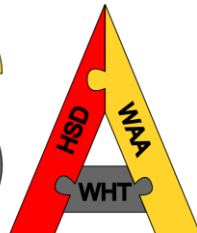
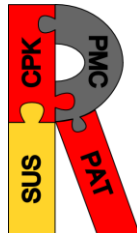


# National Residence Hall Honorary

## UMBC Chapter Chapter Constitution And Bylaws

*Effective March 13<sup>th</sup>, 2011*



University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250



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# Constitution of the University of Maryland, Baltimore County Chapter National Residence Hall Honorary

Enacted November 7, 2010

## ARTICLE I: NAME

§ 1: This organization shall be entitled the University of Maryland, Baltimore County (UMBC) Chapter of the National Residence Hall Honorary (NRHH) of the National Association of College and University Residence Halls, Inc. (NACURH).

## ARTICLE II: PURPOSE

§ 1: The purpose of this organization shall be to provide recognition for those students living in residential communities who have been of outstanding service and who have provided important leadership in the advancement of the residential community at the University of Maryland, Baltimore County; and to promote activities which encourage leadership qualities in residents.

## ARTICLE III: EXECUTIVE BOARD

§ 1: Election of Officers:

- A. Officers of the UMBC Chapter, with the exception of the President, shall be selected by a majority vote of all active members present at the second-to-last meeting held in the spring semester and shall take office at the conclusion of the National NACURH Conference during the summer.
- B. Due to registration deadlines for the annual National NACURH Conference, the President shall be elected at least two weeks prior to the registration deadline for the National Conference, as determined by the RSA National Communications Coordinator.
- C. In exceptional circumstances, as determined by the current Executive Board, the election of one or more Officers may be moved to an earlier meeting provided that two week's notice is provided to all active members.
- D. All voting for Officers shall be conducted by secret ballot.





§ 2: Qualification of Officers:

A. To be nominated for an Officer position within the UMBC Chapter, or to receive Chapter endorsement for a position on the Regional or National Board of Directors, a candidate must:

- i. Hold Active status, as defined in Article IV, Section 5, Subsection A
- ii. Be in Good Standing (not on Probation)
- iii. Commit to living on campus at UMBC for the entirety of the following academic year
- iv. Held membership in the Chapter for at least one full semester prior to nomination

§ 3: Officers and Duties

A. Chapter President

- i. The Chapter President shall conduct and preside over the meetings of the Chapter.
- ii. The President shall call Chapter meetings at their discretion.
- iii. The President shall establish committees not defined herein and appoint the chairs of such committees.
- iv. The President shall hold a position on the Executive Board of the Resident Student Association (RSA) and act as a liaison to RSA.
- v. The President shall chair the Selection Committee and implement the membership application and nomination process.
- vi. The President shall approve all purchasing requests along with the Treasurer and Advisor.
- vii. The President shall maintain contact with the Regional Associate Director for NRHH and the Regional Communications Coordinator for NRHH Development.
- viii. The President shall attend all Executive Board and General Body meetings.
- ix. The President shall meet regularly with the Advisor.





## B. Vice President of Recognition

- i. The Vice President of Recognition shall be responsible for monthly recognition efforts through the Of The Month (OTM) program, as well as other recognition efforts undertaken by the Chapter, and for tracking participation in recognition efforts by Chapter members.
- ii. The Vice President of Recognition shall chair the Recognition Committee, which shall meet monthly to judge monthly OTM nominations.
- iii. The Vice President of Recognition shall submit OTMs chosen as Campus Winners to the Regional OTM Selection Committee.
- iv. The Vice President of Recognition shall work with RSA and other organizations as appropriate to further recognition efforts at UMBC.
- v. The Vice President of Recognition shall attend all Executive Board and General Body meetings.

## C. Vice President of Service

- i. The Vice President of Service shall be responsible for providing service opportunities and tracking service participation of Chapter members.
- ii. The Vice President of Service shall be responsible for coordinating at least three service projects per semester.
- iii. The Vice President of Service shall review and approve other service opportunity requests submitted by members
- iv. The Vice President of Service shall chair the Service Committee, which shall assist the Vice President of Service in planning service events.
- v. The Vice President of Service shall coordinate with RSA to hold at least one joint service event each semester.
- vi. The Vice President of Service shall coordinate with other organizations as appropriate to further service efforts at UMBC.
- vii. The Vice President of Service shall attend all Executive Board and General Body meetings.





