**CONSTITUTION OF**

**THE BIG BLUE CHAPTER OF**

**THE NATIONAL RESIDENCE HALL HONORARY**

**AT UTAH STATE UNIVERSITY**

We, the members of the Utah State University chapter of the National Residence Hall Honorary, in order to recognize outstanding members of the residence hall community and to promote a high quality of involvement in the residence hall program, do hereby establish and uphold this constitution.

**Article I:** Name

**Section 1:** The name of the organization shall be the Big Blue Chapter of the National Residence Hall Honorary at Utah State University.

**Article II:** Purpose

**Section 1.** The National Residence Hall Honorary is a leadership-based honorary comprised of exemplary residential students who value recognition and service. Members shall exhibit leadership and character qualities appropriate for representing NRHH in a consistent, willing, and positive manner.

**Section 2.** The Big Blue Chapter at Utah State University is committed to upholding and honoring the core values of the national organization which are service and recognition.

**Article III:** Membership

**Section 1:** Membership shall be limited to twenty (20) active members or one percent (1%) of the Residence Hall Population; whichever is greater. The total 1% membership does not include any lifelong or candidate members.

**Section 2:** Inducted members shall be members of the National Residence Hall Honorary for life.

**Section 3:** The organization shall consist of four membership and two (2) honorary awards: On-Campus member, Off-Campus Member, Candidate Member, Lifelong Member, Outstanding Leadership Pin, and Outstanding Service Award.

1. On-Campus Members shall be defined as students currently living in university or campus owned housing areas that are defined by the residence halls recognized by the housing department (Residence Life) at the beginning of each academic year at Utah State University who have met the requirements outlined in Article I, Section 1 of the bylaws. They shall be counted among the membership.
2. Off-Campus Members shall be defined as previous On-Campus Members who have moved off campus due to various reasons. An Off-Campus Member must first become a lifelong member and then apply or be nominated to retain full voting abilities. Off-Campus Members must also sign the Off-Campus Membership Pledge. Off-Campus Members can make up 15% of the total membership cap. The cap at the Big Blue Chapter is set to 10%.
3. Candidate Members are members who are interested in NRHH but have not been inducted. Candidate Members must attend education sessions arranged by the NRHH President and/or NRHH Advisor prior to induction. After completing the education sessions, the Candidate Members shall be eligible for induction as an On-Campus Member.
4. Lifelong Members shall be defined as members who have made contributions to their campus during their time in NRHH, graduating members, or members who are no longer able to participate in NRHH due to moving off campus or due to time constraints. Lifelong Members are still able to come to chapter meetings, however they hold no voting rights and do not count towards membership capacity.
5. The Outstanding Leadership Pin is the highest honor an individual NRHH chapter can award its members. It is given to members who have provided outstanding leadership to their NRHH Chapter through embodying the values of service and recognition.
6. The Outstanding Service Award recognizes those who have demonstrated outstanding support and service to an NRHH Chapter and Residence Hall students. The Outstanding service Award cannot be given to those who qualify for membership, with the exception of people who are graduating in the current academic term.

**Section 4:** All members of the Big Blue Chapter will be classified in to the following membership statuses: good standing, probation, and non-voting.

1. Good Standing: Members who attend meetings and service activities during a semester and continue to meet the eligibility requirements excluding Article I Section IB of the bylaws.
2. Probation: Members who do not meet good-standing requirements as stated above will be put on probation for a period of one semester during which they must meet good standing requirements.
3. Non-voting: If a member does not meet the good standing requirements after being placed in probationary status, their voting rights may be removed by the discretion of the president. After removal of their voting rights and a period of one semester they may reapply for good standing membership if they meet the requirements in Article I, Section I of the bylaws.

**Section 5:** Members must accumulate at least twenty (20) points per semester to maintain in good standing and receive all of the benefits available to members in good standing. Candidate members must earn at least 10 points prior to induction to the Big Blue Chapter. The NRHH President shall be responsible for tracking and recording points earned by the inducted and candidate members.

