**1) Name**

This organization is the University of Nebraska-Lincoln (UNL) chapter of the National

Residence Hall Honorary (NRHH). It shall be known as the National Residence Hall

Honorary Scarlet And Cream Chapter.

**2) Purpose**

The purpose of this organization shall be to further the values of NRHH among chapter members, on campus residents, the entire UNL community, and the Lincoln, Nebraska community.

A) Values of NRHH:

 i. Leadership

 ii. Recognition

 iii. Service

This organization will also advance the Vision Statement of NRHH by striving to recognize the top 1% of student leaders living in college and university housing at UNL. The NRHH Scarlet and Cream Chapter will encourage the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and NACURH levels.

Finally, this organization will uphold the Mission Statement of NRHH by advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. The NRHH Scarlet & Cream Chapter strives to provide recognition for individuals who have contributed to the advancement of college and university

housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and support the vision of the National Association of College and University Residence Halls,

**3) Membership Qualifications**

 A. Lifetime Membership Policy

Once an individual is inducted has shown dedication and commitment to the Scarlet and Cream Chapter or any other NRHH Chapter by maintain active membership status following induction they become lifetime members of the National Residence Hall Honorary.

B. Active Membership

I. An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing.

II. Temporary leaves from on-campus housing such as, but not limited to co-ops, internships, or study abroad, will not affect the individual’s active status of NRHH. In the case of a temporary leave, the NRHH member should notify the Chapter President in writing detailing the reason for and duration of the temporary leave.

III. An individual being inducted as an active member must:

a) Be a student of the University of Nebraska – Lincoln, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.

 b) Have lived in on-campus housing for at least two academic semester or its equivalency.

 c) Be returning to the residence halls the following semester or graduating.

 d) Have made a positive contribution to the residence hall system.

 e) Have a 2.5 on a 4.0 scale.

IV. Active Members must meet the qualifications of the “Point System” in order to receive a graduation cord during their Senior year. Members can earn points in their Sophomore, Junior and Senior years to count towards their graduation cord.

a. Point System is as follows:

 i. 2 points for every meeting attended.

 ii. 2 points for every Campus-Winning eligible OTM (at least 250 words) written.

 A. 1 additional point for winning at the Campus level.

 B. 3 additional points for winning at the Regional level.

 C. 5 additional points for winning at the National level.

 iii. 1 point per half hour (including travel time) of NRHH events staffed, intramural games participated in, or Volunteer Events participated in.

 iv. 1 point for every half hour of community service completed. These hours must be documented by a Volunteer Coordinator or Supervisor.

A. Members cannot exceed 20 points for community service per semester.

 v. 2 points for each month a Campus Level OTM vote is cast.

b. For individuals who cannot attend meetings due to class, study abroad, or other academic commitments, points can be earned for special requests determined by the President and Vice President.

c. Members must earn 30 points per semester in order to be an active member.

d. Members must earn 50 points minimum in order to earn a graduation cord.

e. Members must earn points by completing at least two of the options.

f. Sophomores, Juniors, and Seniors who meet the point system will be recognized with their cords at the fall or spring NRHH banquet of their graduation semester.

C. Early Alumni Membership

I. 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.

II.The following guidelines apply to the procedure of applying for early alumni

membership status:

a.The member and/or chapter must complete the early alumni membership application obtained through the MACURH AD-NRHH which shall include the signatures of: Chapter President, Chapter Advisor, and chapter member for whom the form is being completed.

b. The completed early alumni membership application shall be submitted to Midwest Association of College and University Residence Hall’s AD-NRHH for approval.

c. 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).

d. It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:

i. The application form is incomplete.

ii. 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. membership approvals for the year.

iii) The chapter has exceeded its allotted early alumni membership approvals for the year.

e. 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.

i) Each AD-NRHH shall have one vote.

ii)  A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

**4. Alumni Membership**

A. An active member of the chapter, who does not live in the residence

hall system, or is no longer a student, shall be defined as an alumni member.

