni members shall be selected based on the following process:

i. Discussion of applicants for alumni membership positions will follow the method for active members outlined in part c of this subsection above.

ii. Alumni members shall be selected on their leadership and

service to the residence halls. Nominees should be judged as if they were applying for active membership.

iii. The number of affirmative votes for the last active member selected will determine the vote requirement for alumni members. Any alumni member nominee receiving the same number (or greater) of affirmative votes as the last selected active member will be granted alumni membership.

a. If the last active member selected (last by number of votes) receives "x" votes, then any alumni nominee who receives at least "x" votes shall be inducted.

Clause D: The process of selection for Honorary members shall be as follows:

1. At the open meeting of the selection committee and all interested NRHH members, nominations for Honorary members shall be taken from the floor.
2. The Vice President shall take a vote of confidence from all NRHH members present at said meeting. An Honorary nominee shall be inducted by a simple majority of votes.
3. All present Alumni members shall have voting rights during the selection of Honorary members.

Section 3: Fall Selection

Clause A: Selection Committee shall consist of the Chapter Advisor and all other members who have made it to at least thirty-three percent of the chapter meetings. The Vice President shall serve as the Chairperson of this committee

Clause B: The initiation date shall be set at the beginning of the semester by the Chapter Executive Board, with review and approval of the Chapter Council.

Clause C: The process of selection for active and alumni members shall be as follows:

1. Each member of the selection committee shall sponsor up to 25 percent of the nominees, with the exception of the Vice President and Advisor.
2. Applications are due at least two weeks before the initiation date to the respective sponsor unless otherwise delegated.
3. At least one week before the initiation date, a meeting of the selection committee and all interested NRHH members shall be held.
   a. The Vice President shall mediate said meeting
   b. All NRHH members shall have the right to voice their opinion.
   c. At said meeting, selection of <u>active</u> members will be done in the following manner:
      i. The sponsor, selection committee and all other interested NRHH members will review all applications.
      ii. The sponsor and/or nominator shall have up to 5 minutes to summarize the nominee's application and add any pertinent information.
      iii. A discussion session shall be held for no more than 10

minutes

1. The Vice President shall keep a speaker's list.
2. All members are eligible to participate in the discussion
3. Pro and con statements shall be mentioned and discussed during this time.
4. Members should be selected based on their leadership and service to the residence halls. In addition, their future contributions to the chapter should be high priority in selecting nominees.

iv. All active members present for discussion and voting at said meetings including the President shall have the right to vote with the exception of the Vice President and the Advisor. The Vice President shall vote in the case of a tie.

v. A vote by secret ballot shall be held and counted by the Vice President and the Advisor. A minimum of a simple majority (greater than 50%) is required for selection as an active member.

d. In the case that more nominees with active status are selected than the allotted active membership, the following process shall be employed.

i. Nominees with the most affirmative votes shall be selected until the allotted membership is met.

ii. In the event that there is a tie in the number of affirmative votes for the final membership position(s), the selection process for the nominees in question shall be repeated until the position(s) is/are filled.

e. All open active membership positions need not be filled.

f. Alumni members shall be selected based on the following process:

i. Discussion of applicants for alumni membership positions will follow the method for active members outlined in part c of this subsection above.

ii. Alumni members shall be selected on their leadership and service to the residence halls. Nominees should be judged as if they were applying for active membership.

iii. The number of affirmative votes for the last active member selected will determine the vote requirement for alumni members. Any alumni member nominee receiving the same number (or greater) of affirmative votes as the last selected active member will be granted alumni membership.

a. If the last active member selected (last by number of votes) receives "x" votes, then any alumni nominee who receives at least "x" votes shall be inducted.

Clause D: The process of selection for Honorary members shall be as follows:

1. At the open meeting of the selection committee and all interested NRHH members, nominations for Honorary members shall be taken

from the floor.

