

# **National Residence Hall Honorary of the University of Massachusetts Amherst**

## **Constitution and Bylaws**

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# ***CONSTITUTION***

## **Preamble**

We, the members of the University of Massachusetts Amherst Chapter of the National Residence Hall Honorary at the University of Massachusetts Amherst, 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 University of Massachusetts Amherst Chapter of the National Residence Hall Honorary at the University of Massachusetts Amherst.

## **Article II: Affiliation**

The University of Massachusetts Amherst Chapter of NRHH is a member of the National Association of College and University Residence Halls Inc. and must remain active and in good standing with NACURH. The Residential Leadership Association acts as the parent organization for this chapter.

## **Article III: Purpose**

**Section 1:** The purpose of the UMass Amherst Chapter of NRHH is as follows:

- A. To provide recognition for those individuals who have demonstrated outstanding contributions to, and quality leadership in our residence hall communities.
- B. To provide a leadership resource for the residence halls of the University of Massachusetts Amherst.
- C. To promote the continual development and exploration of leadership skills in areas both personal and professional.
- D. To utilize quality community service to address the needs of the campus and area communities.

## **Article IV: Membership and Selection**

The membership capacity of NRHH at the University of Massachusetts Amherst is one percent (1%) of the total number of students living on campus.

### **Section I: Qualifications**

- A. Shall reside in the residence halls at the University of Massachusetts Amherst during the semester of selection.
- B. Shall be a student in good standing with the University and shall have a minimum of a 2.5, on a 4.0 scale, cumulative grade point average.
- C. Shall have demonstrated outstanding service and leadership in the residence halls at the University of Massachusetts Amherst.

**Section II:** Nomination and Application Process for Active Members

- A. Nominations may be made by any UMass Amherst faculty, staff or student. Students may also self-nominate.
- B. Nominations must be submitted by the deadline and include the appropriate information as determined by the Selection Committee.
- C. The chapter's Selection Committee shall review all applications in the spring semester.
  - 1. The Selection Committee must operate based upon the guidelines set forth in the Bylaws of this Constitution Article 1, Section 1.

D. Selection Timeline

- 1. The Selection Committee each fall will establish a nomination and selection timeline to be presented to and approved by the Executive Board by the final Executive Board meeting of the fall semester.
- 2. The Selection Committee will call for nominations for membership by the last week of November in the fall semester.
- 3. The Selection Committee will provide induction applications to those nominated and hall staff a minimum of two weeks prior to application deadline.
- 4. Induction decisions will be made within the two weeks following the application deadline.
- 5. Applicants will be notified of intent to induct a minimum of three weeks prior to the Induction Ceremony.

**Section III:** Nomination and Application Process for Honorary Members

- A. Applications for Honorary Members will be distributed to Residence Life staff, including RAs, student leaders, and NRHH members by the first week of March.
- B. Application review and selection for Honorary Members will happen through the Selection Committee.
- C. When applications are submitted, the Selection Committee will verify by all means possible the previous NRHH status of all candidates for Honorary Membership.

**Section IV:** Membership Categories

The organization shall consist of six types of members: Active, Inactive, Alumni, Active Alumni, Honorary, and Prospective. All eligible members begin each semester in Active status.

A. Active

1. Full-time students living in residence halls at UMass Amherst.
2. Remain in good standing with the University and maintains at least a cumulative 2.5 GPA.
3. Adhere to the NRHH attendance policy as outlined in Article V of this Constitution.
4. Submit no fewer than two (2) OTM nominations per semester.
5. Must attend a minimum of one (1) NRHH sponsored Community Service project per semester
6. Serve on an NRHH committee.
7. Has voting privileges.
8. Students with class conflicts should communicate with the President within the first two weeks of the semester. These members can work with the Executive Board to maintain Active status through project work equaling the number of hours missed in meetings. This provision refers to semester-long class conflicts.

## B. Inactive

1. Undergraduate students that have been inducted but do not meet the criteria for Active status.
2. May be on temporary leave from living in the residence halls.
3. May have dropped from good standing with the University or may have a GPA below a cumulative 2.5.
4. Do not have voting privileges.
5. Members move from Active to Inactive status if they miss two general body meetings in a semester or no longer meet the criteria for active status.
6. Members may be reactivated as soon as all Active member qualifications are met.