 I. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.

 II. 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.

III. 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.

**5. Honorary Membership**

A. 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.

I. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.”

II. 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.

**6. Membership Capacity**

A. The total active membership of this 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.

**7. Member Removal Policy**

A. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.

B. If an Active member is removed, they no longer count towards the 1% membership cap.

C. The following guidelines apply to the procedure for the removal of an Active member:

I. The member and/or chapter must complete the NRHH Member Removal Application.

II. This form can be obtained from the region’s AD- NRHH.

III. The form must include the electronic signatures of the Chapter President and Chapter Advisor.

IV. This form must be submitted electronically.

V. The completed Member Removal application shall be submitted to the region’s AD-NRHH for approval.

D. The amount of members for removal is up to the discretion of the chapter.

E. It is the right of the region’s AD-NRHH to deny requests for removal for reasons including, but not limited to:

 I. Submission of an incomplete application form

II. 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 within the chapter prior to submission of the application.

F. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

**8. Membership Transfer Policy**

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

 B. Each NRHH chapter is able to accept or reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:

 I. The student applying to their membership must be fully matriculated at the new institution.

 II. The student seeking to transfer their membership must contact the Chapter President and Advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.

 III. Each chapter is able to come up with their own process detailing how letters will be evaluated.

C. If approved, the student and/or new chapter must complete the membership transfer application.

 D. The membership transfer application may be obtained from the region’s AD-NRHH.

 E. The membership transfer application shall include signatures from the following individuals:

 I. The incoming Chapter’s President.

 II. The incoming Chapter’s Advisor.

 III. The NRHH member who is seeking to transfer their membership.

 F. The completed application shall be submitted to the region’s AD-NRHH for approval.

 G. It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:

 I. The application form is incomplete.

 II. Adding new member(s) puts the chapter over its member cap.

 H. If the member and or/chapter wish to appeal the decision of the region’s AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:

 I. Each AD-NRHH shall have one vote.

 II. A simple majority shall be necessary, with tie-breaking vote when necessary.

 **9. Selection Procedures**

A. New Members will be inducted at the end of the Fall and Spring Semester(s) of each academic year.

B. The Induction Process will be as follows

I. The President (in consultation with the advisor and officers) must create a calendar including date nominations will be open, date nominations will be closed, date that nominees will be notified and given their applications, date applications will be closed, and the date that applicants will be notified. The applicants must be notified four weeks before first day of finals in Fall Semester (should the chapter decide to do fall inductions) and four weeks before the first day of finals in the Spring Semester.

II. Anyone may nominate a candidate for NRHH. No one will be considered who has not been nominated. Nominations will be made open for at least two weeks. Nominations will take the form of nomination forms made available by NRHH.

III. Every nominated candidate will be notified and given a membership application. The application process must be open for at least two weeks.

IV. After the close of the application period, the chapter will meet to consider all of the candidates. Each applicant will be considered separately. For each application, all active NRHH members will be allowed discussion and a vote on whether to grant the applicant membership. The selection meeting will be run chaired by the NRHH President under Roberts Rules of Order.

C. An individual being inducted as an active member must:

I. Be a student of the college or university at the University of Nebraska-Lincoln,

including, but not limited to students pursuing undergraduate, graduate, or professional degrees.

II. Have lived in on-campus housing for at least one year.

III. Be returning to the residence halls the following semester.

IV. Have made a positive contribution to the residence hall system.

V. Have a 2.5 on a 4.0 scale

D) Non-Discrimination Policy

"This organization does not discriminate in the selection of members on appointments

when discrimination is defined as denying individuals membership or appointment on

the basis of gender, age, disability, race, color, religion, marital status, veteran’s status,

national or ethnic origin, gender identity or expression, place of residence, or sexual

orientation.”

E) Non-student Participation Policy

“A student organization shall consist of at least five currently enrolled student members.