#### D. Treasurer

- i. The Treasurer shall maintain the chapter budget, collect induction fees as applicable, and pay chapter dues to NACURH.
- ii. The Treasurer shall preside over all meetings in the President's absence.
- iii. The Treasurer shall prepare requests for additional funding from RSA as necessary.
- iv. The Treasurer shall approve all purchasing requests, along with the President and Advisor.
- v. The Treasurer shall chair the Publicity Committee, which shall work to raise awareness of NRHH and its activities.
- vi. The Treasurer shall attend all Executive Board and General Body meetings.

#### E. Secretary

- i. The Secretary shall maintain records of all activities and meetings.
- ii. The Secretary shall maintain records of Chapter members, their status as Active, Alumni, Honorary, or Early Alumni members, and their standing with the Chapter.
- iii. The Secretary shall maintain the Chapter website and email listproc.
- iv. The Secretary shall chair the Inductions Committee, which shall organize the induction ceremonies to take place in the fall and spring semesters.
- v. The Secretary shall compile and submit all reports as outlined in Article VI.
- vi. The Secretary shall maintain up-to-date copies of the Chapter Constitution and Bylaws.
- vii. The Secretary shall attend all Executive Board and General Body meetings.





## F. Advisor

- i. The Advisor of the UMBC Chapter shall be a designated representative of the Director of the Office of Residential Life.
- ii. The Advisor shall attend all Executive Board and General Body meetings.
- iii. The Advisor shall approve all purchasing requests along with the President and Treasurer.
- iv. The Advisor shall meet regularly with the President.

## § 4: Removal from Office

A. Active Executive Board members may be removed from their position for the following reasons:

- i. Failing to maintain requirements of active membership as defined in Article V, Section 5, Subsection A, Clause I; or
- ii. Failing to carry out the duties of their position as defined in the appropriate Subsection of Article III, Section 3; or
- iii. Failing to serve as a model of good leadership at UMBC by being found responsible for violations of the UMBC Code of Student Conduct, UMBC Academic Integrity Policy, and/or Residential Life Policies; or
- iv. Failing to carry out any additional duties or expectations listed in Chapter Bylaws, as applicable

B. To remove an active Executive Board member from their position, the following procedure must be followed:

- i. The Chapter Advisor must be consulted regarding the proposed removal.
- ii. Written notice must be provided to the Executive Board member in question.
- iii. A vote must be held in a General Body meeting. If a majority of those members with voting rights present at the meeting vote in favor of removal, the Officer shall be immediately removed from their position.





## § 5: Succession

- A. In the event of resignation or removal of the Chapter President, the Treasurer shall assume the duties of the President until a replacement is elected.
- B. In the event of resignation or removal of any other Officer, the Chapter President shall appoint from the members of that Officer's Committee an interim chair to serve until a replacement Officer is elected.
- C. In the event of resignation or removal of any Officer:
  - i. All active members and the Advisor shall be notified immediately.
  - ii. An election shall be held at the following General Body meeting.
  - iii. Should no replacement be elected, another election shall be held at the next General Body meeting.

## ARTICLE IV: MEMBERSHIP

- § 1: The active membership of the UMBC Chapter of NRHH shall be limited to one (1) percent of the total on-campus population, or fifteen, whichever is greater.
- § 2: Membership in the UMBC Chapter shall be limited by an application process.
  - A. Nominations and applications for membership shall be received by the end of the ninth week of the fall semester, and by the end of the ninth week of the spring semester.
  - B. Nominations and applications must be made on the forms provided by the Chapter Executive Board.
  - C. Nominations may be made by the following persons:
    - i. NRHH members, regardless of membership status
    - ii. RSA members with voting rights
    - iii. Active members of Community Action Boards (to be verified by email to CAB President)
    - iv. Professional, graduate, and student staff employed by the UMBC Residential Life Office.