2. The Vice President shall take a vote of confidence from all NRHH members present at said meeting. An Honorary nominee shall be inducted by a simple majority of votes.
3. All present Alumni members shall have voting rights during the selection of Honorary members.

ARTICLE VI

Voting

Section 1: Active Members

Clause A: Active members shall be the voting body of the chapter, as long as each member is in good Chapter standing.

Clause B: Good standing within the chapter is defined as individuals not under impeachment.

Section 2: Alumni Members

Clause A: An Alumni member shall be a non-voting member, except in the case of OTMs, for which they shall have full voting rights. They shall have full privilege to voice their opinion and constructive input on any topic.

Clause B: In the event that there is not a quorum (50%) of active members, all present alumni shall be allowed to vote.

Clause C: Alumni members, that are present, shall have voting rights during selection of Honorary members.

Section 3: Honorary members

Clause A: Honorary members shall be non-voting members, but shall have full privilege to voice their opinion and constructive input on any topic.

ARTICLE VII

Finances

Section1: The chapter shall receive funding each semester from the University of Idaho Residence Hall Association and University of Idaho Housing.

Section2: Additional funds may be raised through various activities following University Housing fundraising policies.

ARTICLE VIII

Election of Executive Officers

Section 1: Executive officers to be elected shall be the President, Vice President, Recognition Chair, Programming Chair and Historian.

Section 2: All officers shall be elected by the Chapter council by the end of the spring semester for the next academic year unless qualified candidates cannot be found, in which case the positions shall be filled at the second meeting of the fall semester. Elections shall be announced to the Chapter Council at least one (1) week in advance. The new officers elected in the spring shall officially take office at the last Chapter meeting of the spring semester. Officers elected in the fall shall take

office immediately following election. The Oath of Office shall be administered by the Chapter Advisor.

Section 3: Nominees for executive office positions shall be Active or Alumni members of the Chapter Council, with exception to the President and Vice President positions, which must be Active members. Nominees for President must also have been a member of the Chapter for at least two (2) semesters prior to receiving nomination.

Section 4: Election of officers shall be held by secret ballot. Only Active members of the Chapter shall be allowed to vote. Each Active member, including nominees for the officer positions, shall have one vote per position. The winner of each position shall be determined by a majority of the votes cast for each office.

Section 5: If any officer of the Chapter Council, with the exception of the President, becomes unable to fulfill the duties of that elected office, that office shall be declared vacant upon the receipt of written resignation or conviction of impeachment. Notice of such vacancy shall be posted at least two (2) weeks prior to new election. Said vacancy shall be filled by the same procedure as stated in sections 3 and 4 of this article.

Section 6: In the event of the Presidential vacancy, the Vice President shall become President and a new Vice President shall be elected as prescribed in sections 3 and 4 of this article.

ARTICLE IX
Executive Officers

Section 1: Executive officers shall be President, Vice President, Secretary, Recognition Chair, Programming Chair, Historian,, , and Chapter Advisor. These officers shall be elected by the active members.

Section 2: All Executive officers shall have voting rights, with the exception of the President and the Advisor. The President shall vote only in the event of a tie if a quorum of active members is met.

Section 3: All Executive officers, except the Chapter Advisor, shall be elected in accordance with Article VI of this Constitution.

Section 4: Authorities and Duties

Clause A: The President of the Chapter shall:

1. Preside at all Council, special, and Executive meetings of the Chapter.
2. Have the power to call special meetings of the Council and Executive Board of the Chapter when deemed necessary.
3. Be official spokesperson for the Chapter, unless otherwise designated by himself/herself or by a consensus of the Chapter Council.
4. Be the liaison between the Chapter and the Residence Hall Association and attend RHA Council meetings at least twice a month, or send a representative.