1. As an inducted member, it is expected that members attend and be actively engaged in the chapter meetings, planning, and implementation of all NRHH sponsored events unless previously excused by the NRHH president.
   1. Attendance at chapter meetings shall be worth one point. Inducted members must earn at least eight (8) points from chapter meetings per semester. Candidate members must earn at least four (4) points from chapter meetings per semester.
2. Attendance at RHA General Council shall be worth one (1) point. Members must earn at least two (2) points from General Council attendance per semester.
3. Each member must write at least one 400-word OTM per academic month in any category. Academic months are defined as: September, October, November, January, February, March, April. Members must earn at least eight (8) points total from the following categories.
   1. Each campus submission of an OTM is worth one (1) point. Members must get at least three (3) points from this section for Fall Semester and at least four (4) points from this section for Spring Semester.
   2. A campus winning OTM is worth one (1) point.
   3. A regional winning OTM is worth one (1) point.
   4. A national winning OTM is worth (1) point.
   5. Participation in OTM voting of at least two (2) OTM categories shall be worth two (2) categories.
4. Members must participated in the planning and implementation of all NRHH programs. Members must earn at least four (4) points from the programming options listed below. Members may only earn up to two points from each category.
   1. Members may earn one (1) point for sitting on a program planning committee.
   2. Members may earn one (1) point for assisting with implementation of programs.
   3. Members may earn one (1) point for attending NRHH sponsored programs.
5. Members may earn up to three (3) bonus points from the following options. Each option is worth one point.
   1. Attend and participate in a service project outside of NRHH organized events.
   2. Apply for the Regional Leadership Conference.
   3. Apply for the National Leadership Conference.
   4. Bring a friend/roommate to an NRHH meeting or event.
6. The NRHH President may award bonus points for outstanding participation for actions and involvement that are not listed above.

**Section 6:** Each member shall maintain a 2.5 cumulative GPA in accordance with the National Affiliation of College and University Residence Hall guidelines.

**Section 7:** The NRHH President must be notified of absences of chapter meetings and events in the following manner.

1. The President must be notified of the absence at least twenty four (24) hours prior to the event and meeting.
2. Absences may be considered unexcused by the President if the reason is justifiable.
3. If a member must miss an event and holds a role in the planning, implementation, or running of the event or meeting the member must make arrangements with another member to assume the responsibilities prior to being excused by the NRHH President.

**Article IV: Membership Removal**

**Section 1:** The Membership Removal Policy may be enacted if an inducted member can no longer meet the chapter membership expectations. If an inducted member is removed, they no longer count towards the 1% membership cap and hold no voting rights.

1. A member may be removed if one or more of the following apply:
   1. The member does not meet the requirements listed in Article III, Section 5 and Section 6 of the NRHH Constitution for more than one semester.
   2. The member does not uphold and/or represent the National Residence Hall Honorary in Article II and Section 2 of the NRHH Constitution.
   3. The member behaves in any manner that the NRHH President and NRHH Advisor deem worth of removal.
2. The following guidelines apply to the procedure for the removal of an active member.
   1. The member and/or chapter must complete the NRHH Member Removal Application that can be obtained from the region’s AD-NRHH.
   2. The form must include electronic signatures of the chapter President and chapter advisor.
   3. This form must be submitted electronically.
3. The complete application shall be submitted to the region’s AD-NRHH for approval. The amount of members for removal is up to the discretion of the chapter. It is the right of the region’s AD-NRHH to deny requests for removal for reasons including, but not limited to:
   1. Submission of an incomplete application form.
   2. The region’s AD-NRHH does not believe that sufficient measure have been taken by the chapter to address the member’s inactivity or ineligibility within the chapter prior to submission of the application.
4. If the member and/or chapter wish to appeal the decision, they may appeal to the regional AD-NRHH through a written request as to why the Candidate deserves to continue as a member of NRHH.

**Article V: Membership Transfer Policy**

**Section 1:** 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. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter.

1. The Membership Transfer Policy must be outlined according to the following:
   1. The student applying to transfer their member must be fully matriculated at the new institution.
   2. The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
   3. Each chapter is able to come up with their own process detailing how letters will be evaluated.
2. If approved, the student and/or new chapter must complete the membership transfer application which can be obtained from the region’s AD-NRHH.
   1. The membership transfer application shall include signatures from the following individuals
      1. Incoming chapter’s president.
      2. Incoming chapter’s advisor.
      3. NRHH member who is seeking to transfer their membership.
      4. The completed application shall be submitted to the region’s AD-NRHH for approval.
3. It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:
   1. The application form is incomplete.
   2. Adding new member(s) puts the chapter over its member cap.
4. If the member and/or chapter wish to appeal the decision of the region’s 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:
   1. Each AD-NRHH shall have one vote.
   2. A simple majority shall be necessary, with tie-breaking vote when necessary.

**Article V: Officers**

**Section 1:** The officers of the Big Blue Chapter shall be President, Vice President/Historian, Director of Recognition, Director of Service, and Director of Honors and Success.

**Section 2:** The Big Blue chapter shall be advised by the RHA Advisor.

**Article VI: Scholarship**

**Section 1:** The NRHH scholarship is designed to recognize outstanding service to the USU Big Blue Chapter by an individual who has been active and involved in the chapter for at least two (2) consecutive semesters.