§ 3: Members of the UMBC Residential Community are eligible to apply or be nominated for active membership if they meet the following criteria:

- A. Scholarship: The applicant/nominee shall hold a minimum cumulative grade point average of 2.5 and be in good academic and judicial standing at the time of application.
- B. Residential status: The applicant/nominee shall currently live on campus at UMBC, and shall have previously lived on campus at UMBC for at least one semester prior to the semester of application.
- C. Leadership and Service: The applicant/nominee shall have demonstrated outstanding leadership ability and dedication to service within the residential community.

§ 4: Selection

- A. The Selection Committee shall consist of the following members:
  - i. The Chapter President, to act as Chair, who may not vote except in the case of a tie
  - ii. The Chapter Secretary
  - iii. The Chapter Advisor, in an *ex officio* capacity
  - iv. The RSA President (regardless of NRHH membership)
  - v. At least three active members of the Chapter in good standing, chosen at the discretion of the Chapter Executive Board.
- B. The process of evaluation of nominations and applications shall be left to the discretion of the Selection Committee.
- C. Nominations may not be considered unless accompanied by an application submitted by the nominee.
- D. Members of the Selection Committee shall abstain from voting on applicants they nominated.
- E. Applicants must receive a majority of votes (50% + 1) from the Selection Committee in order to be selected for membership.
- F. The Selection Committee shall meet during the fall and spring semesters.





G. Membership shall not be denied on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, creed, veteran status, national origin, ancestry, age, or level of ability.

§ 5: Types of Membership

A. Active members shall be defined as those inducted members who are enrolled at UMBC as an undergraduate student, and are presently living on campus at UMBC.

B. Alumni members shall be defined as those inducted members that have left on-campus housing, graduated, or transferred to another institution.

C. Honorary members shall be defined as faculty or professional staff members or current students living off-campus who have made significant contributions to the residential community and have been chosen by the Selection Committee for their meritorious service to the residential community.

D. Early Alumni members shall be defined as those previously active members who fail to maintain established membership requirements as outlined in Article V, Section 5, Subsection A, Clause i for two consecutive semesters.

§ 6: Requirements to maintain membership

A. Members of the UMBC Chapter are required to maintain a cumulative GPA of 2.5 or higher.

B. Additional requirements for membership shall be outlined in the Chapter Bylaws.

**ARTICLE V: FEES AND DUES**

§ 1: The UMBC Chapter shall pay the annual chapter dues as established by the NACURH Services and Recognition Office in order to maintain the chapter's membership.

**ARTICLE VI: CHAPTER REPORTS**

§ 1: Member List

A. At the beginning of each academic year, a revised list of active members and chapter goals shall be submitted to the NACURH Services and Recognition Office.





§ 2: End of Year

- A. At the end of the academic year, the following shall be submitted to the NACURH Services and Recognition Office, CAACURH Regional Associate Director for NRHH, and the President of RSA:
- i. Reports of the outgoing officers
  - ii. A list of new officers with contact information, active members, and new inductees
  - iii. An updated copy of this Constitution
  - iv. Other pertinent information requested by the NACURH Services and Recognition Office
- B. Each Officer shall be required to submit materials to aid with the transitional process to the newly elected Executive Board.

**ARTICLE VII: AMENDMENTS, ENACTMENT, AND BYLAWS**

- § 1: This constitution may be amended by a two-third majority vote of Chapter members with voting rights.
- § 2: This constitution shall be enacted and go into immediate effect with a two-third majority vote of Chapter members with voting rights.
- § 3: The Chapter may enact Bylaws at the recommendation of the Executive Board. Bylaws shall be enacted and go into immediate effect with a majority vote of Chapter members with voting rights.





# Bylaws of the University of Maryland, Baltimore County Chapter National Residence Hall Honorary

## BYLAW 01: Good Standing, Probation, and Early Alumni Status

§ 1 A member of the UMBC Chapter shall be considered in Good Standing if they meet all of the requirements listed herein for each semester of their membership, hold either Active or Alumni status within the Chapter, and are currently enrolled as an undergraduate student at the University of Maryland, Baltimore County.

