

# Scarlet Knights Chapter Constitution

National Residence Hall Honorary  
(Revised August 21th, 2016)

## **ARTICLE I: NAME**

This organization shall be recognized as the Scarlet Knights Chapter of the National Residence Hall Honorary (NRHH) at Rutgers University in New Brunswick, New Jersey.

The Scarlet Knights Chapter of the National Residence Hall Honorary (NRHH) at Rutgers University in New Brunswick is affiliated with the National Association of College and University Residence Halls (NACURH) and will remain in good standing with the Central Atlantic Affiliate of College and University Residence Halls (CAACURH) and-NACURH.

## **ARTICLE II: PURPOSE OF NRHH**

### ***Section 1: Identity of NRHH***

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

### ***Section 2: Mission Statement of the Scarlet Knights Chapter of NRHH***

The mission of the Scarlet Knights Chapter of NRHH is to recognize the top 1% of student leaders living on campus through induction into this honorary. NRHH aims to promote involvement and community within Rutgers University and within the greater New Brunswick/Piscataway area through the employment of the NRHH core values of recognition and service.

### ***Section 3: NRHH Tenants***

1. To transcend the barriers of Residence Halls and campuses in an effort to recognize and unite all individuals that uphold and exemplify the two core values of NRHH within the Rutgers community as well as the greater New Brunswick/ Piscataway area.
2. To lead, serve, and recognize the greater Rutgers community in the New Brunswick/Piscataway area while affording others the opportunity to do the same.
3. To leave a legacy and a purpose to future on-campus leaders and NRHH generations.

## **ARTICLE III: MEMBERSHIP**

### ***Section 1: Qualifications for Membership***

All potential new members must:

- A. Must maintain a cumulative GPA of at least 2.75 based on the university's 4.0 scale by the end of the previous long semester
  - a. A GPA waiver can be provided to any applicant who has a GPA of at least 2.5 by the Director of Membership, Vice President, or President on the basis of an application which demonstrates outstanding leadership, recognition, or service.
  - b. Any waiver must be approved by a 2/3rds majority of the selection committee or the Executive Board in the absence of a selection committee.
- B. Be a current resident who plans to reside in a university residence hall for at least one semester, following application for membership (excluding summer sessions), and is working to complete a degree at Rutgers University- New Brunswick.
- C. Have lived in the residence halls for at least one semester prior to induction
- D. Demonstrate outstanding leadership, service, and dedication to Rutgers- New Brunswick and the Scarlet Knights Chapter of NRHH Rutgers-New Brunswick, as well as significant interest in NRHH which meets membership criteria established by the Membership Selection Committee, executive board of this chapter of NRHH, and/or the General Assembly

- E. Commit to attend general assembly meetings, NRHH sponsored events and committee meetings as held.
- F. Have made a positive impact within the residence halls

### **Section 2: Membership Status**

There will be four types of membership. Any other types of membership will prevent constitution approval:

**A. Active** – An active member of an NRHH Chapter is one that has been inducted into the Chapter and is currently living in on-campus housing.

- a. 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 the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave. An individual being inducted as an active member must:
  - b. Be a student of the college or university with which the chapter is affiliated, with student defined by the chapter's host institution, including, but not limited to students pursuing undergraduate, graduate, or professional degrees.
  - c. 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.
    - i. Institutions not utilizing academic terms equivalent to semester may work with the current AD-NRHH to determine a live-on requirement equivalent to the NACURH standard.
  - d. Have made a positive contribution to the residence hall system.
  - e. Have a 2.5 on a 4.0 scale.

**B. Alumni** – An alumnus member of this Chapter is one who either no longer lives in a residence hall or is no longer a student. There will be an unlimited number of alumni members. They do not count in the ~~top~~ 1% cap.

- a. Exceptions include temporary leave as listed above
- b. Members who wish to be granted Alumni status must notify the Executive Board in writing
- c. If a member who has submitted a notice of permanent leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NACURH Associate for NRHH (NAN) to request a temporary increase in its capacity until the next membership drive, at which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.

**C. Early Alumni** – An early alumnus member of this Chapter is a student who lives on campus, but can no longer keep up with the expectations of the chapter due to various causes. These members do not count toward the 1% membership cap.