**Section 2:** The NRHH scholarship may be given at the discretion of the NRHH President and NRHH Advisor. Applicants must only include year specific NRHH involvement, with year being defined as the previous Fall Semester to the current Fall Semester. The current NRHH president is not eligible for the award. The applicants must meet the following criteria:

1. Be an inducted and active member at the time of application submission.
2. Must return to live on campus and be an active member in the chapter the following academic year. Active members are defined as meeting the point requirements set out in Article III, Section 5 of the NRHH Constitution.
3. Must have at least a 2.5 cumulative GPA.
4. Must complete 15 hours of service along with the other requirements needed to apply for the NRHH Scholarship. Accepted hours of service is anything that the applicant volunteers their time to help improve their community and allow them to grow as a leader. The scholarship hours will fall within a timeline of fall semester to fall semester for the scholarship year. Examples of accepted service hours are but not limited to: NRHH service related events, Utah State University Service Center, Utah State University service programs provided by other organizations, Agencies that offer volunteer opportunities. In order to be counted, applicants need to submit their hours and where they completed them to the NRHH President.

**Section 3:** Applications must be submitted every year in a manner described by the current NRHH President. Applicants must submit a letter of intent to the NRHH President at least fourteen (14) days prior to the deadline. The NRHH president shall determine what file type bids must be in. Applicants must make alternate arrangements with the NRHH President if they are unable to utilize the required file types. The application deadline shall be set by the NRHH President.

1. The letter of intent must include the following information:
   1. Full name.
   2. A #
   3. Date
   4. Housing area
   5. Unofficial university transcript.
2. Application specifications are as follows:
   1. Title page which shall include name, chapter, and building/area name.
      1. The title page shall not count towards the page limit.
   2. No more than three (3) double spaced pages.
      1. The unofficial transcript shall not count towards the page limit.
   3. Times New Roman, twelve (12) point font.
   4. Pages must be numbered in the footers.
3. The scholarship selection shall consist of two (2) rounds:
   1. Round one: NRHH executive board members receive applications anonymously. Executive board members will provide feedback on overall applications. If an NRHH executive board member applied for the scholarship, the board member shall be required to sit out of the scholarship selection process.
   2. Round two: The NRHH President and NRHH Advisor shall make their selection using information found only on the applications themselves and feedback offered by the executive board. The NRHH President and NRHH Advisor shall come to a unanimous decision on all scholarship recipients.
4. The scholarship application must include the following:
   1. Explanation of NRHH involvement. This may, but is not limited, include answers to the following questions:
      1. How is the member involved in their NRHH Chapter?
      2. If the member is an NRHH Executive, how has the member met and exceeded their responsibilities?
      3. What is the member’s OTM writing experience?
      4. How has the member grown and developed from their NRHH experience?
      5. Does the member have any experience with regional and/or national conferencing?
      6. Goals for the upcoming NRHH year.
      7. Description of how the award would benefit the applicant.
   2. Verification of activity from the current NRHH Vice President or Historian.
      1. Verification must include date of induction if previously inducted or date upcoming induction date.
      2. Verification must include copy of member’s point accumulation.
   3. 15 Hours of service recorded to the NRHH President
5. Bid Ineligibility: The following items may result in the disqualification of the NRHH scholarship at the discretion of the NRHH President:
   1. Failure to submit a letter of intent at least fourteen (14) days prior to the application deadline.
   2. Failure to submit a complete application.
   3. Failure to submit application in designated file type.
   4. Failure to meet the criteria outlined in Article III.
   5. Referring to experience in the USU Residence Hall Association or experience as a USU Residence Life staff member in the application.
6. The award will consist of a certificate and shall be announced at the NRHH End of Year Banquet in April. The award amount shall be determined by the executive council pending available funding. The funding shall come from the RHA/NRHH general fundraised monies.
7. Requirements for scholarship recipient(s): Scholarship recipients must adhere to the following requirements. Failure to do so will result in the scholarship being revoked and the participant is required to repay the full amount of the scholarship awarded by the end of the award year.
   1. Recipient must be classified as “Good Standing” (Refer to Article III, Section 4).
   2. Recipient must meet requirements outlined in Article III, Section 5.
   3. Recipient must meet with the NRHH President at least one time each semester to discuss participation and any adjustments that need to be made.
   4. Plan at least one chapter program per semester focused on the NRHH values which are service and recognition.

**Article VII: Amendments**

**Section 1:** Amendments to the constitution can be submitted by any members who hold voting rights (on-campus and off-campus members). Those wishing to submit an amendment must submit the amendment form found on **page something** on this constitution to the NRHH President and make a request to hold a chambers meeting in order to hold an official vote.

**Section 2:** Voting shall take place during Chambers Meetings. This meeting shall be scheduled and determined at the time amendments are turned in. Chambers meetings are defined as business meetings where any legislation and amendments will be discussed and voted upon. Chambers meetings shall be determined on an “as-needed” basis based upon the needs of the chapter but must be held at least once per semester.