Non-students shall be allowed to participate in any student organization activity, but

shall not be a voting member, or an elected or appointed officer of said organization.

A non-student is someone who is not currently enrolled at the University of Nebraska-

Lincoln for the fall or spring semester.”

**10. Student Officers**

A. NRHH President

The NRHH President Shall:

I. Preside over all NRHH Chapter Meetings

II. Preside over all NRHH Executive Meetings

III. Preside over all induction meetings

IV. Represent UNL as the NRHH Representative to the National Association of College and University Residence Halls (NACURH) and MACURH on all online chats, at all conferences, and any other situation where regional or national representation is required.

V. Create and dissolves committees as necessary

VI. Have at least two office hours per week as determined by the NRHH President.

VII. NRHH President shall get a stipend of $250 per semester, $500 total for the year out of the NRHH Budget.

a. If the NRHH President should get impeached or resign, they will not receive the stipend.

 VIII. The NRHH President shall serve as or appoint an NRHH Liaison. The NRHH Liaison shall:

a. Update the Residence Hall Association on NRHH news.

b. Recognize Senators

c. Oversee Senator and Executive of the year voting and recognition.

d. Follow up on Of The Month requirements for legislation.

 IX. The NRHH President will distribute 4 of the 8 Bronze pins allotted to the University of Nebraska – Lincoln. The RHA President will distribute the other 4 Bronze pins. With the permission of the Advisor(s), any unused pins will go to the RHA President.

B. NRHH Vice-President

The NRHH Vice-President Shall:

I. Keep track of attendance at organization meetings

II. Serve as the President when the Vice-President is unavailable

III. Keep an updated list of all chapter members including their membership statuses.

IV. Keep a record of the point system for all members.

C. Treasurer

The NRHH Treasurer Shall:

I. Keep a running tally of Association funds.

II. Should the Chapter wish to participate in Intramural sports, the Treasurer will be the Intramural Coordinator.

D. OTM Chair

 I. Be responsible for all organization activities pertaining to Of the Month Awards including but not limited to approving UNL OTM accounts and submitting Campus Winners to the Regional Level.

 II. Serve as the point person for all Of The Month Awards coordination both locally and nationally.

 III. Provide Campus-Level recognition for OTMs as determined by the Chapter.

E. Qualifications of Officers

I. All candidates for President must have attended at least 75% of the previous year’s meetings as active members as verified by the existing Vice-President.

a. Exceptions will be made for candidates on temporary leave.

II. All candidates for other offices must have attended 65% of the previous years

meetings as active members as verified by the existing Vice-President.

a. Exceptions will be made for candidates on temporary leave.

III. All candidates may be members or hold leadership in other organizations, including RHA. All candidates may hold Housing Student Staff Positions.

IV. All candidates must meet the Chapter GPA requirement of 2.5 on a 4.0 scale.

**11. Advisors**

A. The primary advisor for the chapter shall be the Assistant Director of Residence Life Student Leadership Development and Diversity Initiatives.

B. The responsibility of the Primary Advisor shall be:

I. Appoint, in consolation, any secondary advisors necessary

II. Chair any removal meetings that should take place.

III. Advise the organization

C. Advisor Policy

“This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska.

**12. Selection of Officers**

A. Elections must be held three weeks prior to the last meeting of the year.

B. The President shall chair selection meetings

I. In the event the President is running for any office, the Vice-President will run the meeting.

II. In the event the Vice-President is running for any office, the Treasurer will run the meeting.

III. In the event the Treasurer is running for any office, the OTM Chair will run the meeting.

IV. In the event that all four executive candidates are all running for a position, members will vote on a meeting chair.

C. The Process of the Selection meeting will go as following:

I. All Presidential Candidates will leave the room.

II. Each candidate will be separately let back in the room to speak on their candidacy, take questions from the members present, and then leave the room.