- a. The following guidelines apply to the procedure of applying for early alumni membership status:
  - i. The member and/or chapter must complete the early alumni membership application, which shall include the signatures of: Chapter President, Chapter Advisor, and Chapter Member for whom the form is being completed
  - ii. The completed early alumni membership application shall be submitted to the CAACURH AD-NRHH for approval

- b. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap (i.e.: if a chapter has a membership cap of 50, it will not be allowed more than 8 early alumni members approved per a year).
- c. It is the right of the CAACURH AD-NRHH to deny requests for reasons including, but not limited to:
  - i. The application form is incomplete
  - ii. The CAACURH AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member's inactivity with chapter business before submitting the application.
  - iii. The chapter has exceeded its allotted early alumni membership approvals for the year
- d. If the member and/or chapter wish to appeal the decision of the CAACURH AD-NRHH, they may appeal to the entire NRHH National Board (NNB). The decision of the NNB shall be final
  - i. Each AD-NRHH shall have one vote
  - ii. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary

**D. Honorary** – An honorary member is an individual who is inducted into this Chapter and is not a student but offers support to the on-campus community and the student affairs profession, including but not limited to, such as housing personnel, instructors, and college or university staff shall be defined as an honorary member. Honorary members will not have voting privileges.

- a. The general assembly nominates honorary members with approval by  $\frac{2}{3}$  of active members.
- b. The number of honorary members inducted can be up to ten percent of this Chapter's membership cap within each academic year.
- c. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an "honorary member."

### ***Section 3: Transfer of Membership***

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. On the basis of the application, the Scarlet Knights Chapter may extend membership to a transfer student from another university's NRHH Chapter by a two-thirds vote of the Executive Board. If accepted, these members shall become active members of the Scarlet Knights Chapter. The following must be in place:
  - a. The student applying to transfer their membership must be fully matriculated at Rutgers University – New Brunswick
  - b. The student seeking to transfer their membership must contact the Scarlet Knights Chapter president and the Professional Staff Advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the Scarlet Knights Chapter
  - c. The Scarlet Knights Chapter Executive Board will evaluate the letters from potential transfer members
- C. If approved, the Scarlet Knights Chapter must complete the membership transfer application
- D. The membership transfer application may be obtained through the CAACURH AD-NRHH

- E. The Membership transfer application shall include signatures from the following individuals:
  - a. The Scarlet Knights Chapter President,
  - b. The Scarlet Knights Chapter Professional Advisor,
  - c. The NRHH member who is seeking to transfer their membership.
- F. The completed application shall be submitted to the CAACURH AD-NRHH for approval
- G. It is the right of the CAACURH 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 members cap
- H. If the member and/or chapter wish to appeal the decision of the CAACURH 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 (1) vote
  - b. A simple majority shall be necessary by the NNB with tie-breaking vote by the NAN

#### ***Section 4: Membership Capacity***

- A. The active membership of the Scarlet Knights Chapter of NRHH may include up to, but not more than, 1% of the total on-campus resident population for that academic year, or 20 members, whichever is larger. The total number of general assembly members of the Scarlet Knights chapter of NRHH does not include alumni, early alumni, or honorary members
- B. Definition of on-campus housing units that contribute to the membership cap
  - a. A list, or unambiguous description, of all on-campus housing units that counts toward the membership cap. The chapter list or description must include all of the institution's residence halls and may include any institution-owned housing units or institution-contracted housing units.
  - b. The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of that number, or 20 members, whichever is greater), but the constitution itself need not include the number of beds, either in each unit or in total.

#### ***Section 5: Membership Removal Policy***

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

- b. The CAACURH 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
- F. If the member and/or chapter wish to appeal the decision, they may appeal to the CAACURH AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH

***Section 6: Finance and Financial Support***

- A. The Scarlet Knights Chapter of NRHH will remain in good standings with CAACURH, NACURH, and the NACURH Offices
- B. The chapter is supported by the Department of Residence Life at Rutgers University – New Brunswick, from whom the chapter receives financial support annually
- C. At the beginning of the academic year, the Chapter will propose a budget to be approved by the Department of Residence Life at Rutgers University – New Brunswick
- D. This financial support is to be used for all affiliations and NRHH initiatives throughout the academic year
- E. There will be no monetary dues for members or continuing membership

***Section 7: Lifetime Membership Clause***

- A. Once an individual has shown dedication and commitment to NRHH according to their Chapter's standards, they will become an NRHH member for life.
  - a. Note that all members who graduated before or on June 1st, 2014 and earlier are members for life as per the previous policy. All members graduating after June 1st, 2014 are not guaranteed status of member for life.

