

Western Oregon University

National Residence Hall Honorary

Wolf Chapter Constitution

Preamble

Founded in 1993, we, the members of the Wolf Chapter of the National Residence Hall Honorary, 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 the organization shall be the Wolf Chapter of the National Residence Hall Honorary (NRHH) at Western Oregon University (WOU).

Article II. PURPOSE

The purpose of this organization shall be to provide recognition for faculty, staff, and residential students who have shown outstanding service and have provided important leadership in the advancement of the residence hall system of Western Oregon University. It is also the function of NRHH to promote activities that encourage leadership qualities and scholastics within the residence halls and community. We shall use this purpose to uphold the core values of NRHH; Recognition and Service.

Article III. NRHH Values

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

Section 3.01 Recognition

The core value of Recognition represents the Wolf Chapter's goal to honor the achievements and successes of WOU's students, faculty, staff, programs, and organizations with an emphasis on their impact in the residence halls.

Section 3.02 Service

The core value of Service represents the Wolf Chapter's goal to actively participate and empower others to serve their communities, whether they are on or off campus students at WOU.

Article IV. MEMBERSHIP

Section 4.01 Membership for Life

- A. Once an individual has shown dedication and commitment to NRHH according to the Wolf Chapter's standards (See Article IV Section 4.06), they will become an NRHH Lifelong Member. In order to receive membership for life, individuals must meet the requirements of their membership duties for at least one year and continue involvement until the term of graduation. Possible involvement includes: writing one OTM a term, assisting with one program a term, or volunteering with a chapter project.
- B. The organization shall consist of four (4) types of members: Candidate Member, On-Campus Member, Off-Campus Member, and Lifelong Member.

Section 4.02 Duties of On-campus/Off-campus Members

- A. On-campus/Off-campus members of NRHH shall attend all meetings.

- a. Should an On-campus/Off-campus member be unable to attend an NRHH meeting they must meet with an Executive Board Member unless excused by the President or Advisor of the Chapter in writing.
 - i. Two unexcused absences will be grounds for probation and the On-campus/Off-campus member may be required to meet with the Advisor and/or President of the Chapter to discuss their options for the duration of their membership. An additional unexcused absence after the meeting will be grounds for removal.
- B. All On-campus/Off-campus member members shall write at least three (3) Of The Month's (OTMs) per academic term, excluding summer term.
 - a. This requirement may be waived by the President or Advisor in special circumstances.
 - b. If by the end of an academic term, an On-campus/Off-campus member has not written three (3) OTMs they may be required to meet with the Advisor and/or President of the Chapter to discuss their options for the duration of their membership.
- C. All On-campus/Off-campus members shall vote in all assigned OTM categories throughout the academic year.
 - a. This requirement may be waived by the President or Advisor in special circumstances.
 - b. Consecutive missed votes by On-campus/Off-campus members may result in a meeting with the Advisor and/or President of the Chapter.
- D. All On-campus/Off-campus members shall vote in all assigned categories in "Of The Year"(OTY) voting.
 - a. This requirement may be waived by the President or Advisor in special circumstances.
- E. Members are also required to be a part of at least one (1) committee per term unless they have special permission from Advisor or President in writing.
- F. In order for members to receive honor cords, they must meet the requirements of their membership duties for at least one year and continue involvement until the term of graduation. Possible involvement includes: writing one OTM a term, assisting with one program a term, or volunteering with a chapter project. If they would like to receive honor cords at graduation, Members shall notify the President of NRHH one (1) term before graduation or otherwise arrange with the President to request an honor cord.
 - a. If all membership requirements are not met at the time of graduation it may affect member's ability to receive honor cords at the ceremony.

Section 4.03 Candidate Membership

- A. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
- B. The Candidate member must submit a formal intent of pre-membership to the chapter or be formally nominated (See Article 5.01)
- C. The Chapter must confirm status of pre-membership to candidate member.
- D. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
 - a. NRHH History
 - b. OTM's
 - c. Membership Qualifications
 - d. Membership Selection Process
 - e. Additional requirements as deemed necessary by the chapter, if any

- E. Before a Candidate Member can be inducted, they must meet the following requirements:
 - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
 - b. “Student” shall be defined by the chapter’s host institution. A Candidate Member must be registered in at least 12 credits to be considered a full-time undergraduate student and at least 9 credits to be considered a full-time graduate student.
 - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
 - d. At the time of induction, the Inductee must be a student possessing at least a 2.5 term and cumulative GPA on a 4.0 scale, or its equivalency.
 - e. Candidate member must be living on campus for at least one academic term upon induction.
 - f. Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
 - g. Additional requirements as deemed necessary by the chapter, if any
- F. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

