

The name of this organization shall be the Big Red Chapter of the National Residence Hall Honorary (NRHH) at Western Kentucky University.

**ARTICLE I  
PURPOSE**

The purpose of this organization shall be to provide recognition for those individuals living in a residence hall who have provided important leadership in the advancement of the residence hall community at Western Kentucky University (WKU) and to promote philanthropy, and activities, which encourage leadership qualities in residents.

**ARTICLE II  
NRHH Values**

The Big Red NRHH Chapter is a leadership-based honorary comprised of exemplary students who value recognition and service.

**ARTICLE III  
MEMBERSHIP**

**Section A – Membership**

A limitation on membership will consist of the four types of members, but will not place restrictions on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status except as expressly permitted by law. There shall be four types of members:

- a) Active Membership – An active member of the chapter is one that has been inducted into the Chapter and is currently living in on-campus housing. These members shall comprise the entire voting body of the chapter. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual’s active status of NRHH. In case of a temporary leave, the NRHH member should notify the Chapter Director in writing detailing the reason for and duration of the temporary leave. An individual being inducted as an active member must:
  - a. Be a student of WKU who is pursuing an undergraduate, graduate, or professional degree.
  - b. Have lived on-campus housing for at least one academic semester (a half-year academic term, typically lasting fifteen (15) to eighteen (18) weeks), or its equivalency.
  - c. Have made a positive contribution to the residence hall system.
  - d. Have a 2.5 GPA on a 4.0 scale.
- b) Early Alumni Membership– Early Alumni Members are members who are still living on campus that do not, but can no longer meet the expectations of the Big Red NRHH Chapter. These members must fill out proper paperwork with the, Regional Associate Director of NRHH (AD-NRHH) and be approved by Director, Associate Director of

Membership, and the Chapter Advisor(s). These members do not count toward the 1% cap of the Big Red NRHH Chapter.

- c) Alumni Membership– Former members who no longer live on-campus, are no longer a student, or have graduated from Western Kentucky University. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad.
- d) Honorary Membership– Members who are not a student but offers support to the on-campus community and the student affairs profession, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member. Honorary members are deemed worthy of recognition for their outstanding service to the Western Kentucky University residence hall community.
  - a. Individuals who could qualify for active membership, with the exception of graduating seniors , cannot be inducted as an “honorary member.”
  - b. The number of honorary members that may be inducted per academic year will not exceed 10% of the chapter’s membership cap.

#### Section – B

An active member can be removed from the NRHH Big Red Chapter by 2/3 vote of the executive board and by filing a removal form and submitting it to the AD-NRHH for approval. A removed member does not count against 1% cap of members.

#### Section – C

Once an individual has shown dedication and commitment to NRHH according to Big Red Chapter standards, they will become an NRHH member for life.

#### Section – D

A pledge that the organization will abide by the rules and regulations of the university as a condition to initial and continued registered status.

### **ARTICLE IV** **SELECTION AND REQUIREMENTS**

These shall serve as the proper procedures for selecting individuals for National Residence Hall Honorary membership.

#### Section A – Nomination

Nominations shall be made on the official Big Red NRHH Chapter form.

Nominations may be made from the following persons:

- a. Director of Housing or other Professional Staff
- b. Resident Assistants
- c. National Residence Hall Honorary Executive Members
- d. Other residence staff members
- e. National Residence Hall Honorary active members

### Section B – Requirements

- a. Nominees must currently reside on campus.
- b. Nominees must have lived in on-campus housing for a least one academic semester
- c. Nominees must have a cumulative G.P.A. of at least 2.5 on the 4.0 scale
- d. Nominees must have made a positive contribution to the residence hall system

### Section C – Selection of Members

- a. A selection committee shall be formed consisting of the NRHH Director, NRHH Associate Director of Membership, Residence Hall Association (RHA) President, NRHH Advisor(s) and two other NRHH members, as selected by a majority vote by all active NRHH members.
- b. The evaluation of the nomination forms shall be according to a point system with a minimum score attained for membership.
- c. New members may be selected during the opening or conclusion of each academic semester.