## C. Active Alumni

1. Former Active Member who has permanently left the residence halls and desires to remain active within the organization.
2. Must serve on a committee and is eligible to chair a committee.
3. Submit no fewer than two (2) OTM nominations per semester.
4. Must attend a minimum of one (1) NRHH sponsored Service Project per semester.
4. Adhere to the NRHH attendance policy as outlined in Article V of this Constitution.
5. Remain in good standing with the University.
6. Maintains at least a cumulative 2.5 GPA
7. Have voting privileges within the organization
8. Active Alumni move to Alumni status if they fail to meet the requirements of Active Alumni status.

#### D. Alumni

1. Former active member who has permanently left the residence halls.
2. May remain involved with the organization.
3. Do not have voting privileges.

#### E. Honorary

1. Offered to a faculty, staff, or student who has demonstrated outstanding service to the interests of the residence hall program. This category of membership is for recognition purposes only.
2. Do not have voting privileges and may not serve on a committee.
3. The number of Honorary Members inducted per academic year shall not exceed ten percent (10%) of the membership cap.

#### F. Prospective

1. Any student living in the residence halls, but not inducted into NRHH is eligible for Prospective status.
2. Do not have voting privileges.
3. Must serve on a committee but may not chair a committee.
4. Must submit one (1) OTM per semester.
5. Must submit one (1) URIT per semester.
6. Adhere to the NRHH Attendance Policy as outlined in Article V of this Constitution; with the allowance of one additional absence.
7. Prospective members will lose Prospective status if they do not meet the criteria as outlined.

### **Article V: Attendance**

**Section I:** Absences may be excused by the President in the following manner:

- A. A reason for the absence must be submitted to the President up to 24 hours after the meeting.
- B. The President may then excuse the absence if the President believes the circumstances call for such an action.

**Section II:** Absences may be considered unexcused by the President if the reason is not justifiable or the President is not notified.

- A. The member may appeal the decision of the unexcused absence in writing to the Executive Board prior to the next Executive Board meeting.
- B. A member's first unexcused absence in a given semester does not count towards Inactive status eligibility.
- C. For every excused absence, the member must write one OTM in addition to the regular requirements for membership.

## **Article VI: Executive Structure**

**Section I:** Officers

- A. Officers for the University of Massachusetts Amherst Chapter must fulfill and maintain all requirements of Active members.
- B. The officers of the chapter shall be the President, Vice President, Of the Month Chairperson, Recognition Chairperson, Community Service Chairperson, Secretary/Treasurer.
- C. A term is one full academic year. Officers elected during the year and serving the remainder will be counted as serving one term.
- D. The same officer position may not be held by a person for more than two (2) consecutive terms.
- E. Specific officer responsibilities are listed in Article II of the Bylaws of this Constitution.

**Section II.** Removal of Officers

- A. Any officer who no longer meets the minimum requirements of active membership will be automatically removed from their position.

- B. Any officer who is not fulfilling the responsibilities of their position as stated in the Bylaws, can be removed from their position through impeachment procedures.
  - 1. Procedures for Impeachment: Impeachment procedures must include a written statement from any Executive Board or General Body member indicating the reasons for removal. This statement must be submitted to the President or Vice President.
    - a. Following a statement submission, the Executive Board, excluding the officer in question, will hold a closed session to determine the validity of the statement and to hear from the officer in question.
    - b. If the Executive Board finds the complaint valid, it will then proceed to a vote of the General Body. The Executive Board member in question will be allowed to make a statement, but no questions from the Executive Board or General Body will be allowed.
    - c. The General Body will vote with a ballot vote and a  $\frac{3}{4}$  majority of the Active members that regularly attend meetings will be required to remove the officer in question. (Regular attendance is defined as maintaining Active status through meeting attendance.)

### **Section III. Elections**

#### **A. Election Procedures**

- 1. Elections will be included as part of the regular General Body agenda.
- 2. Elections can only be held at a meeting where quorum is met. Quorum is defined in Article III, Section IV of the Bylaws of this Constitution.
- 3. The Advisor(s) will oversee the election process acting as Sergeant-At-Arms.
- 4. Election order shall follow highest to lowest position as listed in the Constitution and Bylaws, beginning with the President and following with Vice President, OTM Chairperson, Recognition

Chairperson, Community Service Chairperson and Secretary/Treasurer.