Section 4.04 On-Campus Membership

- A. An On-Campus member of an NRHH Chapter is a member who lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
- B. On-Campus members must meet the following requirements to maintain their membership:
 - a. The On-Campus Member must be a student of the college or university with which the chapter is affiliated.
 - i. “Student” shall be defined by the chapter’s host institution. An On-Campus member must be registered in at least 12 credits to be considered a full-time undergraduate student and at least 9 credits to be considered a full-time graduate student.
 - b. The On-Campus member must maintain at least a 2.5 term and cumulative GPA on a 4.0 scale, or its equivalency.
 - c. The On-Campus Member must be living in institutionally owned or contracted housing.
 - d. The On-Campus Member must continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
 - e. Additional requirements as deemed necessary by the chapter, if any

Section 4.05 Off-Campus Membership

- A. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
- B. Off-Campus members must meet the following requirements to maintain their membership:
 - a. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
 - i. “Student” shall be defined by the chapter’s host institution. An Off-Campus member must be registered in at least 12 credits to be considered a full-time undergraduate student and at least 9 credits to be considered a full-time graduate student.
 - b. The Off-Campus member must maintain at least a 2.5 term and cumulative GPA on a 4.0 scale, or its equivalency.

- c. The Off-Campus Member must continue to make a positive contribution to their community through engagement with the values of service and recognition.
- d. Additional requirements as deemed necessary by the chapter, if any
- e. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
- f. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
- g. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights does not count towards the membership cap.

Section 4.06 Lifelong Membership

- A. A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
- B. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
- C. By becoming a Lifelong Member, a member would have to uphold the life long commitment to the NRHH Values of recognition and service
- D. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

Section 4.07 Membership Capacity

The total membership of a Chapter may include up to, but not more than, one percent (1%) of the total residence hall population that year, or twenty (20) members, whichever is larger. The total one percent (1%) membership does not include lifelong members or off-campus members without voting rights.

Section 4.08 NRHH Member Removal Policy

- A. The Removal Policy may be enacted if a member can no longer meet the Chapter membership expectations.
- B. If a member is removed, they no longer count towards the one percent (1%) membership cap.
- C. The following guidelines apply to the procedure for the removal of a member:
 - a. The member and/or Chapter must complete the NRHH Member Removal Application.
 - b. This form can be obtained from the PACURH AD-NRHH.
 - c. The form must include the electronic signatures of the Chapter President and Chapter Advisor
 - d. This form must be submitted electronically.
- D. The completed Member Removal application shall be submitted to the PACURH AD-NRHH for approval.
- E. The amount of members for removal is up to the discretion of the Chapter.
- F. It is the right of the PACURH AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - a. Submission of an incomplete application form.
 - b. The PACURH 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.

- G. If the member and/or Chapter wish to appeal the decision they may appeal to the PACURH AD-NRHH through written request as to why the candidate deserves to continue as a member of NRHH.

Section 4.09 NRHH 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/reject transfer members at their own discretion. If accepted, these members shall become members of the new Chapter.
- C. The student applying to transfer their membership must be fully matriculated at the new institution.
- D. 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.
- E. If approved, the student and/or new Chapter must complete the membership transfer application.
- F. The membership transfer application may be obtained from the PACURH AD-NRHH.
- G. 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.
- H. The completed application shall be submitted to the PACURH AD- NRHH for approval.
- I. It is the right of the PACURH AD-NRHH 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.
- J. If the member and/or Chapter wish to appeal the decision of the PACURH 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:
 - a. Each AD-NRHH shall have one vote.
 - b. A simple majority shall be necessary, with tie-breaking vote when necessary.

Article V. SELECTION PROCESS

Section 5.01 Nomination Process and Other Procedures

- A. Nominations may be made through a process determined by the Selection Committee.
- B. Nominees shall be informed of their nomination by the end of the fifth (5th) week of spring term after the NRHH Advisor has confirmed that they meet membership requirements.
- C. Nominees shall attend at least one (1) NRHH meeting during spring term prior to induction.
 - a. If unable to attend a meeting, nominees will meet with the president.
- D. Nominations may be made by:
 - a. The National Residence Hall Honorary Members
 - b. Residence Hall Association Executive Board
 - c. University Housing staff (e.g. Dean of Students, Directors, Associate Director, Assistant Director, Coordinators, Office Staff, Resident Directors, etc.)
 - d. Resident Assistants
 - e. Active Hall Government Members

- f. Peer Mentors
 - g. University Housing Programming Assistant(s)
 - h. Self-nomination, at the discretion of the Selection Committee
- E. An individual being inducted as a Candidate member must meet all the qualifications listed in Section 4.03.