**Section 3:** Amendments shall be adopted or amended by a 2/3 majority vote of voting members. Voting members are defined as on-campus and off-campus members.

**Article VII: Ratification**

**Section 1:** This constitution shall go into effect immediately upon a 2/3 majority vote by the Big Blue Chapter of the NRHH Membership. This constitution was ratified on [**MONTH, DATE, YEAR, TIME.]**

**Article IX: Budget**

**Section 1.** The NRHH budget comes from student fees and is collected as a part of RHA student funds.

**Section 2.** The NRHH budget is viewed, voted upon, and passed during the first RHA General Council Meeting of the year

**BYLAWS OF**

**THE BIG BLUE CHAPTER OF**

**THE NATIONAL RESIDENCE HALL HONORARY**

**AT UTAH STATE UNIVERSITY**

**Article I: Membership**

**Section 1:** Eligibility

1. Members must meet the following requirements in order to be eligible for induction:
   1. Candidate members shall reside in the residence halls during the semesters of application and induction.
   2. Candidate members shall have completed a minimum of twelve (12) credit hours for undergraduates and six (6) credit hours for graduate students.
   3. Candidate members shall be a full-time student in good standing with the university and shall have a minimum 2.5 cumulative grade point average (based on a 4.0 scale).
   4. Candidate members shall have demonstrated outstanding service and leadership in the residence halls at Utah State University.
   5. Candidate members shall complete the official membership application obtained from the current NRHH President.

**Section 2:** Good Standing Requirements

1. Requirements to be considered active and in good standing are as follows. Failure to comply will result in the member being put on probation or any other disciplinary actions as seen fit by the NRHH President.
   1. Hold a semester cumulative GPA on a 4.0 weighted scale.
   2. No unexcused absences from meetings or service projects.
   3. At least 10 hours of service provided per semester.
   4. Hours must be reported to the NRHH president and recorded in the Service Hours logged in the Service Hours log found at the end of this constitution.
   5. Write one (1) Of The Month (OTM) nomination each month.
   6. Serve on one program planning committee each semester.
      1. Committees will be set up at the discretion of the current NRHH President.

**Section 3:** Membership Selection Process

1. Applications for induction to the Big Blue Chapter for the National Residence Hall Honorary will remain open year round. Residents who live on campus and meet the requirements in Article I Section I of the bylaws may begin the application process by meeting with the NRHH President to discuss the process of becoming a candidate member.
2. The selection standards are as follows:
   1. At no time shall the active membership of the Big Blue Chapter exceed twenty (20) members or one percent (1%) of the total residence hall population, whichever value is larger.
   2. Each candidate member must have contributed outstanding service and recognition efforts for the advancements of the Residence Life Program.
   3. The NRHH President shall review all applications upon receiving them prior to induction.
   4. An induction ceremony will be scheduled based upon the needs of the chapter and the amount of applications received. The induction schedule shall be scheduled at the discretion of the NRHH President and NRHH Advisor.

**Article II: Officers’ Duties and Eligibility and Requirements**

**Section 1:** Eligibility Requirements

1. Officer candidates for the Big Blue Chapter of NRHH must be active members with voting rights who are in good standing with the university.