5. Elections for positions shall proceed as follows:
  - a. The President will call for nominations off the floor at the General Body meeting prior to elections and the meeting where elections will take place.
    1. Only members who have been inducted, or who have been selected for induction, and will be living in the residence halls in the fall are eligible candidates.
    2. Only members who have been inducted, or who have been selected for induction, are eligible to nominate candidates.
  - b. For each position, the candidates will be asked to leave the room and by random selection will be brought into the room one at a time.
  - c. The candidates will be given three (3) minutes to speak about why they feel they are qualified for this position; the Executive Board may motion to extend this time period at their discretion.
  - d. The General Body will then be allowed to ask position specific questions of the candidate for a two (2) minute period; the Executive Board may motion to extend this time period at their discretion.
  - e. When question and answer ends, the candidate will be asked to leave the room. Prior to the next candidate being brought into the room, a pro-con discussion will happen for a maximum of two (2) minutes. This time is not extendable.
    1. Pro-con should be limited to facts pertaining to the candidate's presentation.
    2. The President will call for pro-con beginning and ending with a pro. All pro-con discussions must end with a pro, even if a con is not given between pros.

- f. Following the pro-con discussion, the other candidates will proceed through Section III, Article I, steps b-e until all candidates are heard.
- g. The Advisor(s), acting as Sergeant-At-Arms, will secure the room for open discussion; only Active members, and those selected for induction, will be allowed to speak. The President is excluded from this discussion.
- h. Discussion may only be about topics covered in the candidates' statements or during the question and answer periods. No outside information may be provided or discussed. This discussion will be limited to five (5) minutes. The Executive Board may motion to extend this time period at their discretion.
- i. When discussion has ended, the General Body will be given ballots and may vote for a candidate or abstain. Members who are candidates for the office being voted on will not be allowed in the room and hence cannot vote.
- j. Abstention votes do not count as votes toward the simple majority.
- k. The President and Advisor(s) will count the ballots.
- l. Candidates must obtain a simple majority of the votes in order to be declared the winner.
- m. In the event no candidate receives a majority, the candidate with the lowest number of votes will be thrown out and a revote will be taken among the remaining candidates.
- n. The candidates will then be brought into the room and the results announced.
- o. Any candidate not elected can choose to run for any remaining positions. The President will call for those nominations before beginning the election process for the next position.

#### B. Proxy Candidates

- 1. Proxy candidates will be asked to submit a personal statement (not to exceed 800 words) explaining their intent to run, additional

information they wish to volunteer, and answers to anticipated questions to the President at least 24 hours prior to elections.

2. Normal voting procedure will be followed.
3. Proxy candidates may run for more than one (1) position on the Executive Board provided they have given personal statements for each position in advance.

#### C. Timeline

1. Elections will be held in the spring semester following the selection of members and before the Induction Ceremony.
2. The officers shall be elected by a simple majority of the Active members, and those having been selected for Induction, that are present. Members must be present to be nominated for office unless a proxy statement was submitted.
3. New officers will be installed at the Induction Ceremony.
4. In the event of the resignation/impeachment of an officer, an election will be held to fill the vacancy with the exception of the President.
  - a. In the event that the office of President is vacated, the Vice President will become President.
  - b. A general election will be held to fill the Vice President vacancy.
  - c. If through the election procedures no candidate is elected, the President may appoint to fill that position through the academic year from the Active membership. All Presidential appointments must be approved by the Executive Board.
5. Unfilled Offices
  - a. In the event that during an election, an office does not become filled, elections for that position will only be postponed until the fall semester.

- b. Postponed elections must take place by the second General Body meeting of the semester.
- c. Normal election process will be followed.

**Article VII: Advisor(s)**

**Section I: Advisor(s)**

- A. The University of Massachusetts Amherst Chapter shall be advised by the Leadership Development Specialist in Residence Life. There will be a possibility for an additional advisor to be chosen through the Residence Life senior staff committee/special project selection process.

**Article VIII: National and Regional Affiliation**

**Section I:** This honorary is a university affiliate of the National Residence Hall Honorary.

- A. In order to remain a member of the National Residence Hall Honorary, this chapter must follow the Constitution and Bylaws of the National Residence Hall Honorary.