§ 2 The requirements for Good Standing are as follows:

- A) For Active members only, a member must attend all NRHH General Body Meetings. Active members are permitted up to two excused absences per semester. Alumni members are not required to attend meetings, but should remain aware of Chapter activities by reading minutes provided from each meeting. The Secretary is charged with keeping records of attendance for Active Members.
- B) Members must submit two OTM (Of The Month) Award Nominations each month. Active members only are permitted to skip up to two nominations per semester; Alumni members are not accorded this privilege. The Vice President of Recognition is charged with keeping records of OTM nominations for all members.
- C) Members must participate in two service events each semester. These events may be hosted by the Chapter, or be outside events approved by the Vice President of Service. The decision for what qualifies as a service event is left to the discretion of the Vice President of Service. The Vice President of Service is charged with keeping records of service participation for all members.
- D) Members must serve on at least one committee per semester as assigned by the Chapter President. All Committee Chairs are charged with keeping records of their committee member's participation.
- E) Members must adhere to other requirements for membership designated by NACURH requirements, as laid out in the Constitution. The President and Advisor are charged with keeping records of compliance with these requirements.





### § 3 Probation

- A) Active or Alumni members of the Chapter currently enrolled as undergraduate students that fail to meet the requirements outlined in Section 2 above shall be placed on Probation for the first semester.
- B) The President may also place on probation, following discussion with the Advisor, any member that is found responsible for violations of the UMBC Code of Student Conduct, UMBC Academic Integrity Policy, and/or Residential Life Policies.
- C) The President, with agreement of the Advisor and a majority of the Executive Board, may also place on probation any member that has failed to adhere to the standards of conduct expected of the top 1% of on-campus leadership.
- D) Members on Probation will be provided notice of their probation by the President, Advisor, and the Officer placing the member on probation, as appropriate (as specified in the appropriate clause of Section 2).
- E) Members on Probation will be accorded one semester to return to Good Standing by meeting the requirements specified in Section 2; if placed on probation as a result of violations of policies as described in Section 3, Subsection B, a member must additionally be in good judicial and academic standing with the University in order to return to Good Standing with the Chapter.
- F) Members on Probation that still do not meet requirements for Good Standing after the following semester shall be placed on Early Alumni status by the Chapter President.

*Passed with a vote of 20-0-0 on March 13<sup>th</sup>, 2011*





## BYLAW 02: Requirements for Honor Cords

- § 1 Members of the UMBC Chapter who are preparing to graduate as an undergraduate student shall be permitted to wear NRHH Honor Cords at their commencement ceremonies if they are in Good Standing with the Chapter and hold Active or Alumni membership in the Chapter.
- § 2 Members inducted in the semester of their graduation as an undergraduate student shall not be permitted to wear NRHH Honor Cords at their commencement ceremonies unless they meet the following requirements prior to graduation:
- A) Participation in at least one service event, as approved by the Vice President of Service; and
  - B) Submission of at least three OTM (Of The Month) award nominations, as approved by the Vice President of Recognition.
- § 3 Members on Probation graduating as an undergraduate student may not wear NRHH Honor Cords at their commencement unless they meet all requirements to return to Good Standing at least two weeks prior to their graduation.
- § 4 Graduating members on Early Alumni status shall not be permitted to wear NRHH Honor Cords.