**Section 2:** Office Holding Limitations

1. No member shall hold more than one office or position at a time.

**Section 3:** Officer Responsibilities

1. The NRHH President shall:
   1. Be a full time student enrolled in at least twelve (12) undergraduate or six (6) graduate credits each semester.
   2. Preside over all called meetings.
   3. Oversee the Executive Board and committees.
   4. Act as official spokesperson for the organization.
   5. Submit a personal schedule to the NRHH Advisor at the beginning of each semester.
   6. Coordinate Membership application and induction for the Big Blue Chapter.
   7. Communicate with the AD-NRHH and IACURH regional NRHH representatives detailing activities, happenings, and progress in a manner determined by the AD-NRHH and IACURH regional leadership.
   8. Renew the chapter’s membership as a registered member with the National Office.
   9. Attend the Regional Leadership Conference, National Leadership Conference, and Regional Business Conference and be actively involved in any required committees, task forces, or projects that may be assigned by the IACURH or NACURH leadership.
   10. Coordinate any Big Blue Chapter scholarships with the NRHH Advisor.
   11. Hold monthly meetings with members of the NRHH Executive Board.
   12. Train and work with the NRHH Membership on specific position responsibilities.
   13. Keep the NRHH Advisor up to date on all NRHH proceedings.
   14. Track points earned by members throughout the semester.
       1. Points shall be tracked using the form found in the NRHH President Google Drive in the “NRHH Forms” Folder. The link can be found here:<https://docs.google.com/spreadsheets/d/1xtUHfaxQT1SwzzM5XXrlNq3Axb9P-wGL_uzQv87_yyI/edit#gid=0>
2. The NRHH Vice President shall:
   1. Take minutes at all meetings and distribute them to NRHH Members. Send all legislation to the NRHH Advisor once it has been voted into the constitution within one week of the legislation passing.
   2. Updated the constitution and send the updated copy to the RHA CRC to update the website, as well as send a copy to all chapter members, within one week of legislation passing.
   3. Act as a liaison to the Honors Program
   4. Maintain a list of current and alumni members to be updated at least once per semester.
      1. The membership list must be kept in a Google Form that can be found in the NRHH President Google drive in the Affiliation Folder. This form will be the form used to affiliate with the region. Within this form, there must be member name, email address, and membership status. This form must be updated after each induction ceremony.
      2. A membership list containing any pins or awards received by the members will be kept in the current NRHH constitution under the “Forms and Communication” section. . This list must be updated after each induction ceremony and finalized by the end of Spring Semester each year.
   5. Attend monthly one-on-one meetings with the President.
   6. Attend the NRHH Executive Board meetings.
   7. Attend monthly RHA General Council to represent NRHH as an official spokesperson.
   8. Attend a Regional or National Leadership Conference
   9. Assume the responsibilities of the President in the absence of the President at events or meetings.
   10. Complete any other tasks assigned by the President.
3. The Director of Recognition shall:
   1. See to the following OTM-related business:
      1. Submit winning OTMs to the Region by the regional deadline.
      2. Remind staff members and NRHH members of the OTM deadlines.
   2. Oversee the Recognition Committee
      1. Responsibilities of the committee can be found in Article IX, Section 3 of the Bylaws.
   3. Coordinate all recognition activities/programs/events.
   4. Attend monthly general council meetings to help award OTM winning certificates and any other awards.
   5. Participate on the Regional or National Recognition Committee
   6. Attend a Regional of National Leadership Conference
   7. Attend monthly one-on-one meetings with the President.
   8. Attend NRHH Executive Board meetings.
   9. Assume responsibilities of the President in the absence of the President and Vice President at events or meetings.
   10. Complete any other tasks assigned by the President.
4. The Director of Service shall:
   1. Oversee the Service Committee:
      1. The responsibilities of the Service Committee are found in Article IX, Section 4 of the Bylaws.
   2. Take attendance at all NRHH service projects.
   3. Act as liaison to the Val R. Christensen Service Center.
   4. Participate on the Regional or National Philanthropy Committees
   5. Attend a Regional or National Leadership Conference
   6. Take attendance and pictures at all NRHH service projects
      1. Pictures must be emailed to the NRHH President to be uploaded to the NRHH Google Drive.
   7. Collect and record service hours performed by chapter members.
      1. A Service Record will be found under the “Forms and Communications” section of the constitution.
      2. The master form must be kept in the NRHH President Google Drive under the folder “NRHH Forms.
      3. The form must be update in both locations after each service project.
   8. Attend one-on-one meetings with the President.
   9. Attend NRHH Executive Board meetings.
   10. Assume the responsibilities of the President in the absence of the President, Vice President, and Director of Recognition at events or meetings.
   11. Complete any other tasks assigned by the President.
5. Director of Student Outreach and Recruitment
   1. Oversee NRHH outreach and recruitment initiatives includes but is not limited to:
      1. Organizing NRHH socials for recruitment and outreach purposes
      2. Working with the Director of Marketing on recruitment through social media outlets.
   2. Act as a liaison to USU Residence Life Department & Student Affairs for NRHH updates
   3. Work with the Director of Marketing for NRHH merchandise.
   4. Attend Chapter meetings
   5. Attend Executive meetings
   6. Attend General Council meetings to represent the NRHH chapter
   7. Attend monthly one-on-one meetings with the NRHH President
   8. Assume responsibilities of President in the absence of NRHH President, Vice President, Director of Recognition, and Director of Service at events or meetings.
   9. Complete any other tasks assigned by the President.
6. Director of Marketing
   1. Oversee marketing related topics for the Big Blue Chapter includes but not limited to:
      1. Creating & distributing event fliers
      2. Communicating with the USU CRC to maintain updated NRHH information on the RHA/NRHH website
      3. Keeping NRHH’s social media outlets up to date with the most current information & initiatives
   2. Act as a liaison to the RHA Board
   3. Take NRHH pictures at events
   4. Attend Chapter meetings
   5. Attend Executive meetings
   6. Attend General Council meetings to represent the NRHH chapter
   7. Attend monthly one-on-one meetings with the NRHH President
   8. Assume responsibilities of President in the absence of NRHH President, Vice President, Director of Recognition, and Director of Student Outreach and Recruitment at events or meetings.
   9. Complete any other tasks assigned by the President.