***Section 8: Membership Expectations***

- A. In order to meet the expectations of this chapter, a member needs to:
  - a. Attend at least 70% of the total scheduled NRHH meeting
  - b. Attend a minimum of 70% of the total NRHH-sponsored/coordinated events, including recognition, programming & community outreach events
  - c. Submit a minimum of one (1) OTM submission per month.
  - d. Be active in their committee as noted by the E-board member heading the committee
  - e. Live in a residence hall
  - f. Maintain a cumulative GPA of 2.5 on a 4.0 scale

**ARTICLE IV: SELECTION OF MEMBERS**

The selection process for NRHH membership will occur twice a year, once a semester with an induction ceremony held annually. This application process for new general members will be distinguished by three stages: Nominations, Applications and Selection.

***Section 1: Nomination for Membership***

- A. Any member of the Rutgers University community may nominate or recommend any Rutgers University resident for induction into NRHH. Nominated individuals will be contacted and invited to apply. Individuals may apply regardless of whether or not they were nominated

***Section 2: Application for Membership***

- A. The application should include a brief statement explaining the individual's leadership experience and the individual's involvement in Rutgers University. Each application will include authority for the officers of NRHH to verify grades and activities of the nominee.

***Section 3: Selection of Members***

- A. A committee of active members led by the Director of Membership and with the President's approval will serve to create and review applications. By a two-thirds majority of present, active members, the most qualified applicants will be selected for

- interviews. At least one Executive Board member will be present for all interviews. Membership will be extended to applicants the committee considers the most suitable. In the event that an Executive board member cannot be there the president has the right to allow 2 general members to be present
- B. Final decisions will be made jointly by the NRHH Executive Board and the selection committee
  - C. If a student from another institution's NRHH Chapter wishes to join the Scarlet Knights Chapter of NRHH, he/she need to follow the transfer of membership policy as stated above.
  - D. Applicants who are accepted will take part in an induction ceremony. There will be one induction ceremony in the spring per academic year

## **ARTICLE V: EXECUTIVE BOARD**

### ***Section 1: Selection of Officers – Requirements for Candidacy***

- A. All candidates must be granted membership at least one semester prior to running for any executive board position.
  - a. Should there be any positions without a candidate, any general member may declare intent to run for that office.
- B. All candidates must be an active member for the entire term in which they intend to hold office at risk of impeachment.
- C. All candidates must live in a residence hall the entire term in which they intend to hold office.

### ***Section 2: Executive Officers***

- A. The Executive Board will consist of the following six (6) positions:
  - a. President
  - b. Vice President
  - c. Director of Membership
  - d. Director of Recognition
  - e. Director of Service
  - f. Director of External Affairs
- B. Advisors may consist of:
  - a. A professional staff member; and/or
  - b. A graduate staff member

### ***Section 3: Removal of Officers***

- A. Should any executive officer not perform their duties and responsibilities and/or not maintain active membership, any member can bring forward charges of impeachment against the officer to the Executive Board in writing. The Executive Board will review the charges, and will be brought to the general membership. If the officer is deemed unfit for office, he/she will be removed

### ***Section 4: Vacancy of Office***

- A. Should any position on the Executive Board become vacant, the President shall have the ability to appoint a replacement to finish out the term. The appointment must be approved by 50% plus one of the General Assembly members present. If the appointment fails, a special election will be held to fill the vacancy
- B. Should the office of President become vacant, the Vice President shall assume the office of President. If the Vice President does not wish to assume the office of President, then there will be an election of current Executive Board members wishing to take the position. If no current Executive Board member wishes to assume the position, General Assembly members can run for the position

## **ARTICLE VI: MEETINGS**

### ***Section 1: Frequency of Meetings***

- A. The Executive Board shall meet regularly throughout the academic year
- B. The Executive Board shall call additional meetings as necessary
- C. The Executive Board members must attend Executive Board meetings and General Assembly meetings
- D. The General Assembly meetings are to be held at a time that and at a location in which most of the members of the Scarlet Knights Chapter of NRHH are available to meet

## **Article VII: Regional Board of Directors Candidacy**

### ***Section 1: Qualifying for Support for the Regional Board of Directors***

- A. The individual(s) requesting both emotional and financial support must be a registered, full-time student in an undergraduate or graduate degree program at Rutgers University – New Brunswick
- B. The individual(s) requesting candidacy, must be living in on-campus housing for the entire academic year in which he or she is asking for emotional and/or financial support
- C. The individual(s) requesting support must have a 2.75 cumulative GPA on a 4.0 scale to qualify for the Regional or NACURH Board of Directors and for support from the Rutgers University Residence Hall Association (RHA) and the Scarlet Knights Chapter of the National Residence Hall Honorary (NRHH)
- D. The individual(s) requesting support does not have to be a current member of the Rutgers University RHA or the Scarlet Knights Chapter of NRHH to request support for the Regional Board of Directors, however must have experience within either organization