Section 5.02 Frequency of Chapter's Induction Ceremonies

- A. Nominations will be completed by the end of the fourth (4th) week of spring term.
- B. Induction meetings shall occur at least once a year in spring term.
- C. Inductions to the Chapter may be made at the discretion of the President at any time throughout the academic year.

Article VI. OFFICERS

Section 6.01 Officer Titles

The Western Oregon University's NRHH Wolf Chapter Officer cabinet shall be made of the following six (6) positions: The President, The Vice President of Administration, The Vice President of Recruitment and Retention, The NRHH Representative, The Programming and Finance Coordinator, and The Advisor.

Section 6.02 Election of Officers

- A. Nomination of new officers for the following academic year shall take place by the last meeting held in the spring term. New officers may be either newly inducted members or returning members to NRHH.
 - a. This meeting shall be open only to NRHH members and the NRHH Advisor.
 - b. A member shall nominate a fellow NRHH member for a specified position.
 - c. Another member must second the nomination.
 - d. The nominated member must accept or decline the nomination for the specified position.
 - e. Following nomination acceptance, candidates shall leave the meeting, so that each candidate may present a speech to NRHH members showing their desire for the position.
 - f. After all candidate speeches, all candidates must leave the meeting until a member is selected.
 - g. Election shall be chaired by the President or delegated to another current Executive Board member.
 - h. Members not running for the position being voted upon shall discuss the candidates and come to a majority vote in favor of one (1) candidate.
 - i. Newly elected members shall take office at the last week of spring term.
- B. Vacancies for officer positions over the year shall follow the same procedure and take place during a closed NRHH Chapter meeting.

Section 6.03 Qualifications for Officers

- A. Before the first NRHH meeting of each term the NRHH Advisor will confirm academic standing of each NRHH Executive Board member.
- B. An NRHH Executive officer not in good academic or judicial standing will meet with the NRHH President and NRHH Advisor. Based on the individual's term GPA, one of the following steps will be taken:
 - a. If the individual's term GPA is between a 2.0 and 2.5, the Executive member will be placed on probationary status with guidelines for the remainder of the term.

- b. If the individual's term GPA is under 2.0, the Executive member will be asked to step down from their position and be placed on probation.
- C. If an NRHH Executive officer wishes to appeal their probation, they may appeal to the Chapter President and Advisor through written request as to why they deserve to continue as an NRHH Executive officer without probationary status.
- D. All officers shall be disqualified from holding office during any term (excluding summer term) in which they are not a full-time student (12 credits for undergraduate students and 9 for graduate students).

Section 6.04 Common Responsibilities of Executive Officers

- A. Maintain at least two (2) office hours per week.
- B. Attend all Executive Board meetings and meet with the Advisor and President if unable to attend an Executive Board meeting.
- C. Keep the NRHH File on the J Drive up to date.
- D. Meet with the NRHH Advisor at least every other week
 - a. Excluding the president who will meet weekly.
- E. Perform other duties as assigned.

Section 6.05 President

- A. Shall conduct and preside over meetings of NRHH.
- B. Shall only vote in the case of a tie of voting members.
- C. Shall act as a campus administrator for the OTM system.
- D. Shall run all meetings in a timely and orderly manner.
- E. Shall plan agenda of meetings.
- F. Shall co-administer the NRHH e-mail account with the Vice President of Administration.
- G. Shall chair the Constitution Committee.
- H. Shall award bronze pins, service award pins, and honor cords.
- I. Shall sit on the Selection, Recruitment and Budget committees.
- J. Shall co-coordinate Bids with the Residence Hall Association (RHA) National Communications Coordinator (NCC).
- K. Shall co-coordinate Affiliation Process with the NCC.
- L. Shall maintain an additional office hour per week.
- M. Shall meet monthly in one-on-ones with the RHA President.
- N. Shall send out Executive board member position descriptions at least a week prior to inductions.
- O. Shall conduct one on one meetings with other members of the executive board at least once per term
- P. Shall act as the spokesperson and liaison of the Wolf Chapter for organizations outside of WOU
 - a. Including, but not limited to, Regional and NACURH conferences, the NRHH LISTSERV, and NRHH Regional Chats.
 - b. If unable to, shall appoint another Executive Board Officer to fulfill requirements.