III. Members will discuss candidates. Discussion will not end until every member agrees on ending discussion time.

IV. All active members except for the chair of the meeting will be allowed a private vote.

V. The chair shall tally the votes and privately notify the candidates.

VI. In the event of the tie, another discussion period will be held. Each active member will be allowed to speak a single time. After all active members have spoken, or have declined to speak there shall be another private vote.

VII. After a second tie, the chair will be afforded a vote.

VIII. The meetings quorum shall be at least 2/3 of the average attendance of the

semesters meeting as verified by the Vice-President.

**13. Removal of Student Officers**

A. Any active may launch the process to remove student officers by providing a copy of a petition to launch impeachment process signed by at least 55% of active chapter members to the President and Primary Advisor.

B. At the closest meeting at least 5 days after the presentation of the petition, the impeachment meeting will occur.

I. Should the officer be unable to attend that meeting, they shall be afforded a single week to postpone the removal process.

II. The meeting will be chaired by the Primary Advisor and shall occur as follows:

a. The presenter of the petition (or someone chosen by the presenter) will be given five minutes to state their case arguing for removal of the officer.

b. The officer in question will be given time to state their case arguing against their removal.

c. Both speakers will be allowed to take questions.

d. All active members will be allowed a period of discussion. The period of discussion will not be ended after a vote to do so by at least 2/3 of the active members in attendance. The vote may not take place before every active member has had the opportunity to speak twice.

e. Every active member will be allowed a private vote. For the officer to be removed there must be an agreement of 2/3 of the active members in attendance.

f. The quorum for the meeting must be 2/3 of the average number of active members that have attended that year’s meetings.

g. If the vote is successful then the procedures in 13A will occur.

**14. Vacation of office:**

A. In the case there is a vacation of office an election will take place a week after the

vacation is made public. The procedures will follow the steps 11.G.I-VIII.

**15. Meetings**

A. Meetings will take place Tuesday nights.

B. Members may miss up to three meetings a semester.

I. In the event a member has a conflict with the meeting time, the member may apply to have absences excused by contacting the Chapter President and Advisor(s). Granting excused absences is at the discretion of the Chapter President and Advisor(s).

**16. Finances**

A. Financial Transactions:

RSO shall operate according to the rules and guidelines of a non-profit entity. No part of the organization’s net earnings will inure to the benefit of individuals. The RSO must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator’s family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The RSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document. The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

B. All Financial Transactions over one hundred dollars must have the approval of the

organization.

I. Voting on funding will take place at a general meeting unless time or season make a

physical meeting impossible in which case a vote by email is allowable.

II. Funds must have the approval of over 50% of meeting attendees.

III. If an outside organization is requesting funding they will be invited, but not required to attend the meeting to make their case.

IV. All active members in attendance will have the right to discuss funding requests and vote on funding requests.

C. The Chapter will follow Regional, NACURH, and NACURH office guidelines to remain in good standing at the local, regional, and national levels.

**17. Constitutional Amendmentss**

A. Any active member may propose Constitutional changes.

B. Voting must take place one week after the membership is notified changes will be

presented.

C. Quorum will be 2/3 of the average number of Active Members attending meetings for

the semester in which the changes are proposed.

D. Changes must pass by 2/3 of the Active Members present.

**18. Dissolution of the Organization:**

“Upon the dissolution of the RSO the officers and advisors shall after paying or making

provisions for the payment of all liabilities of the RSO, dispose of all the assets of RSO

exclusively for charitable, educational, religious, or scientific purpose as shall at the time

qualify as an exempt organization. Under section 501C of the Internal Revenue Code

of 1986 (or corresponding provision of any future United States Internal Revenue Law),

as the officers and advisors shall determine. Any such assets not disposed of shall be

disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such

purposes to such organization(s), as determined by the Office of Vice Chancellor of

Student Affairs.”

**19. This constitution shall go into effect September 22nd, 2015.**