### ***Section 2: Gathering Support for the Regional Board of Directors***

- A. The individual(s) requesting support must reach out to the Executive President of Rutgers University RHA and the President of the Scarlet Knights Chapter of NRHH to request time to speak with their respective General Assemblies
- B. The individual(s) must give a presentation to the General Assemblies of Rutgers University RHA and the Scarlet Knights Chapter of NRHH and outline what it means to provide emotional and financial support for a candidate on the Regional Board of Directors for each person and term to which they wish to be elected
- C. The individual(s) must receive a majority vote by the Rutgers University RHA and the Scarlet Knights Chapter of NRHH on the topic of support to obtain both emotional and financial support from Rutgers University. Both organizations must agree to provide support for a candidate to have emotional and financial support of Rutgers University – New Brunswick
- D. Once the General Assemblies of both organizations approve support for the candidate(s), the Executive President of RHA and the President of the Scarlet Knights Chapter of NRHH will be tasked with writing a letter of support on behalf of the organizations
- E. If the RBD Member-Elect is granted support from Rutgers University – New Brunswick, the candidate(s) are required to apply for the NACURH Conference as a regular delegate in the process outlined by the current National Communications Coordinator and/or the National Communications Coordinator in Training

### ***Section 3: Definition of Support for the Regional Board of Directors***

- A. All individuals bidding for positions on the Regional Board of Directors must seek and receive emotional and financial support from their host institution in order to be eligible to bid for a position
- B. Emotional support is defined as being present and aware of the time commitment which the individual(s) is putting into his or her elected position on the Regional

- Board of Directors as well as providing a network of advisors and leaders to support the elected member of the Regional Board of Directors when necessary
- C. Financial support is defined by Rutgers University – New Brunswick as providing monies that cover expenses not incurred by NACURH Inc or the region of CAACURH
- a. If running for the CAACURH Regional Board of Directors, this includes a delegate seat for CAACURH No Frills Conference where the individual(s) will bid for a position on the Regional Board of Directors
  - b. Should the candidate be elected to a position on the Regional Board of Directors, the elected member will be guaranteed financial support for any conferences and summits involved in positional transition or conference information
    - i. Transition of the Regional Board of Directors occurs at NACURH Conference, at which the elected members of the Regional Board of Directors act in the capacity of University Delegates until such a time when they are sworn into office. Funding for elected members of the Regional Board of Directors for NACURH Conference comes from the Institution of which they serve as a delegate
    - ii. The individual(s) if elected to the CAACURH Regional Board of Directors will have a spot reserved on the Rutgers University- New Brunswick NACURH Delegation for their upcoming term and outcoming term
    - iii. Should the candidate be elected to a position on the Regional Board of Directors, the elected member will be guaranteed financial support as defined in section 4

***Section 4: Source of Funding for Financial Support for the Regional Board of Directors***

- A. Financial support for any individual(s) or Member-Elects of the Regional Board of Directors will be covered jointly by Rutgers University RHA and the Scarlet Knights Chapter of NRHH through the organizations combined accounts
- a. The funds provided by Rutgers University RHA and the Scarlet Knights Chapter of NRHH are only to be used after the exhaustion of the funds provided by the Region of CAACURH or NACURH Inc or in the case that the region of CAACURH or NACURH Inc will not cover aspects of Travel, Conference Fees, housing costs (if applicable) and/or food during conferences, summits or meetings held by CAACURH
  - b. For any year which Rutgers University hosts a member of the Regional Board of Directors, one seat for each CAACURH Regional Conference and NACURH Conference will be removed for each member of the Regional Board that Rutgers University hosts. The funding that would be used for this delegate will be retained to offset the additional financial investment that hosting a member of the Regional Board requires
  - c. Rutgers University RHA and the Scarlet Knights Chapter of NRHH will match the funds, dollar for dollar to the regional budget submitted and approved by April 1st for the following region of CAACURH and NACURH Inc. fiscal year, provided based on the individual's elected position. This amount caps out at \$650.00 regardless of the funds allocated by the region
  - d. The money provided by Rutgers University RHA and the Scarlet Knights Chapter of NRHH can only be used for the specific reasons outlined below:
    - i. Funds can only be used after all the funds provided by the region are exhausted or to be used for items not covered by the region of CAACURH or NACURH Inc.;
    - ii. Funds can only be used to reimburse the cheapest mode of transportation to travel to the various conferences, summits and