**Section 4:** Election and Term of Office

1. The election of the President shall be done in a manner as stated in the RHA Constitution (Refer to Article X in the RHA Constitution).
2. The election of the Executive Board members will be held within the first four weeks of each semester as needed for vacant officer positions.
   1. On-campus members must be present and nominated prior to being eligible for election.
   2. The officers shall be elected by a simple majority vote of active on-campus meetings.
3. The term of office for all elected officers shall be one (1) year (summer, fall, and spring semesters).
4. In the event of a resignation of an officer, an election will be held or a Presidential appointment will be made to fill the vacancy with the exception of the President position, which shall be handled by the NRHH Advisor.

**Article III: Office Election**

**Section 1:** Election Procedure

1. Elections shall be held for the following school year each spring semester during a regularly scheduled meeting prior to the last three weeks of the semester.
2. Each candidate must declare intentions one week prior to elections by submitting the letter of intent to the president.
   1. In order to declare intentions you must submit the Intention Form found in the “Forms and Communications” section of the constitution.
   2. The letter of intent will be submitted with the Intention form. It must be no longer than one page (12 point font, Times New Roman, single spaced) and include:
      1. Summary of previous NRHH experience including any awards and honors.
      2. Plans and ideas for how you will complete the responsibilities listed in the constitution.
      3. Describe why this position is the best choice and what it means to you.
      4. Any other applicable information not listed above.
3. On the day of elections, the candidate will receive five minutes in which to speak to the chapter.
4. A three minute question and answer period will follow each candidate’s speech.
5. Each winner must receive a simple majority (50% +1) of the votes of members present with voting rights to be elected to an office.
6. In the event of a tie, an immediate run-off election will be held.
7. Each officer shall be elected to a one –year term.
8. Officers shall take office at the end of the spring semester in which their election was held.

**Article IV: Vacancy of an Office**

**Section 1:** Should an office become vacant prior to the end of a term or should no member apply for a position, the President may appoint an active member in good standing to finish that office’s term.

**Section 2:** Presidential Appointments

1. The appointment shall be made at the meeting following the office’s vacancy if the vacancy occurs during fall or spring semester.
2. Approval of this appointment shall be made by the membership with a simple majority (50% +1) of the votes of members present with voting rights.
3. In the event that the approval is not granted, nominations and elections shall be held.
4. This election shall be governed by the election code in Article III.
5. Should the vacancy occur during the summer, the President must:
   1. **Either** appoint a new officer by telephone within a month of the previous officers resignation, informing all other members of the appointment via email within a week of the appointment, with the new officer taking office immediately after the membership is informed of the appointment
   2. **Or** assume the responsibilities of the vacant office until a new officer can be elected within the first three weeks of the fall semester.
6. In either case, approval of this appointment shall be made simple majority (50% +1) of the members with voting rights within the first four weeks of the fall semester.
7. In the event that the approval is not granted, the floor shall be open for nominations and elections shall be held.
8. This election shall be governed by the election code in Article III.

**Article V: General Voting**

**Section 1:** Chapter members

1. On and off campus members in good standing shall receive one vote in each voting matter.

**Section 2:** Executive Board

1. Each officer, excluding the President shall receive one vote in each voting matter.
2. The president shall only vote to break a tie.
3. The advisor shall not have voting rights.

**Section 3:** All votes shall be a simple majority (50% +1) vote from on and off campus members unless otherwise specified in the governing documents.

**Article VI: Meetings**

**Section 1:** Chapter Meetings

1. Chapter meetings will be held at least once prior to the RHA General Council meeting each month and at least twice during each month.
2. The President reserves the right to call special meetings.
3. The President will conduct the chapter meetings unless unable to attend. In the event that the President is unable to attend, the procession of conduction shall be as follows:
   1. President, Historian, Director of Recognition, Director of Service, Director of Honor and Success.
   2. Attendance by all on and off campus members is mandatory unless previously excused by the President.

**Section 2:** Committee meetings may be held as often as deemed necessary by the NRHH executive overseeing each committee or by the President.

**Article VII: Executive Board**

**Section 1:** The officers of the Big Blue Chapter of NRHH, including the Advisor, shall constitute the Executive Board. A president shall also sit on the Executive Council for RHA as a liaison between the NRHH chapter and RHA council.

