

# Constitution of the Scarlet & Cream Chapter of the National Residence Hall Honorary



The University of Nebraska Lincoln

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## **Article I: Name**

The name of this organization shall be the University of Nebraska-Lincoln's Chapter of the National Residence Hall Honorary of the National Association of College and Residence Halls, Incorporated (NACURH), which shall hereinafter be referred to as the Scarlet & Cream Chapter of the National Residence Hall Honorary (NRHH)

## **Article II: 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.

### **Section A: Values**

The Scarlet and Cream NRHH chapter is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

### **Section B: Mission Statement**

As an honorary, NRHH provides a dynamic leadership experience by promoting recognition and service. The Scarlet & Cream Chapter will offer our members diverse avenues to grow and succeed in the residence halls and as engages members in their communities.

### **Section C: Vision Statement**

NRHH strives to unite a community of distinguished members who embody the values through a lifelong commitment to the honorary.

## **Article III: Membership**

### **Section A: Definitions**

1. **Active Members** of the chapter shall be defined as those who are enrolled at the University of Nebraska-Lincoln and have been inducted into the Chapter. Active members will have the right to vote and hold office.
2. **Candidate Members** of the chapter shall be defined as pre-members in which the student has shown interest and intent in becoming an Active Member.
3. **On-Campus Members** of the chapter is a member that lives in institutionally owned or contracted housing and meets the chapter membership qualifications.
4. **Off-Campus Members** of the chapter shall be defined as a member that does not live in institutionally owned or contracted housing and meets the chapter membership qualifications and has completed the Off-Campus Membership Pledge.
5. **The Lifelong Membership** shall be defined as a member that is no longer affiliated with the University of Nebraska-Lincoln as a student due to graduation or a discontinuation of education.
6. **Alumni Members** shall be defined as former Active members who are no longer students at the University of Nebraska-Lincoln but have been inducted into the Chapter.

### **Section B: Membership Capacity**

1. The membership shall be composed of on and off campus members.

### **Section C: Membership Qualifications**

1. **New Membership Qualifications**
  - a. Must be a student at the University of Nebraska-Lincoln, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.

- b. A minimum cumulative 2.5 GPA on a 4.0 GPA scale is required for induction
2. Candidate Member Qualifications
    - a. To join NRHH, an individual must submit a Candidate Membership Application to the chapter.
      - i. To be eligible for Candidate Membership the applicant must:
        1. Live on campus at the time of their application.
        2. They must meet all general membership qualifications
      - ii. The application will be reviewed as detailed in Article III, Section D.
  3. Active Member Qualifications
    - a. In order to be eligible for induction as an Active Member of the Chapter, the Candidate Member must meet the requirement of 15 points based on the outlined point system.
      - i. The point system is as follows:
        1. 1 point for submitting the required application.
        2. 1 point for reaching out and interacting with an Executive Board member.
        3. 2 points for attending scheduled NRHH meetings.
        4. 1 point for attending additional meetings deemed necessary by the President.
        5. 2 points for submitting a quality OTM.
        6. 3 points for attending NRHH events.
        7. 1 point for holding (previously or currently) leadership positions associated with Residence Life.
        8. ½ point for holding (previously or currently) leadership positions on campus (not associated with Residence Life).
      - b. Upon achieving the point requirements by the date determined at the start of each semester, the Candidate Members will be:
        - i. Eligible for induction into the Scarlet & Cream Chapter as an Active Member.
        - ii. Eligible for running for executive board positions.

#### Section D: Application and Selection Process

1. To be considered for Candidate Membership, the prospective member must submit an application to the chapter.
  - a. Deadlines will be set each academic semester outlining when applications are due each semester.
2. Application will be screened before being presented to the Active Membership to verify housing and academic requirements.
3. Upon submission, the Active Membership will review the application and determine if the individual will be accepted as a Candidate Member.
4. Upon fulfilling Candidate Member requirements (Article III, Section C), the individual will be eligible for induction at the end of the same semester.