5. Have the authority to appoint all chapter committees, committee chairs, and boards, with the exception of standing committees and with the review and majority approval of the active membership.
6. Be responsible for the proper conduct and execution of all committees and boards of the chapter.
7. Maintain a direct liaison with the National Communications Coordinator(s).
8. Attend regional and national business meetings as well as communicate with regional and national offices and directors.
9. Have the powers and duties incident to the proper execution of this office.
10. Meet weekly with the Chapter Advisor.
11. The President shall serve a minimum of 2 hours in the RHA office per week
12. Shall be subscribed to both the regional IACURH NRHH list serve and the National NRHH list serve, to represent the views of the chapter.
13. Be responsible for maintaining the active, alumni, and honorary list serves.
14. Shall submit a monthly report as put out by the AD-NRHH by the due date assigned by the IACURH region.
15. Sit on the RHA awards and recognition committee
16. Submit membership listings to the regional and national offices.
17. Be responsible for all aspects of re-affiliation.
18.

Clause B: The Vice President shall:

1. Assist the President and perform all duties of the President in his or her absence or disability.
2. Conduct an unannounced review of all Treasurer's books at least once a semester. A report shall be given to the council stating the condition of the books no later than three (3) weeks after the review starts.
3. Be the committee chair of the Selection Committee and the Selection Planning Committee.
4. Preside over the process of elections.
5. Oversee chapter service projects and ensure that they are completed.
6. Maintain files on all activities and take minutes at all meetings.
7. Keep accurate records of attendance at all Council, Special, and Executive Board meetings.
8. Be responsible for preparing, duplication, and distributing minutes in a timely manner.
9. Be responsible for the regular maintenance of the chapter constitution
10. Be sure that chapter dues are paid to the appropriate authorities.
11. Submit a yearly budget to be approved by a two-thirds (2/3) majority vote active members by the first of October.
12. Submit written financial status reports to the Chapter Council when requested by the Council or Executive Board.
13. Keep orderly and accurate financial books and statements at all times.
14. Provide all financial books and statements to the Chapter President upon request for review.

15. Provide an oral report of financial transactions taking place between Council meetings. These reports shall take place at each Council meeting.
16. Be the committee chair of the fund-raising committee.
17. Be responsible for the ordering of all recognition pins from the National NRHH Office by March 15th, as needed.

Clause C: The Recognition Chair

1. Be responsible for collecting OTM's by the 5th of every month
2. Act as the chairperson of the OTM Judging Committee
3. Send in the winners of each category to the IACURH AD-NRHH by the 10th of every month.
4. Be subscribed to the IACURH NRHH regional list serve
5. Maintain an orderly and accurate record of Person of the Week recipients.
6. Recognize Person of the Week in a timely manner.
7. Promote the Person of the Week through use of the RHA bulletin board and the website via the Historian.
8. Maintain an orderly and accurate record of Person of the Week nominees.
9. Distribute recognition awards to Person of the Week nominees in a timely manner.
10. Coordinate the ordering and purchase of all recognition items for Person of the Week and Person of the Week nominees.

Clause D: The Programming Chair shall:

1. Oversee programs put on throughout the year
2. Ensure that at least 1 program is put on per NRHH pillar per semester
3. Can assign committees to organize program
4. Work with RHA programming chair to ensure programming dates do not conflict

Clause E: The Historian(s) shall:

1. Maintain orderly and accurate historical files.
2. May compile a yearly Chapter scrapbook.
3. Be responsible for maintaining an updating a webpage.
4. Be in charge of organizing and keeping up to date Chapter memorabilia.
5. When requested, conduct historical research pertaining to the Chapter and make a timely, written report to those to those requesting information. The information shall also be provided to the Council and included in the Chapter Historical files.
6. Record the membership of the Chapter each semester.
7. In charge of taking meeting attendance
8. In charge of keeping records pertaining to the awarding of honor cords.

Clause I: The Chapter Advisor shall:

1. Attend all Chapter Council meetings.
2. Be available for advice and consultation.
3. Be a member of the Executive Board.
4. Be the liaison between the Chapter and the Residence Life Staff.
5. Meet weekly with the Chapter President.