- meetings as outlined within the Rutgers University Residence Life Professional Development Funds;
- iii. Funds can only be used to pay for housing in the event that it is not covered by the region of CAACURH or NACURH Inc.
  - 1. If there is an option to have a roommate(s) to cut the cost of the housing, the individual(s) must use this option
- iv. Funds can only be used to pay for food during the time of Conferences, Summits or Meetings that are not provided by the region of CAACURH or NACURH Inc.;
- v. All funding for any candidate(s) for Member-Elects of the Regional Board of Directors will be taken from the combined accounts held by the Rutgers University RHA that holds the revenue income collected from the sale and distribution of Care Packages by Rutgers University RHA and The Scarlet Knights Chapter of NRHH
- vi. The funds from this account cannot be used to cover any non-essential items that are not listed above
- e. In order for the candidate(s) for Member- Elects of the Regional Board of Directors to get reimbursed for the funds, all and every receipt must be turned into the Director of Finance if the candidate(s) wish to use the funds provided by the Rutgers University RHA and the Scarlet Knights Chapter of NRHH
- f. If any changes are to occur regarding the policy for funding of a RBD member, the RBD member or the RBD Member- Elect is responsible for being aware of these changes

***Section 5: Requirements for Continued Support Once Elected to the Regional Board of Directors***

- A. The individual(s) once elected are required to serve as a mentor to the conference delegations during their time in office as directed by the Professional Staff Advisor of Rutgers University RHA and the Scarlet Knights Chapter of NRHH
- B. The Individual(s) will work with the representative to the region of CAACURH and NACURH based off their elected position to provide help and support when needed. Below is the breakdown per current CAACURH Regional Board of Directors:
  - a. The Regional Director and the Associate Director for Administration and Finance will work with the National Communications Coordinator of Rutgers University RHA
  - b. The Associate Director for NRHH and the Coordinating Officer of Recognition will work with the Scarlet Knights Chapter of NRHH.
  - c. The Coordinating Officer of RHA and the Coordinating Officer of Leadership Development will work with the Rutgers University RHA Executive President
    - i. The Coordinating Officer for Leadership Development has the option to work with the Rutgers University RHA Director of Leadership
  - d. The Coordinating Officer of Bidding will work with the National Communications Coordinator, the Executive President of the Rutgers University RHA and the Scarlet Knights Chapter of NRHH on any and all Bid related questions but will not provide a “how to” or any help writing the bid, aside from a letter of support, to avoid a conflict of interest with the Region of CAACURH or NACURH Inc.
  - e. The Coordinating Officer of Interactive Marketing will work with Rutgers University RHA Director of University Relations and the Director of Public Relations and the Scarlet Knights Chapter of NRHH Director of External Affairs for all flyers or promotional materials
- C. The individual(s) will be required to hold a session for each of the General Assemblies of Rutgers University RHA and the Scarlet Knights Chapter of NRHH about the developments within the region of CAACURH and/or NACURH. If there is

more than one person supported by the Rutgers University RHA and the Scarlet Knights Chapter of NRHH, all individuals will be allowed to collaborate for these presentations if they so choose

- D. The individual(s) will be required to hold a session during the Fall or Spring Leadership Development Day about a topic of their choosing as long as it relates to their elected position, the region of CAACURH or NACURH Inc as a whole. All individuals will be allowed to collaborate for these presentations if they so choose
- E. A total of three (3) presentations must be created and shared between both organizations, Rutgers University RHA and the Scarlet Knights Chapter of NRHH, and can be given at the following:
  - a. Fall or Spring LDD
  - b. General Assemblies
  - c. Approved Events
  - d. August or Winter Training

## **ARTICLE VII: AMENDMENT PROCEDURES**

### ***Section 1: Creation of Amendments***

- A. All Amendments must pass by a 75% vote of active members present
- B. All Amendments shall be presented to the Executive Board at least one week prior to the General Assembly meeting, at which this amendment will be discussed
- C. Voting for Amendments shall happen at the General Assembly meeting following Parliamentary Procedures
- D. All Amendments shall be updated in the Constitution of the Scarlet Knights Chapter of NRHH as soon as possible so that the Chapter's Constitution can remain current

## **ARTICLE VIII: BYLAWS**

### ***Section 1: Changes to Bylaws***

- A. The Executive Board of NRHH, Scarlet Knights Chapter has the right to add, revise, change, delete or alter in any way, shape, or form the Bylaws that are beneficial to all procedural matter of the specific NRHH Chapter at Rutgers University, New Brunswick. The Executive Board will make sure that the general members are notified of the recent changes so that they are aware of any revisions, but a vote will not be necessary

