

# National Residence Halls Honorary

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Ohio State University Buckeye Chapter of the National Residence Hall Honorary (NRHH).

### ARTICLE II. ORGANIZATION PURPOSE

The purpose of this organization shall be to provide recognition for students, staff, administrators, and faculty living, working, or serving in the office of Housing and Residence Education who have been of outstanding service and have provided important advances in the on-campus housing system at The Ohio State University. It shall also be the purpose of this organization to promote activities which encourage leadership qualities in on-campus residents and to provide recognition to programs, students, staff, administrators, and faculty who assist in the development of the on-campus living community.

### ARTICLE III. UNIVERSITY REGULATIONS

#### Section A. Harassment and Discrimination, including Sexual Misconduct

*The National Residence Halls Honorary agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

#### Section B. Hazing

*The National Residence Halls Honorary agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### Section C. Bylaws

*The National Residence Halls Honorary retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise*

*not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## ARTICLE IV. MEMBERSHIP

### Section A. Membership Eligibility

1. To apply for membership to NRHH, a student must meet the following criteria:
  - a. Student Status: Must be a student at The Ohio State University (undergraduate, graduate, or professional).
  - b. GPA: Must possess and maintain a minimum 2.5 GPA on a 4.0 scale, or equivalent.
  - c. On-Campus Members: Must be living in institutionally owned or contracted housing at The Ohio State University. Upon induction, the member must have lived in institutionally owned or contracted housing for at least one academic term.
  - d. Off-Campus Members: Members who do not live in institutionally owned or contracted housing.
  - e. Contribution: Must have made (or continue to make) positive contributions to the residence hall system/community through engagement with the values of service and recognition.
  - f. Membership Cap: Total active membership may include up to, but not more than, 1% of the total residence hall population for the current academic year, or 160 members, whichever is larger. Non-voting off-campus members do not count toward this cap.
2. Once a member is inducted into NRHH, they are required to follow these guidelines to stay eligible for continued membership:
  - a. Submit two Off the Months (OTMs) per semester.
  - b. Complete two volunteer hours per semester.
  - c. Attending all general body meetings (GBMs), approximately three per semester.

### Section B. Member Selection

1. To gain membership, students must follow the following application process:
  - a. A written application process that iterates their involvement in residence life and how they plan to commit themselves to service and recognition.
    - i. If a member is nominated via a staff member in residence life, they will have a slightly different, shorter application.

- b. Optionally, if the executive board deems fit, they may also implement an interview system for all applications in case of a very competitive cycle.
- c. The Director of Recruitment and the rest of the executive board make the final decision on member selection.
- d. Before induction, the candidate must be educated on NRHH History, OTM's, Membership Qualifications, and the Membership Selection Process.

### Section C. Membership Timeline

- Inductions are held once per semester around one and a half months into the semester, and students can only become members after induction.

### Section D. Member Removal

1. Members may be removed from organization for many reasons:
  - a. Removal may be enacted if a member can no longer meet the chapter membership expectations. This includes failure to complete the membership requirements described in Section A.
    - i. The chapter member requirements are tracked by the Director of Member Retention, who will inform the rest of the executive board of the students who no longer meet the NRHH requirements.
  - b. Once a member has not met the chapter's membership expectations for one semester, they will be placed on **probation** for the following semester.
    - i. The member will be notified of being placed on probation and will be given that probation semester to make up the chapter requirements.
    - ii. If the member does not meet the expectations by the end of the probation semester, then removal proceedings for the member will be started.
      1. If the member wants an opportunity to defend themselves, the notification of removal will also include an opportunity to meet with the executive board and advisors to discuss any reasons why they may not have been able to meet requirements (taking a gap semester, mental health, etc.)
      2. If a member opts to meet with the executive board, the executive board will then vote on the removal of probation.
        - a. A majority decision must be made by the members of the executive board and the advisors to confirm the removal process.
      3. If the member opts to not meet with the executive board, the member will be automatically removed from the chapter.
  - c. The member and/or chapter must complete the NRHH Member Removal Application, obtained from the region's Associate Director for NRHH. The

form requires electronic signatures of the chapter president and one chapter advisor.

## ARTICLE V. ADVISOR

### Section A. Advisor Duties and Responsibilities

1. The Advisor shall provide direction and mentorship to the Executive Board and general membership regarding organization operations, goals, university policies, and national/regional NRHH/NACURH guidelines.
2. The Advisor shall serve as the primary liaison between the organization and the Office of Housing and Residence Education and the Office of Student Activities, ensuring access to university resources and facilities.
3. The Advisor shall provide general oversight of the organization's financial procedures as managed by the Chapter Vice-President (Treasurer).
4. The Advisor shall review and co-sign all necessary university documents, including registration forms, contracts, and financial requests.
5. Attendance: The Advisor is expected to attend key organizational events, including the Executive Board for transition meetings, induction ceremonies, and other events as deemed appropriate.

### Section B. Advisor Term

1. The Advisor shall serve for a term of one academic year, beginning on August 1st and concluding on May 1<sup>st</sup> of the following year.
  - a. The Advisor's term is automatically renewed each year unless either the Advisor or the Executive Board (via a two-thirds majority vote) formally requests a change.

### Section C. Advisor Selection

1. The Advisor must be a full-time, benefits-eligible member of The Ohio State University faculty, administration, or staff, preferably within the Office of Housing and Residence Education.
  - a. The Executive Board will solicit applications or nominations for the Advisor position no later than March 1st.
2. The appointment of a new Advisor requires a simple majority vote of the newly elected Executive Board and final approval from the appropriate Housing and Residence Education professional staff supervisor.