ARTICLE X

Repeal and Impeachment

Section 1: Repeal

Clause A: Any official act of the Executive Board or the Chapter Council may be repealed by two-thirds (2/3) majority vote of all Active members.

Section 2: Impeachment

Clause A: Any elected officer may be removed from office if it can be shown that said person has committed malfeasance, misfeasance, or nonfeasance. Said person may also be removed if in conscious violation of this Constitution or by-laws.

Clause B: Any officer under scrutiny of impeachment shall have all powers and duties removed until a verdict has been reached by the Chapter Council.

1. A vote of confidence must be taken in the officer to determine whether the impeachment process shall continue. A simple majority vote of the Chapter Council in favor of proceeding is necessary for the impeachment to proceed

Clause C: The active Chapter President shall call a special meeting of the Council upon notification of the impending impeachment accusations.

Clause D: Charges of impeachment of any Executive Board Officer may be brought before Council by any Active member.

Clause E: The accused officer shall have the right to present his or her side of the case.

Clause F: The Chapter Advisor shall serve as Prosecutor.

Clause G: The acting Chapter President shall serve as judge.

Clause H: The entire Chapter Council shall serve as jury.

Clause I: A two-thirds (2/3) majority vote of the entire council present shall be needed for the accused officer to be removed from office.

Clause J: The decision of the Council shall be final.

ARTICLE XI

Chapter Council Meetings

Section 1: Regular meetings of the Council shall be held at least twice a month during the academic year.

Section 2: Special meetings may be called by the Chapter President, but twenty-four (24) hours notice must be given to all Council and Executive board members.

Section 3: One-half (1/2) of active members constitutes a quorum.

Section 4: A simple majority decision of the active members upon any matter concerning the chapter shall be binding upon all members.

Section 5: The Council shall administer all funds of the Chapter.

Section 6: The Council is empowered to make such by-laws as are necessary to support this Constitution.

Section 7: The rules contained in the current edition of *Robert's Rules of Order - Newly Revised* shall govern all meetings of the Council at the discretion of the President. Any special rules of order the chapter may choose to adopt are permissible.

ARTICLE XII
Standing Committees

Section 1: Committees shall be created on an as need basis. The following committees could be created at a NRHH meeting These committees will consist of NRHH members and will be chaired by a member of the Executive board. Each chairperson will be responsible for reporting progress on a regular basis as deemed fit by the current Chapter President and current Chapter Advisor. The following Committees shall be created:

Clause A: Selection Planning Committee shall:

1. Be chaired by the Vice President
2. Be responsible for organizing selection meetings
3. Hold a NRHH information session for people nominated
4. Ensure that the nomination process occurs
5. Ensure that the selection process occurs
6. Consist of all interested members of the Chapter

Clause B: Fund-Raising Committee shall:

1. Be chaired by the Vice President
2. Raise money for the Chapter to use
3. Be in charge of ordering and purchasing apparel

Clause C: Of the Month (OTM) Committee shall:

1. Be chaired by the OTM Coordinator
2. Be responsible for judging all OTM's submitted.
3. Recognize Of the Month nominees and nominators as well as Of the Month Winners.
4. Consist of all interested members of the Chapter

ARTICLE XIII
Affiliation

Section 1: The Chapter shall be sure that the amount designated per year is paid to the NACURH Information Center in order to maintain the Chapter's membership.

Section 2: The chapter must submit a constitution, membership list, and all other information requested by the NACURH Information Center.

ARTICLE XIV
Amendments

Section 1: Amendments may be made to this Constitution and the by-laws by a two-thirds (2/3) majority vote of the members present, with a quorum as defined in Article X, Section 3.

ARTICLE XV
Ratification

Section 1: Upon receiving a two-thirds majority vote of active members, as clarified in Article XIII, Section 1, this Constitution shall be deemed ratified. Upon ratification this Constitution and by-laws shall be binding upon all members of the Chapter.