#### Section E: Off-Campus Membership Pledge

1. NRHH members that do not live in institutionally owned or contracted housing are able to apply to have voting rights within their chapter.
2. The member and/or chapter must complete the NRHH Off-Campus Membership Pledge.
  - a. This form can be obtained from the region's AD-NRHH.
  - b. The form must include the electronic signatures of the chapter President and chapter advisor.

- c. This form must be submitted electronically.
- 3. The completed Off-Campus Membership Pledge shall be submitted to the MACURH ADNRRH for approval.
- 4. It is the right of the MACURH ADNRRH to deny an Off-Campus Membership Pledge for reasons, but not limited to:
  - a. An incomplete submission, or
  - b. The MACURH ADNRRH does not believe that the member applying for voting rights has provided sufficient evidence of their ability to serve the on-campus body or fulfill the requirements of the honorary.
  - c. If the member and/or chapter wish to appeal the decision of the MACURH ADNRRH, they may appeal to the entire NNBD. The decision of the NNBD shall be final. In the event of an appeal to the NNBD:
    - i. Each AD-NRHH shall have one vote.
    - ii. A simple majority shall be necessary, with tie-breaking vote when necessary.

### Section F: Member Removal Policy

- 1. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.
- 2. If a member is removed, they no longer have voting rights and will then become an Alumni Member.
  - a. Upon becoming an Alumni Member the individual is allowed to campaign for their Active Member status at a general meeting. If they receive a simple majority vote of confidence, they can be reinstated as an Active Member.
- 3. The following guidelines apply to the procedures for the removal of an Active member:
  - a. The member and/or chapter must complete the NRHH Member Removal Application
    - i. The form can be obtained from the region's AD-NRHH.
    - ii. The form must include the electronic signatures of the chapter president and chapter advisor.
    - iii. The form must be submitted electronically.
  - b. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
  - c. The number of members for removal is up to the discretion of the chapter.
  - d. 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.
  - e. 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.

### Section G: Member Transfer Policy

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

2. 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:
  - a. The student applying to their membership must be fully enrolled at the new institution.
  - b. The student seeking to transfer their membership must contact the Chapter President and Advisor in writing detailing why they want to transfer their membership, how they benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
  - c. These letters will be reviewed with the entirety of the chapter utilizing the same criteria in selecting a candidate member.
3. If approved, the student and/or new chapter must complete the membership transfer application.
4. The membership transfer application may be obtained from the region's ADNRRH.
5. The membership transfer application shall include signatures from the following individuals:
  - a. The incoming Chapter's President.
  - b. The incoming Chapter's Advisor.
  - c. The NRHH member who is seeking to transfer their membership.
6. The completed application shall be submitted to the region's ADNRRH for approval.
7. It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:
  - a. The application form is incomplete.
  - b. Adding new member(s) puts the chapter over its member cap.
8. If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNBD. The decision of the NNBD shall be final. In the event of an appeal to the NNBD:
  - a. Each ADNRRH shall have one vote.
  - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

## Section H: Non-Discrimination Policy

"This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation."

## **Article IV: Officers**

### Section A: The Executive Board

1. The officer positions shall consist of a President, a Vice President of Operations, a Vice President of Recruitment, and a Vice President of Regional Outreach.
2. The officers shall make up the executive board, which will have regular meetings as needed.

### Section B: Positional Duties

1. The President shall
  - a. Set agendas and preside over NRHH Chapter and Executive Board meetings.
  - b. Oversee the duties of the Executive Board and meets monthly with Executive Board members
  - c. Hold monthly 1:1 meetings with all executive board members.
  - d. Maintains an updated list of Chapter membership.
  - e. Manage assignment of NRHH committees and follow-up with chairs on completion of committee goals.