### Section D – Oath

“I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Big Red Chapter of the National Residence Hall Honorary at Western Kentucky University. I promise to continue the tradition of recognition and service. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”

## **ARTICLE V EXECUTIVE STRUCTURE**

### Section A – Selection of Executives

- a. The election of all executive members will be held in the Spring semester and elected by a majority vote for all members with voting rights, except the members running for a position on the executive board.
- b. All executive board members should attend biweekly meetings and contribute ideas to the overall organization.

### Section B – Director

- a. Preside over all chapter meetings
- b. Preside over all executive board meetings
- c. Create special committees, as needed
- d. Maintain correspondence with the SAACURH AD-NRHH
- e. Maintain correspondence with the NACURH Services & Recognition Office
- f. Assist with yearly affiliation process

### Section C – Associate Director of Membership

- a. Chair membership selection committee
- b. Oversee membership selection process
- c. Assume the Director duties in the absence of the Director
- d. Maintain records for member pillar points

- e. Maintain an open dialogue with students regarding their membership status

**Section D – Associate Director of Administration**

- a. Take minutes of all chapter and executive board meetings
- b. Email copies of the minutes to all members immediately following each meeting
- c. Keep accurate records of all moneys spent on a semester basis
- d. Sign off on all purchases made by the Big Red NRHH Chapter
- e. Chair the Fundraising Committee.
- f. Create and propose budget for following fiscal year

**Section E – Associate Director of Recognition**

- a. Preside over the of the month (OTM) award selection committee
- b. Encourage submission of quality of the month awards (OTM's)
- c. Assist RHA with award bid process in NACURH
- d. Report monthly resident assistant bulletin board, residence life faculty, and community assistant OTM winners to Resident Staff Association "SWAG" chairperson

**Section F – Associate Director of Philanthropy**

- a. Preside over all committees related to community service
- b. Facilitate communication between directors of service organizations and NRHH.
- c. Publicize service projects on campus and in the community
- d. Keep a detailed written and electronic record (costs, attendance, location, date, time, what to improve) of failed and successful service projects available for all members to view wherever other NRHH Big Red Chapter records are maintained

**Section G – Advisor(s)**

- a. Attend all meetings, either of the chapter as a whole or of the executive board
- b. Serve as a resource to the executive board and general members
- c. Reserve meeting spaces for NRHH purposes
- d. Answer emails from NRHH members within a week of receiving said emails
- e. Maintain NRHH Big Red chapter affiliation

**Article VI**  
**REMOVAL OF OFFICERS**

If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

**Section A – Removal Procedures**

- a. Any NRHH member must make a written complaint and turn it into a NRHH advisor
- b. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal
- c. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case
- d. If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position

- e. If there is a majority vote from the committee to remove the officer, the NRHH chapter will be presented the situation by the committee
- f. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes
- g. A three-minute question and answer period for both shall follow with no discussion afterwards
- h. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal

## **Article VII** **ELECTION CODE**

### **Section A – Requirements for Candidacy**

- a. All candidates must have been an active member with voting rights for the semester prior to which they will hold office
- b. All candidates must be an active member for the year in which they intend to hold office
- c. Each candidate is only permitted to fulfill the same executive board position for a maximum of two terms. One term is defined as one year

### **Section B – Election Procedure**

- a. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members
- b. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the Director. If the Director wishes to run for an office, they must submit their letter of intent to the Advisor
- c. The day of elections, each candidate will receive up to five minutes to speak to the chapter
- d. A three-minute question and answer period will follow each candidate's speech
- e. Winners will receive 2/3 vote in the election of the office
- f. In the event of a tie, an immediate run-off election shall be held between the top two vote receivers
- g. Each officer shall be elected to a one-year term
- h. Officers shall take office immediately after induction

### **Section C – Officers' Oath**

"I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Big Red Chapter of the National Residence Hall Honorary at Western Kentucky University. I solemnly swear, as an executive officer, to serve the NRHH WKU Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, NRHH, as well as, the well-being of the chapter."