**Section II:** NRHH has affiliation with NACURH and NEACURH through the Residential Leadership Association.

**Article IX: Constitutional and Bylaws Amendments and Ratification**

**Section I:** Amendments and ratification to this Constitution may be adopted by 2/3 of the total Active Membership. Amendments to the Bylaws may be adopted by a simple majority of the total Active Membership.

- A. Amendments must be proposed by Active members during a General Body meeting.

**Section II:** This Constitution and Bylaws will be reviewed in full by a constitution review ad hoc committee, overseen by the President. This shall be done in the fall of all odd numbered years. Changes for ratification must be presented to the General Body by the second general body meeting of the spring semester of even numbered years.

- A. Active Members may propose additional amendments at the general body meeting where the review committee presents their revisions.

**Article X: Nondiscrimination Clause**

- A. The National Residence Hall Honorary shall not discriminate on the basis of race, creed, national origin, ancestry, sex, gender, age, religion, disability, or sexual orientation in the selection of its members or in its programs.

# *Bylaws*

These are Bylaws to be adhered to in conjunction with the Constitution for the UMass Amherst Chapter of the National Residence Hall Honorary.

## **Article I: Committees**

**Section I:** The following committees will be established each year in an effort to involve the General Body and increase the chapter's ability to meet its goals. The Executive Board may determine which committees are necessary each semester. The chairperson for each committee will be either an Executive Board member or General Body member.

### A. Recognition

1. The Recognition Chairperson will serve as either chair or ex-officio member.
2. Will develop ways to recognize campus leaders.
3. Will develop ways to recognize NRHH members.
4. Will develop ways to recognize others that significantly contribute to the residence hall communities.
5. Other responsibilities as necessary.

### B. Community Service

1. The Community Service Chairperson will serve as either chair or ex-officio member.
2. Will communicate with campus and local community service and non profit organizations.
3. Will organize community service projects for the organization.
4. Other responsibilities as necessary.

### C. Public Relations and Publicity

1. The Secretary/Treasurer will serve as either chair or ex-officio member.

2. Will maintain the NRHH website.
3. Will create and distribute an NRHH newsletter. Distribution to include members of Residence Life staff, NRHH members, and others as seems appropriate.
4. Actively promote and publicize an understanding of the chapter's purpose and goals in a variety of ways.
5. Create and distribute a bulletin board kit for the residence halls annually.
6. Other responsibilities as necessary.

#### D. Selection

1. The Vice President will serve as chairperson of this committee.
2. Selection Committee will be established in the fall semester.
3. The Selection Committee will be composed of no fewer than three (3) Active members.
4. A maximum of one (1) member of the Executive Board may serve on the Selection Committee at any given time.
5. The Selection Committee will coordinate selection and induction of Active and Honorary members. Refer to Article IV, Sections I and II for details of this process.
  - a. The committee will be responsible for recruiting an additional a minimum of three (3) additional Active members to assist in the reading of applications and selection of new members.
  - b. Each application must be read by three (3) Active members and one (1) Advisor.

### **Article II: Officer Responsibilities**

**Section I:** The following specific position responsibilities for the Executive Board of the chapter are intended as minimum guidelines for each position.

A. The President shall:

1. Preside over all Executive Board and General Body meetings.
2. Act as official spokesperson for the chapter.
3. Appoint ad hoc committees and chairpersons for these committees.
4. Renew the chapter's membership as a registered campus organization with the National NRHH Office at each National Conference.
5. Preside over the Induction Ceremony.
6. Determine topics for and prepare Executive Board and General Body meeting agenda.
7. Prepare, along with Advisor(s), a flexible timeline for the major events the organization will be undertaking during his/her term (all member meetings, recognition efforts, special events, inductions etc.) by the first general body meeting of October.
8. Review and create updated constitution for approval by second general body meeting of the spring semester of even numbered years.
9. Chair ad hoc committees as necessary.
10. Reserve(s) the right to hand down designated responsibilities as necessary.
11. Hold officers accountable for their responsibilities as outlined in the Bylaws.

B. The Vice President shall:

1. Chair the Selection Committee.
2. Preside over meetings in the absence of the President.
3. Assume the responsibilities of the President upon his/her resignation or inability to continue in office.
4. Provide group development opportunities for the executive board.

5. Help plan and facilitate Executive Board retreats.
6. Act as liaison between Executive Board members and other chapter members.
7. Assist President with meeting management.
8. Chair ad hoc committees as necessary.