Section 6.06 Vice President of Administration

- A. Shall preside over all meetings in the President's absence.
- B. Shall fill in other executive board positions if vacancies/needs arise.
- C. Shall maintain and update the NRHH website at least once a month.
- D. Shall co-administer the NRHH e-mail account with the President.

- E. Shall chair the Selection Committee.
- F. Shall serve on the Constitution Committee
- G. Shall take minutes of every NRHH business meeting and distribute them within twenty-four (24) hours of the next NRHH business meeting.
- H. Shall disperse regional newsletter correspondences from the Region to the Chapter.

Section 6.07 Vice President of Recruitment and Retention

- A. Shall actively promote recruitment of potential chapter members.
- B. Shall actively work to maintain On-campus/Off-campus and Lifelong chapter members.
- C. Shall design and coordinate all promotional materials.
- D. Shall coordinate the NRHH social media accounts.
- E. Shall keep the NRHH bulletin board updated monthly with an NRHH Core Value theme.
- F. Shall chair the Visibility/Recruitment Committee.
- G. Shall Serve on the Induction Committee.
- H. Shall coordinate publicity to promote chapter visibility within the residence halls.
- I. Shall take pictures of NRHH events and compile them into the J Drive for future reference.

Section 6.08 NRHH Representative

- A. Shall act as the spokesperson and liaison of the Wolf Chapter for organizations within WOU.
 - a. Including, but not limited to, Hall Governments and the RHA Executive Board.
- B. Shall attend General Assembly meetings as a regular voting member.
 - a. If the NRHH Representative cannot attend a General Assembly meeting, they shall send another NRHH member in their place.
- C. Shall chair the Induction Committee.
- D. Shall coordinate voting of OTM's monthly.
- E. Shall coordinate the OTM Monthly winners and present them monthly at General Assembly.
- F. Shall act as a campus administrator for the OTM system.
- G. Shall give RHA updates at NRHH business meetings.
- H. Shall coordinate voting of OTY awards.
- I. Shall coordinate at least one (1) Recognition program a year.

Section 6.09 Programming and Finance Coordinator

- A. Shall be responsible for reserving all facilities and equipment.
- B. Shall coordinate all fundraisers put on by the NRHH Chapter.
- C. Shall work in coordination with the University Housing Social Accounts Bookkeeper, and create Requisition forms for NRHH spending.
- D. Shall maintain records of transactions involving NRHH budgets and activities.
- E. Shall chair the Budget Committee.
- F. Shall coordinate NRHM
- G. Shall coordinate with all programming committees.
- H. Shall order induction supplies from the NACURH Corporate Office (NCO).
- I. Shall order OTY Awards.
- J. Shall plan and implement at least one (1) program a year with the RHA Executive Board.
- K. Shall coordinate at least one (1) Service program a year.

Section 6.10 Vacancy of Office

Vacancies for officer positions over the year shall follow the same procedure stated in Article VI, Section 2, and take place during a closed NRHH Chapter meeting.

Section 6.11 Transition

Executive officers shall create transition documents by Spring Inductions. Transitioning officers must meet with current Executive members to receive their documents.

Section 6.12 Advisor

- A. The appointed University Housing Advisor will advise NRHH.
- B. The Advisor shall be a non-voting member.
- C. The NRHH Advisor shall address concerns with and among NRHH members.

Section 6.13 Recall Guidelines

- A. NRHH Executive Board Members shall not be subject to recall until six (6) weeks after taking office. After that time, recall may be initiated.
- B. A motion for recall shall be presented at one (1) NRHH Chapter meeting and voted upon at the next NRHH Chapter meeting.
 - a. Recall of NRHH Executive officers shall be initiated by a petition of no less than forty percent (40%) of all NRHH members.
 - b. Recall shall take effect after approval of the aforementioned petition by a two-thirds (2/3) of the voting members of the NRHH Chapter.

Section 6.14 Reasons for Removal

- A. Any NRHH Executive Board Member who does not maintain the qualifications set forth in their position description may be removed from office through the process set forth in the Recall Guidelines (Article VI Section 6.12).
- B. Any NRHH Executive Board Member found in violation of the University alcohol and drug policy shall be removed from office after meeting with the NRHH President and Advisor.
 - a. In the case of the President, the NRHH President shall meet with the NRHH Vice-President of Administration and Advisor.