**Section 2**: Board meetings will be held as deemed necessary by the President.

**Article VIII: Executive Board Dismissal Procedure**

**Section 1:** Impeachment of the President

1. As found in Article VII, Section 1 of the Bylaws the President is part of the RHA Executive Council and in the event that an RHA executive board member must be disciplined, the RHA Advisor and director of Residence Life will see to the appropriate actions on the following grounds:
   1. Abuse of power and/or delegation of authority.
   2. Actions considered offensive or detrimental to the wellbeing of the NRHH chapter, Residence Life, and Utah State University.

**Section 2:** Dismissal will be automatic for the following reasons:

1. The President moves off campus.
2. The president is suspended or expelled from Utah State University.
3. The President withdraws from all classes.
4. The President is convicted of a felony.
5. The president fails to maintain full time student status or, if the President represents the Family Housing Community and is not a full time student, their spouse fails to maintain full time student status.
6. The President is caught or found guilty of an alcohol violation in the Residence Halls; to be determined by the RHA Advisor and Residence Life Director.
7. The President is found guilty of possession and/or use of illegal drugs.
8. Not fulfilling job requirements after a semester of being on probation.

**Article IX: Committees**

**Section 1:** On and off campus members in good standing must choose and actively serve on at least one committee. Candidate members may choose to be involved with at least one committee but is not a requirement for induction.

**Section 2:** Recognition Committee

1. Members of this committee shall:
   1. Coordinate recognition socials.
   2. Assist in selection of monthly OTM winners at the campus level.
   3. Coordinate all other non-OTM recognition activities/programs/events.

**Section 3:** Service Committee

1. Members of this committee will assist the VP of Service in planning, coordinating, advertising, and managing service activities.
2. Plan and implement at least three service projects per semester.
3. Take pictures at all NRHH service projects.

**Section 4:** Other committees

1. Such other committees, standing or special, shall be appointed by the President or Executive Board from time to time as deemed necessary to carry on the work of the Big Blue Chapter of NRHH.

**Article X: Parliamentary Authority**

**Section 1:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the governing documents of the RHA, IACURH, and NACURH, or any special rules of order the Big Blue Chapter of NRHH may adopt.

**Article XI: Affiliation**

**Section 1:** The Big Blue Chapter of NRHH is a university affiliate of the National Residence Hall Honorary.

**Section 2:** In order for the chapter to remain a member of the National Residence Hall Honorary, this chapter must follow the governing rules of the National Residence Hall Honorary. The chapter must also affiliate annually, including paying any and all national dues.

**Section 3:** The President of the Big Blue Chapter of NRHH shall be responsible to ensure annual affiliation is completed according to these guidelines.

**Article XII: Non-Discrimination Clause**

**Section 1:** The Big Blue Chapter of NRHH shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, religion, handicap, or sexual orientation in the selection of its members or in its programs unless federal or State of Utah laws allow for such exceptions.

**Article XII: Amendments to Bylaws**

**Section 1:** Amendments must be submitted to the chapter President in writing one (1) week prior to voting by active members. All official voting will be made at the next Chambers meeting following submittal of any proposed amendments. Amendments to these bylaws may be adopted or amended by a simple majority (50% + 1) vote of active and honorary membership in attendance.

**Article XIV: Ratification**

**Section 1:** This constitution shall go into effect immediately upon a two third (2/3) majority vote by the Big Blue Chapter of NRHH Membership that holds the right to vote (on and off campus members).

1. This constitution was ratified on (INSERT DATE THIS VERSION PASSED).

**POLICY CODE OF**

**THE BIG BLUE CHAPTER OF**

**THE NATIONAL RESIDENCE HALL HONORARY**

**AT UTAH STATE UNIVERSITY**

**Article I: Chapter Traditional Functions**

**Section 1:** The Big Blue Chapter of NRHH shall continue to give individuals who are nominated for an OTM a copy of their nomination. Winning OTM’s will continue to be sent to the region.

**Section 2:** This Big Blue Chapter of NRHH shall continue its monthly recognition of individuals, systems, or whatever they deem necessary that deserves to be appreciated. This recognition is inclusive to, but not limited to On – Campus Housing.

**Section 3:** The Big Blue Chapter of NRHH shall continue its tradition of giving out awards as the current NRHH President and chapter members see fit.

**Article II: Chapter Awarding Procedures**

**Section 1:** The requirement for the “diamond” shaped pin is membership induction into the Big Blue Chapter of the National Residence Hall Honorary.