# **Scarlet Knights Chapter Bylaws**

National Residence Hall Honorary  
(Revised March 25, 2016)

## **ARTICLE I: DUTIES OF EXECUTIVE OFFICERS**

### ***Section 1: Advisors***

- A. There shall be a Professional Staff Advisor to oversee all aspects of the Scarlet Knights Chapter of NRHH
- B. There should be a Graduate Advisor to help the Professional Staff Advisor with all aspect of the Scarlet Knights Chapter of NRHH

### ***Section 2: Executive Officers***

All Executive Officers shall work together on all events and all related Scarlet Knights Chapter of NRHH activities. Further, any officer may hold officer roles in any other campus organization

#### **A. President**

- a. Must have served of the Scarlet Knights Chapter Executive Board for at least 1 semester
- b. Preside over General Assembly and Executive Board meetings

- c. Prepare the agenda for all Executive Board and General Assembly meetings
- d. Maintain an accurate list of contact information for all members
- e. Serve as the Scarlet Knights Chapter of NRHH's official liaison to other campus and community organizations
- f. Remain informed of the activities of NRHH committees, RHA, other official campus organizations, CAACURH, and NACURH, as they pertain to the interests of NRHH
- g. Encourage officers to stay involved with and informed about the activities of NRHH committees, RHA, other official campus organizations, CAACURH, and NACURH, as they pertain to the interests of NRHH
- h. Represent NRHH and vote at NRHH business meetings at conferences such as CAACURH, No Frills and NACURH
- i. Oversee other officers and their committees
- j. Apply to be a member of the CAACURH OTM Selection Committee
- k. Attend RHA E-Board meetings when requested
- l. Responsible to work with the Vice President to plan a day the focuses around the two (2) Core Values : Service and Recognition.
- m. Meet with advisor on a regular basis
- n. Assist all other Executive Board Officers as needed
- o. Has the ability to create committees and appoint committee chairs as needed
- p. All other duties as assigned

**B. Vice President**

- a. Must have been a member of NRHH for at least 1 semester prior to ascension to Vice Presidency
- b. Preside over Executive Board and General Assembly meetings if the President is unable to fulfill the duties of office
- c. Serve in the absence of the President, except as specified elsewhere by the Bylaws and Constitution
- d. Responsible for maintaining the Constitution of the Scarlet Knights Chapter of NRHH
- e. Responsible for the creation, proposal, and maintenance of the budget of the Scarlet Knights Chapter of NRHH
- f. Responsible for the coordination of NRHH fundraising initiatives
- g. Responsible to work with the President to plan a day the focuses around the two (2) Core Values : Service and Recognition.
- h. Meet with an advisor on a regular basis
- i. Meet with executive board members once a month to keep updated on goals and the needs of each officer
- j. Has the ability to create committees and appoint committee chairs as needed
- k. All other duties as assigned

**C. Director of Membership**

- a. Preparing a Selection Timeline at the beginning of each academic semester for both the fall and spring semester
- b. Creating, updating, and publishing the membership application
- c. Responsible for overall initiatives of recruitment and retention
- d. Responsible for reviewing and organizing application materials
- e. Responsible for organizing and conducting interviews
- f. Responsible for selecting new members with a meeting of the selection committee
- g. Plan the new member induction ceremony
- h. Responsible for organizing the Big/Little system
- i. Responsible for maintaining the Scarlet Knights Chapter of NRHH scrapbook
- j. Meet with advisor on a regular basis
- k. Keep track of committee and general member involvement membership initiatives

- l. Has the ability to create committees as necessary
- m. All other duties as assigned

**D. Director of Recognition**

- a. Organize at least one active or passive recognition initiatives per month
- b. Emphasize recognizing residents and students over employees
- c. Serve as a resource to RHA, Hall and Residential Campus Councils, and other groups who seek advice on how to recognize those around them
- d. Responsible for overseeing Residence Hall Appreciation Month
- e. Responsible for coordinating with RHA to plan the Leadership Banquet
- f. Serve as Campus OTM Administrator at <http://otms.nrhh.org>
- g. Submit campus winning OTMs each month for regional voting
- h. Provide halls and writers with feedback on the quality of their nominations as requested
- i. Apply to be a member of the CAACURH and NACURH OTM Selection Committees
- j. Coordinate and oversee OTM Award ceremony for OTM winners each academic year.
- k. Maintain the OTM spreadsheet that tracks OTM nominations, nominees, winners, and OTM voting
- l. Meet with an advisor on a regular basis
- m. Has the ability to create committees as necessary
- n. All other duties as assigned