C. The Of the Month Chairperson shall:

1. Administrate OTM online database.
2. Ensure the campus winner for each category is submitted to Regional NRHH by the due date.
3. Coordinate the OTM process for the chapter.
4. Make and distribute OTM awards.
5. Communicate OTM monthly winners to the Department of Residence Life staff members and the NRHH General Body.
6. Communicate with the Regional Associate Director for Communication and NRHH in regards to OTMs.
7. Maintain OTM records and history.
8. Distribute materials to inform the campus community about the online nomination process.
9. Recognize those submitting OTM nominations.
10. Serve as chair or ex-officio member of an NRHH committee.

D. The Recognition Chairperson shall:

1. Serve as the chair or ex-officio member of the Recognition Committee.
2. Develop recognition activities for the campus.
3. Develop recognition activities for NRHH members.

4. Coordinate retention efforts of NRHH members.
5. Facilitate the distribution of materials that will promote NRHH as an organization.
6. Facilitate the URIT Award process.

E. The Community Service Chairperson shall:

1. Serve as the chair or ex-officio member of the Community Service Committee.
2. Coordinate at least two (2) Community Service options per semester.
3. Communicate with on campus and local community service and non-profit organizations.
4. Publicize and promote upcoming community service events to the general body in a timely manner.
5. Maintain a record of participation for each community service event.

E. The Secretary/Treasurer shall:

1. Serve as the chair or ex-officio member of the Public Relations and Publicity Committee.
2. Take minutes at meetings.
3. Distribute minutes within one week to the General Body.
4. Distribute other regular paperwork to the General Body.
5. Coordinate email and other communication between the Executive Board and General Body.
6. Formulate a budget by the second Executive Board meeting of the fall semester.
7. Provide a monthly financial update to the Executive Board and General Body.

8. Manage all chapter financial transactions through detailed financial records.
9. Maintain chapter records; including, but not limited to attendance, member information, minute history, publicity and program history, induction information.
10. Oversee the maintenance of the office and office supplies.
11. Maintain or act as a liaison with person maintaining official website.

F. All officers shall:

1. Attend an Executive Board fall retreat.
2. Attend an Executive Board spring retreat.
3. Attend an officer transition meeting and prepare transition materials prior to the final executive board meeting of the spring semester.
4. Schedule and hold a minimum of two (2) office hours each week that classes are in session and/or as modified at the discretion of the Executive Board.
5. Respond to mail, e-mails, and voicemail in a timely manner.
6. Locate opportunities for the chapter to work with other organizations and bring these to the attention of the Executive Board.
7. One Executive Board member shall serve as the liaison between NRHH and the Residential Leadership Association (RLA).
8. Promote NRHH to the campus community.

**Article III: Meetings**

**Section I: General Body Meetings**

- A. General Body meetings will be held at least once a month while classes are in session.

B. Meeting time will be set by Executive Board the previous academic year and remain constant throughout the academic year. The time must be accordance with the Residence Life Department calendar.

C. Meeting will be managed utilizing Roberts Rules of Order.

**Section II: Executive Board Meetings**

A. All Executive Board members are required to attend scheduled Executive Board meetings.

1. President and/or Advisors should be notified 24 hours prior to the meeting if an officer is unable to attend.

2. If unable to attend, the officer will submit a report to another member of the Executive Board to be presented at meeting.

B. Executive Board meetings will be held no less than twice a month while classes are in session.

C. Executive Board meetings will be held at a time specified at the beginning of the semester based on academic schedules.

D. Executive Board members will work with the Advisor(s) to develop a productive meeting model.

**Section III: Committee Meetings**

A. The members of each committee are expected to attend their respective committees' meetings. The frequency of meetings, time, and location to be determined by the committee chairperson.

B. Attendance will be taken and attendance issues will be addressed by the Executive Board officer of each committee.

C. All committees will meet no less than once a month while classes are in session.

**Section IV: Meeting Procedures**

A. Proceedings involving all Executive Board and General Body meetings will follow a revised version of Robert's Rules of Order for Parliamentary Procedure.

B. Quorum is constituted by a majority of Active Members at the time of the vote.

- a. A simple majority of the vote is defined as 50% + 1 of the quorum.
- b. A two-thirds majority vote is defined as 67% + 1 of the quorum.