### Section D. Advisor Replacement

1. If the Advisor voluntarily resigns, they must provide a minimum of two weeks' written notice to the Chapter President and the professional staff supervisor

within Housing and Residence Education. The Executive Board will immediately initiate the selection process outlined in Section C.

2. The Advisor may be removed from their position by a two-thirds supermajority vote of the entire active voting membership of the organization, citing failure to perform duties as outlined in Section A. The vote must be preceded by at least one week's written notice to both the Advisor and the professional staff supervisor in Housing and Residence Education.
3. If the Advisor position becomes vacant for any reason, the professional staff supervisor within Housing and Residence Education shall immediately appoint an interim advisor until the organization formally selects a permanent replacement.

## ARTICLE VI. ORGANIZATION LEADERSHIP

### Section A. Officer Positions

1. **Chapter President:** Serves as the chief executive and first representative; writes the agenda and leads executive board and general body meetings; represents the chapter at the Residence Hall Advisory Council and CAACURH; has sole authority to bestow chapter honors (Outstanding Leadership Pin, Bronze Pin); responsible for annual registration.
2. **Chapter Vice-President:** Serves as the officer for all administrative and financial affairs; acts as chapter treasurer; keeps minutes at all meetings; assists the president and oversees meetings when the president is unavailable.
3. **Chapter Director of Member Retention:** Responsible for writing the agenda and leading general body meetings; coordinates All-Star Day; maintains all Diamond Goals and notifies members of voting status.
4. **Chapter Director of Service:** Point-person for all service initiatives; responsible for planning no less than three service projects a semester; chooses an NRHH Community Partner and creates at least one volunteer opportunity per semester with them.
5. **Chapter Director of Recruitment:** Oversees the Fall and Spring recruitment processes; responsible for arranging marketing, application, interview schedules, and induction ceremonies.
6. **Chapter Director of Recognition:** Responsible for overseeing the chapter's "Of the Month" (OTM) award program; incentivizes OTM writing and provides recognition for winners; plans no less than two recognition-related programs a semester; plans and executes Recognition Week.
7. **Chapter Director of Marketing:** Oversees all social media responsibilities (posting at least once a week); maintains the Involved Living Website; handles electronic communication (E-Mail, GroupMe, Instagram); point-person for room and space reservations; designs, orders, and distributes merchandise.

## Section B. Officer Eligibility

1. A presidential candidate must have a minimum of one full semester of membership on the general body or executive board of NRHH.
2. All Officers must be inducted members in NRHH, have completed all their necessary membership eligibility requirements, be on-campus students and be active members in the NRHH community.

## Section C. Officer Selection Process

1. Candidates may nominate themselves or be nominated by another active member through email or a designated digital form.
  - a. Nominations shall remain open for a minimum of one (1) week, with the official start and end dates announced to all members.
2. Only active, inducted members of NRHH may be nominated for and hold an officer position.
  - a. Members may run for a maximum of three (3) positions per election cycle.
3. Candidates may submit a short statement of intent and qualifications to be distributed to the membership prior to elections.
4. Elections shall be held during the mid-spring semester following the close of nominations.
  - a. Voting shall be conducted anonymously through Form or in person, as determined by the Executive Board.
  - b. A simple majority (50% + 1) of the votes cast is required to win each position.
  - c. In the event of a tie, a runoff election shall be held between the tied candidates.
5. Newly elected officers shall assume their roles at the conclusion of the spring semester or as otherwise determined by the Advisor and Executive Board.
  - a. Outgoing officers are responsible for facilitating a transition meeting and providing all necessary materials, documentation, and guidance to incoming officers.

## Section D. Officer Removal

1. Any officer may be recalled by a two-third supermajority vote of voting members at any ordinary general body meeting.
  - a. Notice of any recall effort must be given at least one week in advance.
  - b. The member motioning for removal must give a formal address outlining the reasons, and the officer up for removal has the right to give a rebuttal address.
  - c. President: The president shall preside over removal discussions, unless the president is up for removal, in which case the presidential order of succession will be used to find a suitable president.

## ARTICLE VII. ORGANIZATION DISSOLUTION

### Section A. Dissolution Requirements

1. The organization may be dissolved if deemed inactive or unable to fulfill its stated purpose, as determined by a two-thirds (2/3) majority vote of active members and approval by the Advisor.
2. Prior to voting on dissolution, the Executive Board must provide written notice to all members and the university-recognized governing body at least two (2) weeks in advance.
  - a. The dissolution process shall ensure compliance with all University, Residence Life, and NRHH regional/national policies.

### Section B. Dissolution Procedures, Including Assets and Debts

1. Upon dissolution, all outstanding debts or liabilities must be resolved before the distribution of any remaining assets.
  - a. The organization shall not take out any form of loan or debt.
  - b. In the event that any financial obligation is incurred, the organization must maintain sufficient funds in its account to ensure that all outstanding balances can be paid in full.
  - c. The Advisor shall oversee and verify that the organization's account maintains adequate funds to always meet all financial responsibilities.
2. All official records, documentation, and digital assets shall be submitted to the Advisor and archived with the university for recordkeeping.

## ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

### Section A. Amendment Process

1. Proposed amendments to this Constitution must be submitted in writing to the Executive Board.

- a. The Executive Board shall review all proposed amendments and present them to the general membership for discussion at least one (1) week prior to voting.
- b. Amendments require a two-thirds ( $2/3$ ) majority vote of active members present at a scheduled meeting to be adopted.
- c. All approved amendments must be reviewed and confirmed by the organization's Advisor and any relevant university governing bodies before taking effect.