*Passed with a vote of 20-0-0 on March 13<sup>th</sup>, 2011*





### BYLAW 03: Recognition Committee Procedures

- § 1 The categories for OTM nominations shall be selected at the discretion of the Recognition Committee from the list of those offered by the OTM Database.
- § 2 The Recognition Committee shall be responsible for reviewing OTM nominations and selecting from each category at most one Campus Winner and any number of Campus Honorable Mentions at their discretion.
- § 3 A Campus Winner shall be the most outstanding nomination in a category, provided the quality level of the nomination, in the judgment of the Recognition Committee, is sufficient for forwarding to the Regional Selection Committee.
- § 4 The Recognition Committee is not obligated to select a Campus Winner in any category, and may select a number of Honorable Mentions in the event no nomination is of sufficient quality. Likewise, the Recognition Committee is not obligated to select any Honorable Mentions for a category.
- § 5 Except where otherwise stated, all decisions of the Recognition Committee shall be made by majority vote.
- § 6 OTM Nominations of particularly poor quality may be deleted.
- A) Any member of the Recognition Committee may make a motion to delete any OTM nomination they feel falls below the minimum expected level of quality, as determined by consensus of the Recognition Committee.
  - B) Following discussion of the motion, a vote will be held. If all members of the Recognition Committee agree with the motion, the Vice President of Recognition shall mark the nomination for deletion.
  - C) Nominations may be deleted without discussion by the Vice President of Recognition if the nomination is submitted after the deadline. This requirement may be waived in the event of extenuating circumstances, as determined by the Vice President of Recognition.
  - D) Nominations marked for deletion shall not count towards requirements for NRHH active membership; if a member's nomination is deleted and that member still has one or more "freebies" remaining, that deletion shall claim one of those "freebies."
  - E) The Vice President of Recognition shall be responsible for emailing all OTM authors whose nominations are deleted to inform them of the deletion and the reasons for doing so.





F) The Vice President of Recognition shall maintain copies of all deleted nominations for a period of at least two years.

§ 7 The Recognition Committee shall be responsible for recognizing all OTM winners and honorable mentions through certificates, public announcements, and at least one event per semester.

§ 8 Members of the Recognition Committee may not vote on nominations in a category in which they wrote a nomination or were nominated.

§ 9 The Recognition Committee shall meet once each month between the deadline for submission of OTM nominations at the campus level and the deadline for submission of OTM nominations to the Regional Selection Committee.

*Passed with a vote of 19-0-1 on March 13<sup>th</sup>, 2011*







## BYLAW 04: Publicity Committee Procedures

- § 1 The purpose of the Publicity Committee is to design, copy, and distribute advertisements for NRHH applications and service events.
- § 2 As chair of the Publicity Committee, the NRHH Treasurer shall be responsible for:
- A) Approving advertisements prior to approval by the Office of Residential Life for posting in the residential halls
  - B) Sending bi-weekly emails to the Publicity Committee immediately following every General Body Meeting.
  - C) Holding bi-weekly meetings of the Publicity Committee
- § 3 The Publicity Committee shall have three sub-chair positions:
- A) Design and Approval – Responsible for designing advertisements and sending designs to the Treasurer for approval of information and layout.
  - B) Approval, Photocopying, Separation – Responsible for getting designs approved by the Office of Residential Life, photocopying approved designs, and counting and dividing photocopies into piles for each community.
  - C) Distribution – Responsible for distributing pre-counted piles of advertisements to each residential community.

*Passed with a vote of 19-0-1 on March 13<sup>th</sup>, 2011*





## BYLAW 05: Selection Committee Procedures

- § 1 The applications for NRHH inductions shall be read by the Selection Committee.
- § 2 New NRHH inductees shall be selected at the discretion of the Selection Committee from the list of those offered by the application pool.
- § 3 The Selection Committee shall be responsible for reviewing applications for membership and selecting applicants that fulfill the requirements of leadership, scholarship, recognition, and services at their discretion.
- § 4 All new inductees shall represent the top 1% of residential hall leaders in the semester in which they are chosen in the judgment of the Selection Committee.
- § 5 The Selection Committee is not obligated to select an applicant that does not complete the application in full or does not submit a sample OTM.
- § 6 Except where otherwise stated, all decisions of the Selection Committee shall be made by majority vote. If there is a tie, the President and chair of the Selection Committee may vote.
- § 7 Applications that do not meet requirements will not be reviewed.
- A) The Chair of the Selection Committee will make a motion to delete any application that falls below the minimum expected level of requirement.
  - B) Following discussion of the motion, a vote will be held. If all members of the Selection Committee agree with the motion, the Chair shall mark the application for deletion.
  - C) All deleted applications will receive a letter from the Chair of the Selection Committee and the NRHH advisor, letting them know to apply again next semester.
  - D) The NRHH President shall maintain copies of all deleted applications for a period of at least two years.
- § 8 The Selection Committee shall be responsible for reviewing the remaining applications.
- A) The Chair shall read the application to the Committee.
  - B) The Committee, without the Chair's input, shall begin a discussion of the applicant for as long as necessary.