- f. Manage and keep up to date NRHH attendance and point allocation tracking for all members.
  - g. Serve as a liaison between the Chapter, the RHA Senate, and the University of Nebraska-Lincoln.
    - i. The NRHH Liaison shall:
      - 1. Relay important information between NRHH and RHA.
      - 2. Recognize RHA Senators.
      - 3. Work with RHA to organize events such as the NRHH & RHA End of the Year Banquet and Training Events
2. The Vice-President of Operations shall
- a. Preside over executive and chapter meetings in the absence of the Chapter President
  - b. Serve as the point person for all NRHH events that are non-recruitment related (i.e. Quarter Auction, Shave for the Brave, Service Events, etc.)
  - c. Present a chapter budget within the first two general chapter meetings for consideration and approval by the general membership.
  - d. Take minutes during NRHH Chapter and Executive Board meetings and send out to appropriate groups for reference.
  - e. Manages NRHH's budget and keeps all NRHH financial records up to date.
  - f. Reports to the NRHH Chapter and Executive Board on current allocations, expenditures, and changes to spending policies or procedures.
  - g. Manage the chapter's system for funding requests including communications with requests including communications with requestors and bringing requests to the executive board or the general membership for consideration.
  - h. Monitors compliance of NRHH policies and requirements for funding allocations.
  - i. Submit all payment requests and associated forms on behalf of NRHH as outlined by SOFS.
  - j. Communicate availability of reimbursement checks to individuals awaiting reimbursement.
  - k. Perform any other duties assigned by the Chapter President.
3. The Vice President of Regional Outreach
- a. Attend all MACURH and NACURH business meetings and chats as the official voting representative of UNL.
  - b. Oversee the process of NRHH
  - c. Be responsible for chapter re-affiliation with NACURH
  - d. Promote the use of the Of the Month (OTM) awards to recognize efforts and individuals within the residence halls.
  - e. Provide guides and training to aid residence hall student leaders and professional staff in writing of OTMs.
  - f. Manage review of submitted OTMs, appropriate category assignment, and selection of OTM winners every month by the Chapter.
  - g. Submit Campus Winning OTMs from UNL to the Regional level for consideration by the 10<sup>th</sup> of every month.
  - h. Coordinate delivery of awards and recognition of campus, regional, and NACURH level OTM winners including outreach to all OTM nominees.
  - i. Perform any other duties as assigned by the Chapter President.



4. The Vice President of Recruitment shall
  - a. Create the schedules for new member application and intake processes.
  - b. Create any advertising or supplementary materials associated with membership recruitment.
  - c. Manage the submission and review process of all membership applications.
  - d. Plan the setup and logistics of membership induction and membership intake events
  - e. Manage NRHH's participation in recruitment events.
  - f. Assign and maintain an updated list of NRHH Diamond Duo pairs.
  - g. Create advertisements for upcoming events and submit content for digital screens.
  - h. Creates content for Chapter marketing materials and brand items.
  - i. Manages chapter social media accounts.
  - j. Perform any other duties as assigned by the Chapter President.

### Section C: Executive Board Compensation

1. Executive Board Compensation
  - a. All executive board members will be compensated for their time and commitment to NRHH. All executive board members will receive compensation of \$--- at the completion of each semester.
    - i. In the event that they do not complete the entire semester, they will forfeit the stipend.
  - b. Executive board compensation will come from a designated budget line titled Executive Compensation.
    - i. The total amount of funds in the Executive Compensation shall not exceed \$XXX.

### Section D: Elections

1. Election Process
  - a. Elections must be held three weeks prior to the last meeting of the year.
  - b. The President shall chair the selection meeting.
    - i. In the event that the current President is unable to chair the selection meeting due to conflict of interest or current candidacy, the order of succession for chairing the meeting shall go as follows:
      1. Vice-President of Operations
      2. Vice President of Recruitment
      3. Vice President of Regional Outreach
      4. Advisor
    - ii. In the event the next officer in succession is running for a position, the following officer in succession will chair the meeting.
  - c. The process of the selection meeting will go as follows:
    - 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, with the assistance of the advisor, 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 meetings as verified by the President.
- ix. Items i-viii will repeat until every officer position is filled.

## 2. Eligibility

- a. Any inducted member is eligible to run for a position.
  - i. The individual must be returning to the chapter the following year.
- b. Any Candidate Member who has received their points by the date of elections may run for a position.