**E. Director of Service**

- a. Organize at least one active or passive service project/initiative per month
- b. Emphasize serving residents, students, and the Greater New Brunswick area
- c. Develop a relationship with RHA Director of Advocacy to assist in the advocacy initiatives of RHA
- d. Responsible for organizing a service project/site for Scarlet Day of Service
- e. Responsible for obtaining and keeping all necessary waiver forms required by the university
- f. Responsible for creating and maintaining a resource of service sites and collaborators
- g. Meet with an advisor on a regular basis
- h. Has the ability to create committees as necessary
- i. All other duties as assigned

**F. Director of External Affairs**

- a. In charge of maintaining the Scarlet Knights Chapter of NRHH website
- b. Assist with publicity for all programs as requested
- c. Promote the Scarlet Knights Chapter of NRHH through various branding and social media efforts
- d. Manage social media websites such as, the NRHH Facebook page, Twitter, Instagram etc.
- e. Create displays and resources for Student Involvement Fair, Rutgers Day, and other campus wide events
- f. Responsible for recording minutes at all Executive Board meetings
- g. Maintain history and documents of organization through online database
- h. Take pictures at all NRHH initiatives and events
- i. Organize public OTM writing workshops for all interested groups
- j. Responsible for contacting nominators, nominees, and OTM winners each month for writing or receiving and OTM nomination, also notifying campus winners and their nominators of campus winner status
- k. Meet with an advisor on a regular basis
- l. Has the ability to create committees as necessary
- m. All other duties as assigned

## **ARTICLE II: ATTENDANCE**

### ***Section 1: Attendance Expectations***

- A. Executive Board
  - a. Executive Board Members are expected to attend every and all schedule meetings unless notice 24 hours prior is given to the Director of Membership, President or Vice President of the Chapter.
  - b. Executive Board Members Members are expected to attend 80% of all scheduled events and programs throughout the year.
  - c. All attendance expectations will be considered in evaluation of completion of duties
- B. General Members
  - a. General Members are expected to attend 70% of all scheduled meetings unless notice 24 hours prior is given to the Director of Membership, President or Vice President of the Chapter.
  - b. General Members are expected to attend 70% of all scheduled events and programs throughout the year.
  - c. All attendance expectations will be considered during decisions regarding membership status

## **ARTICLE III: MEMBERSHIP**

### ***Section 1: Application for Membership***

- A. The application for Membership shall be released at the beginning of each academic semester. Applications can be received through a nomination or our website or by contacting an executive board member. The deadline for the Application is up to the discretion of the executive board.

### ***Section 2: Selection of Members***

- A. Members will be selected by meeting the following criteria:
  - a. Must have a GPA of at least 2.75
  - b. Must have lived in a residence hall for at least one semester
  - c. Must live in a residence hall one semester following his or her induction.
  - d. Positive impact within the residence hall
  - e. Commit to attend general assembly meeting and sponsored events and programs
- B. Interviews
  - a. Group Interviews will take place during a general assembly meeting and conducted by the entire active membership of the Scarlet Knights Chapter of NRHH
  - b. Panel Interviews will take place over the course of a two week period where an executive board member and a general member will interview the candidate during a previously scheduled appointment
  - c. The executive board will review all applications and all applications deemed acceptable will be brought before the general assembly for all members.
  - d. All selected members will be sworn in at the general assembly meeting following selection.

### ***Section 3: Membership Point System***

The point system will be used to determine the membership status of each member. The Director of Membership and the Vice President will monitor the point system.

- A. Point System Guidelines
  - a. Meetings will be worth 5 points
  - b. Programs and Events will be worth 5 points if member is only in attendance and 10 points if the members works the program.

- c. Interviews will be worth points depending on the type of Interviews. Group Interviews will be worth 5 points and the Panel Interview will be worth 2 point for each interview.
  - d. Residence Life Sponsored Programs, excluding programs held by an Apartment Assistant or Resident Assistant, will count for 2 points. *This program will only count if your attendance can be proven by a Residence Life Professional Staff Member.*
  - e. Conferences will be worth 5 points for applying and will receive 20 additional points if you attend our regional or national conference.
  - f. Of-The-Month Awards are worth 2 points for each OTM written. *All OTM's are to be quality and will be verified by the Director of Recognition.*
- B. Membership Expectations
- C. In order to meet member expectations of the Scarlet Knights Chapter of NRHH, all members must meet the minimum number of membership points by the end of the year.
- D. If a member does not meet member expectations, they can appeal the decision to the Executive Board of the chapter and the appeal will be granted at the discretion of the executive board.
- E. For all members that are newly inducted during the Fall Semester into the Scarlet Knights Chapter of NRHH, the Director of Membership and/or Vice President will consult the Executive Board to determine the proper number of points needed to meet member expectations.