Article VII. MEETINGS

Section 7.01 Frequency and Quorum

- A. NRHH Executive Board shall meet at least every other week at the discretion of President.
- B. NRHH Chapter shall meet at least every other week at the discretion of President.
- C. A majority (2/3) of members shall be present in order to have quorum at meetings.

Article VIII. FINANCES

Section 8.01 Budget

- A. The NRHH budget shall follow the fiscal year (starting July 1st, ends June 30th).
- B. The NRHH Budget Committee shall prepare the NRHH budget and gain approval by majority vote of the members of NRHH who are present.
- C. The NRHH Programming and Finance Coordinator shall chair the NRHH Budget Committee.
- D. The NRHH budget must include all planned revenue and expenditures of NRHH.
- E. The Chapter shall be in good standing with the region and NACURH/NACURH offices.
- F. The funds for this Chapter are composed of allocated funds from the residential activity fees.

Section 8.02 Chapter Dues

The Chapter will coordinate with the RHA Executive Board to have dues paid to the NACURH Information Center during the chapter affiliation process.

Article IX. SPECIAL COMMITTEES

Section 9.01 Visibility/Recruitment Committee

- A. The Visibility/Recruitment Committee will be headed by the Vice President of Recruitment and Retention and consist of at least three (3) On-campus/Off-campus members of NRHH
- B. The Visibility/Recruitment Committee shall be formed by the end of fall term and shall be completed by the beginning of the selection process.

Section 9.02 Selection Committee

- A. The Selection Committee will be headed by the Vice President of Administration and consist of the President of NRHH and at least two (2) On-campus/Off-campus members.
 - a. At least two (2) of the members of the committee must be returning NRHH members the following year.
 - b. The Advisor of NRHH must serve on the committee.
- B. The requirements of application will be decided by a majority vote of the selection committee.
- C. Applicants must have resided in the residence halls at least one (1) term prior to the term of induction.
- D. The Committee will meet by the end of week seven (7) of spring term to select new members for the following academic year and/or at the discretion of the committee.

Section 9.03 Induction Committee

- A. The Induction Committee will be headed by the NRHH Representative and consist of the Vice President of Recruitment and Retention and at least two (2) On-campus/Off-campus members of NRHH.
- B. Induction will be held by the last meeting of the spring term.
- C. All new inductees must be present at ceremony unless otherwise approved by the President.
- D. If a new inductee cannot make the ceremony a secondary induction process shall take place before the end of the spring term.

Section 9.04 Budget Committee

- A. The Budget Committee will be headed by the Programming and Finance Coordinator and consist of the NRHH President and at least two (2) On-campus/Off-campus members of NRHH.
 - a. The Advisor of NRHH must serve on the committee.
- B. The Budget Committee shall be formed at the end of winter term, and shall present the budget by the fourth (4th) week of Spring Term.
- C. The yearly budget shall be approved by a two-thirds (2/3) majority of On-campus/Off-campus NRHH members and reviewed by the Dean of Students.

Section 9.05 Constitution Committee

- A. The Constitution Committee will be headed by the NRHH President and consist of the Vice President of Administration and at least two (2) On-campus/Off-campus members of NRHH.
 - a. The Advisor of NRHH must serve on the committee.
- B. The Constitution Committee shall be formed by the end of winter term, and be completed by the sixth (6th) week of Spring Term.

Section 9.06 Of the Year Awards Committee

- A. The OTY Awards Committee shall consist of all members of the Wolf Chapter.
- B. The OTY Awards Committee shall be completed by the end of year University Housing Awards ceremony.
- C. Nominees will consist of campus level OTM winners that were not included in the previous year's voting period.

Article X. AMENDMENT PROCEDURES

- A. Amendments to the constitution may be adopted by a simple majority vote of On-campus/Off-campus members of NRHH who are present and approval by the Dean of Students.
- B. All changes made at the regional and NACURH level will be automatically reflected in the constitution.

Article XI. CHAPTER REPORTS

A list of the Chapter's membership and an updated copy of the constitution shall be submitted to the NACURH Information Center during the chapter affiliation process, along with any other information required to retain the Chapter's membership.

Article XII. ENACTMENT

The constitution will go into effect after a two thirds vote of On-campus/Off-campus members of NRHH and a review by the Dean of Students.

Revised May 8th, 2019