## Section E: Vacation of Office

- 1. 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 outlined in Article IV, Section C.

## Section F: Removal of Officers

- 1. Any active member may launch the process to remove student officers by providing a copy of a petition to launch the impeachment process signed by at least 55% of active chapter members to the President and Primary advisor
  - a. In the event that the petition is to impeach the President, the copy of the petition may be given to the Primary Advisor.
- 2. At the closest meeting at least 5 days after the presentation of the petition, the impeachment meeting will occur
  - a. Should the officer be unable to attend that meeting, they shall be afforded a single week to postpone the removal process.
  - b. The meeting will be chaired by the Primary advisor and shall occur as follows:
    - i. 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.
    - ii. The officer in question will be given time to state their case arguing against their removal.
    - iii. Both speakers will be allowed to take questions.
    - iv. 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.
    - v. 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.
    - vi. The quorum for the meeting must be 2/3 of the average number of active members that have attended that year's meetings.
    - vii. If the vote is successful, then the procedures in Article III, Section F will occur.

## **Article V: Committees**

Each member of the Scarlet & Cream Chapter of NRHH shall serve on one of the following committees: Service, Recognition, or Leadership.

### Section A: Service Committee

1. The Service Committee shall plan and execute all programs and initiatives related to service.
  - a. This includes but it is not limited to the Quarter Auction, overseeing the Service Scholarship selection process, chapter service activities, and community outreach.

### Section B: Recognition Committee

1. The Recognition Committee shall plan and execute all programs and initiatives related to recognition.
  - a. This includes, but is not limited to, overseeing the Recognition Scholarship selection process.

### Section C: Leadership Committee

1. The Leadership Committee shall plan and execute all programs and initiatives related to leader development.

## **Article VI: Advisor**

1. The primary advisor for the chapter shall be a faculty member deemed fit by Residence Life.
2. The responsibilities of the Primary Advisor shall be:
  - a. Appoint, in consultation, any secondary advisors necessary.
  - b. Chair any removal meetings that should take place.
  - c. Advise the organization.
3. Advisor Policy
  - a. "RSOs 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-Lincoln."

## **Article VII: Meetings**

1. Meetings will occur weekly on Tuesday evenings at 5 P.M. C.T.
  - a. In the event this time does not work for the President and/or the Vice President of Operations, the executive board will determine a more appropriate time.
  - b. In the event this time does not work for a majority of the chapter, the executive will determine a more appropriate time.
2. Members may miss up to three meetings a semester.
  - a. 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).
3. Meetings will be chaired by the President.
  - a. In the event the President is unable to attend or preside over the meeting, the Vice President of Operations will take the chair.

## **Article VIII: Funding**

1. RSOs 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.

2. 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.
3. All Financial Transactions must have the approval of the organization.
  - a. 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.
  - b. Funds must have the approval of over 50% of meeting attendees.
  - c. If an outside organization is requesting funding, they will be invited, but not required, to attend the meeting to make their case.
  - d. All active members in attendance will have the right to discuss funding requests and vote on funding requests.
4. The chapter will follow regional (MACURH) and NACURH guidelines to remain in good standing at the local, regional, and national levels.

### **Article VIV: Amendments**

1. Any active member may propose Constitutional changes
2. Voting must take place one week after the membership is notified that changes will be presented.
3. Quorum will be 2/3 of the average number of Active Members attending meetings for the semester in which the changes are proposed.
4. Changes must pass by 2/3 of the Active Members present.
5. All amendments must be ASUN approved through a resubmission process on NVolveU.
6. Supremacy Clause: In the event that this Constitution's wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.

### **Article X: 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.

## **ARTICLE XI: Supremacy Clause**

In the event that this Constitution's wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.

## **Article XII: Approval**

This constitution shall go into effect July 11, 2022 following ASUN approval.

**President:** Edwin Bahena-Flores

**Date:** 7/11/2022

**Vice President of Operations (Treasurer):** Xinyu Liu

**Date:** 7/11/2022