## **ARTICLE IV: GENERAL VOTING**

### ***Section 1: General Voting***

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

### ***Section 2: Votes Held by the Executive Board***

- A. Each officer, excluding the President, shall receive one vote in each voting
- B. The advisor does not have voting privileges in any voting matter
- C. The President shall only vote to break a tie in all voting matters

### ***Section 3: Votes Held by the Chapter Members***

- A. Each active member shall receive one vote in each voting matter unless they have lost their voting rights for the semester
- B. Alumni members do not vote
- C. Honorary members do not vote

### ***Section 4: Voting Procedure***

- A. All votes shall be a simple majority of the active members present with voting rights unless otherwise specified by the Executive Board
- B. Tie Breaking Procedures:
  - a. All tie ballots shall be immediately re-cast
  - b. In the event of a second tie, the President shall break the tie

### ***Section 5: The Oath of Office***

- A. All Officers will be led in the Officer Oath at the End of the Year Banquet by the outgoing President or an Advisor for the Scarlet Knights Chapter of NRHH if the President is being reappointed to another position on the Executive Board.
  - a. The Officer Oath is as follows:
 

“I, (state your name), pledge to uphold and honor all the principles, value, and beliefs, of the Scarlet Knight Chapter of the National Residence Hall Honorary at Rutgers, The State University of New Jersey. I solemnly swear, as an executive officer, to serve the Scarlet Knight Chapter to the best of my ability, to serve and protect all the

guidelines and status of the constitution, CAACURH, NACURH, NRHH, as well as the well-being of the chapter.”

- B. All General Assembly Members will recite the Membership Oath once at a swearing in meeting and at the Induction ceremony. The Oath will be led by the President of the Scarlet Knights Chapter of NRHH.

- a. The General Member Oath is as follows:

“I, (state your name), pledge to uphold and honor all the principles, value, and beliefs, of the Scarlet Knight Chapter of the National Residence Hall Honorary at Rutgers, The State University of New Jersey. I solemnly swear, as a general member, to serve the Scarlet Knight Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, CAACURH, NACURH, NRHH, as well as the well-being of the chapter.”

## **ARTICLE V: ELECTION PROCEDURES**

### ***Section 1: Order of Election of the Executive Board***

The order for voting during an election shall proceed in the following order: President, Vice President, Director of Membership, Director of Recognition, Director of Service, Director of External Affairs.

### ***Section 2: Election Procedure***

- A. Elections shall be held each spring at a regularly scheduled meeting after the selection of new members
- B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the Advisor and Current President
- C. The day of elections, each candidate will receive a set number of minutes in which to speak to the chapter
- D. A three-minute question and answer period will follow each candidate’s speech. Times can be extended if a motion is brought forward
- E. Winners will receive 50% plus one of the votes cast in the election of the office through a private ballot
- 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 term. The term starts immediately following the election process. The term starts with a transition process which will last through that Spring Semester. The officer officially takes their position at the end of the year banquet of that same Spring Semester. The officer officially vacates their position at the end of the year banquet of that following spring semester

### ***Section 3: Order of Succession to the Presidency***

Should the President be unable to fulfill their duties, the Vice President would assume any and all duties of the Presidency. Should the Vice President be unable to fulfill their duties and/or the duties of the President, the succession follows such that the Director of Membership is 3rd in line, followed by the Directors of Recognition, Service and External Affairs.

## **ARTICLE VI: REMOVAL OF OFFICERS**

If an officer is not performing his or her designated duties, or they do not meet all requirements in the Constitution, he or she may be removed from office.

### ***Section 1: Removal Procedures for the Removal of Officers***

- A. Any member of the Scarlet Knights Chapter of NRHH must make a written complaint and turn it into the Scarlet Knights Chapter of 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 active members to review the case
- D. If there is not a majority vote from the committee to remove the officer, then the officer is accused of the charges and maintains his or her position
- E. If there is a majority vote from the committee to remove the officer, then the committee will present the situation to the NRHH chapter
- F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes in length, followed by the officer making his or her 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 from office if two thirds of the members present with voting rights vote in favor of removal
- I. The name of the person who had submitted the complaint shall remain anonymous to all except the NRHH Advisor