- C) At the end of discussion, a vote will be called by the Chair of the Selection Committee.
- D) All questions regarding the application will be taken by the Chair of the Selection Committee.

§ 9 All members of the Selection Committee are responsible for keeping the votes and inductee decisions confidential at all times.

§ 10 The Selection Committee shall be responsible for choosing up to three (3) honorary members every academic year. The same rules apply for the selection of honorary members as active members.

§ 11 The Selection Committee shall be responsible for announcing all new NRHH inductees within a week of the Selection Committee meeting with a letter from the NRHH President.

*Passed with a vote of 19-0-1 on March 13<sup>th</sup>, 2011*





## BYLAW 06: Executive Board Election Procedures

- § 1 Candidates for a position on the Chapter Executive Board may be nominated by any active member, provided that the nominee qualifies for a position under Article III, Section 2 of the Chapter Constitution.
- A) A nominee has the option of accepting or declining their nomination. Should the nominee decline, the nominee will not appear on the ballot.
  - B) Self-nominations are permitted provided the nominee qualifies for a position. Self-nominations imply acceptance of the nomination.
- § 2 Nominations may begin at any point up to and including the date of elections at the discretion of the current Chapter President. The opening of nominations must be announced at a NRHH General Body Meeting.
- § 3 When nominations have closed, as determined by the current Chapter President, the election process shall proceed as follows:
- A) All candidates for the position currently up for voting will be asked to leave the room.
  - B) One candidate will be invited to re-enter the meeting room. This candidate may give a speech no longer than five minutes. This time may be extended by motion.
  - C) Following the candidate's speech, the current Chapter President shall moderate a question-and-answer period of no more than five minutes. This time may be extended by motion.
  - D) Following the question-and-answer period, the candidate will be asked to leave the room again.
  - E) The steps outlined in Subsections B through D continue until there are no candidates remaining for the current position.
  - F) When all candidates have presented themselves, the current Chapter President shall moderate a discussion of the candidates, to take no more than five minutes. This time may be extended by motion.
  - G) Following the discussion period, voting will begin using the method specified in Article III, Section 1, Subsection D of the Chapter Constitution.

*Passed with a vote of 20-0-0 on March 13<sup>th</sup>, 2011*





## BYLAW 07: Induction Committee Procedures

§ 1 The Induction Committee is responsible for organizing and executing the Induction ceremony for new members.

§ 2 Induction Committee members are expected to:

- A) Assist in the selection and ordering of food
- B) Set up and clean the location of the Induction ceremony
- C) Procure appropriate decorations for the Induction ceremony
- D) Draft short biographies for inductees
- E) Read biographies at the Induction ceremony

§ 3 The Chapter Advisor shall be responsible for obtaining one white rose per inductee for presentation at the Induction ceremony.

*Passed with a vote of 19-0-1 on March 13<sup>th</sup>, 2011*





## BYLAW 08: Service Committee Procedures

§ 1 The NRHH VP of Service shall be responsible for:

- A) Organizing community service events that General Body Members are able to attend
- B) Overseeing the planning and implementation of NRHH service events
- C) Delegate tasks within the Service Committee as a means to complete the planning of NRHH specific service events.
- D) Approving service related advertisements prior to approval by the Office of Residential Life for posting in the residential halls
- E) Holding weekly or bi-weekly meetings, at their discretion, for the Service Committee
- F) Managing the Service Tracking Worksheet

§ 2 The Service Committee members shall be responsible for:

- A) Attending service committee meetings
- B) Offering ideas for service projects
- C) The planning of NRHH service events
- D) Advertisements for NRHH planned service events, in collaboration with the Publicity Committee
- E) Performing additional publicity requirements at the discretion of the Vice President of Service
- F) Set up/Clean up for NRHH planned service events
- G) Pictorially documenting service events for the records

*Passed with a vote of 19-0-1 on March 13<sup>th</sup>, 2011*