**Article VIII**  
VACANCY OF OFFICE

Section – A

Should the office of Director become vacant, the Associate Director of Membership shall assume the office of the Director

Section B – Directorial Appointments

- a. In the event that an officer leaves office, the Director shall appoint an active member with voting rights to finish that office's term
- b. This appointment shall be made at the meeting following the office's vacancy
- c. Approval of this appointment shall be made by the membership, with a vote of 2/3 of the members present with voting rights
- d. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.
- e. This election shall be governed by the election code in Article IV
- f. Should a position be open, for whatever reason, after two failed elections the Director may appoint a member to fill that position

**Article IX**  
FEES AND MEETINGS

Section A – Fees

There is no fee to be inducted into WKU-NRHH, but a measure to do so may be enacted by a 2/3 majority vote

Section B – Meetings

Regular bi-monthly meetings shall be set by the executive board at the beginning of each semester, and approved by 2/3 majority vote

Section C – Extra Meetings

Additional meetings shall be called by the executive board as necessary

**Article X**  
GENERAL VOTING

Section – A

General voting is considered to be any voting except in new member selection voting

Section B – Executive Board

- a. Each officer, excluding the Director shall receive one vote in each voting matter
- b. The Director shall only vote to break a tie

Section C – Chapter Members

- a. Each active member shall receive one vote in each voting matter unless they have lost voting privileges
- b. Members who do not meet NRHH chapter standards and/or are not in good disciplinary standing with Western Kentucky University will not have voting privileges for the semester
- c. Honorary members and Alumni members do not vote

#### Section D – Voting Procedure

- a. All votes shall be a simple majority of the active and alumni members present with voting rights unless otherwise specified by the executive board
- b. Tie Breaking Procedures:  
All tie ballots shall be immediately re-cast. In the event of a second tie, the Director shall break the tie
- c. Quorum will be considered to be 75% of the voting members

### **Article XI** **SERVICE POINTS SYSTEM**

#### Section – A

A service points system can be enabled or disabled by a 2/3 vote of active members

#### Section – B

If a service points system is in place, members must earn half of the total service points available that semester as determined by the Associative Director of Membership and a majority vote by the general assembly at the beginning of the semester to keep active status

#### Section – C

Service points will be tracked on a semester basis

#### Section – D

If a member is deemed 'inactive' for more than 1 consecutive semester, that individual will not receive honorary cords

#### Section E – Suggested Pillar Point System

- a. Service points may be earned by attending meetings, submitting OTMs, volunteering, making a presentation at a general assembly meeting regarding your major, community service, or philanthropy. The aforementioned events will count toward the semester service points total
- b. Service points that can be earned without affecting the semester total include: OTMs that are campus, national, or regional winners; members attend a conference, members attend a Well-U event, or members earn an A on an exam and provide documented proof to a NRHH advisor

**Article XII**  
CHAPTER PIN-AWARDING PROCEDURE

Section – A

The requirement for the “Diamond” pin is membership induction into the WKU chapter

Section – B

The requirement for the white “Outstanding Leadership and Service” pin is a prominent display of leadership ability here at WKU (as assessed by the current NRHH executive board) or placement on the NRHH executive board. This pin is the highest individual honor NRHH Chapters can award to members.

Section – C

The requirements for the eight “Bronze” pins are at the discretion of the NRHH and RHA President. This pin is the highest individual honor given by the NRHH President on a campus level. These pins are awarded to individuals who have provided leadership, direction, and outstanding service to their campus organization, which may include but is not limited to RHA, NRHH, KARH, SAACURH and NACURH. WKU can only give out eight bronze pins a year

**Article XIII**  
FINANCING

Section – A

Big Red NRHH Chapter funding will be provided through the WKU Residence Hall Association and the Department of Housing and Residence Life

**Article XIV**  
AMENDMENTS AND BYLAWS

Section – A

After counseling with the board of directors or advisor, any members may propose amendments to this constituting to the board of directors for approval prior to general assembly meetings

Section – B

The Constitution shall be amended by a vote of at least 2/3 of the active members of this organization who are present at a meeting with such purpose

**Last Revised: September 10, 2015**