**Section 2:** Outstanding leadership Pins

1. The purpose of this award is as follows:
   1. This pin is the highest individual honor an NRHH Chapter can award to its members. The pin shall be awarded to NRHH Members (on campus, off campus, lifelong members) that have provided outstanding leadership and service to their NRHH Chapter. The pins may be purchased from the NSRO. The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
2. Members must meet the criteria listed below in order to be eligible for this award:
   1. Must be an inducted NRHH member (on campus, off campus, or lifelong member).
   2. Member has had an active role in committees.
   3. Member has made significant and lasting impact on USU NRHH Chapter as a whole. This may be, but not limited to, writing legislation, improving OTM system, etc.
3. The selection process is as follows:
   1. The NRHH President will accept nominations from any NRHH chapter member or a non-member. The NRHH President will discuss nominations with Advisor, and then the NRHH President will make a decision based on the required criteria. The recipients shall be awarded at the NRHH Banquet

**Section 3:** Honors Cords

1. Honors cords are given to recognize an NRHH member who has completed their NRHH involvement as an active member at the time of their graduation from Utah State. The cord is given before the date of their graduation day so it may be worn during the ceremony. No limit.
2. Criteria for honors cords are listed below:
   1. Recipient must be an active member upon graduation from USU.
   2. Recipient must have at least one full semester as an inducted member prior to graduation.
   3. Recipient must assist in at least one program focusing on the values of service or recognition during their membership term.
   4. Recipient must author or co-author at least one piece of legislation improving the NRHH Constitution.
   5. Recipient must judge at least two months of OTMs per semester of their membership.
   6. Recipient must attend at least one RHA General Council meeting per semester of their membership.
   7. If the NRHH President and NRHH Advisor determine that a person has made a significant contribution (at least one semester of active membership) to the chapter such that they merit honors cords, then this person may be awarded honors cords without meeting all the above criteria.
3. Selection for honors cords shall go as follows:
   1. The NRHH Member must notify the President with a notice of intent of graduation on or before October 31st for fall semester graduation or on or before February 28th for spring semester graduation, to ensure arrival of the cords in time for graduation. Once it has been confirmed with all chapter records that the member meets each criteria for the cord, they shall be given the cord.
   2. The Notice of Intent form can be found under the “Forms and Communication” section of this document.

**Article III: Induction Ceremony**

**Section 1:** An induction ceremony/banquet will be held each semester. In the event that there are no applications for inductions the induction ceremony will not be held for that semester.

**Section 2:** All potential inductees must be in attendance to become a member, unless the reason for a potential inductee’s absence is brought to the attention of the President and excused at least a week prior to the induction ceremony or there is an emergency which prevents the potential inductee’s attendance and the inductee informs the President of the emergency within one week after the induction ceremony. If a potential inductee does not clear their absence with the President within the allotted time, they will forfeit their potential membership for that semester and may apply again the following semester.

**Section 3:** Inductees have the option of wearing an official cape at the time of induction.

**Section 4:** The Ceremony Agenda shall include, but shall not be limited to the following:

1. Welcome
2. NRHH Purpose
3. Explanation of colors and symbols
4. Introduction of inductees
5. Swearing in of inductees
6. Closing of the ceremony

**Section 5:** Induction Oath

1. “I (state your name), agree to uphold and honor all the principles, values, and beliefs of the Big Blue Chapter of the National Residence Hall Honorary at Utah State 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 IV: Officer Induction**

**Section 1:** Officer Oath

1. “I (state your name), agree to uphold and honor all the principles, values, and beliefs of the Big Blue Chapter of the National Residence Hall Honorary at Utah State University. I solemnly swear, as an executive officer to serve the Big Blue Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, and NACURH Services and Recognition Office (NRSO), as well as the well-being of the chapter.

**Article V: Explanation of Colors and Symbols**

**Section 1:** Colors

1. Blue symbolizes loyalty: loyalty to purpose.
2. White signifies a blank page: a page on which a student writes the successes and experiences that fill their days in the residence halls.

**Section 2:** Symbols

1. The symbol for NRHH is a diamond surrounding the letters of the organization, and the three interconnected links, the chain of leadership.
   1. The diamond, the world's most precious gem, signifies the value and beauty one finds in their residence hall experience.
   2. The first chain of the link represents caring. Leaders are people who are. They are concerned about themselves and others, and are committed to making things better.
   3. The second link signifies dedication. Part of the leader's commitment is the dedication to ideals and causes, which they display to others. Dedication is an important part of the involvement required to be a truly effective leader.
   4. The third link represents participation. True leaders participate fully in their academic pursuits, friendships, activities, and lives. Leaders do not sit on the sidelines, but are complete team players. Together, the unbroken chain symbolizes the never-ending leadership of NACURH and membership to NRHH

**Article VI: Forms**

**Section 1:** All forms used in communication and interests of the Big Blue Chapter of NRHH must be included in the policy code following the articles.

**Article VII: Additions to the Policy Code**

**Section 1:** Additions may be made to the policy code at the discretion of the President and Advisor. Any additions or changes to the policy code must be made known to the general membership at the next meeting following the changes.

**Section 2:** Should the Executive Board like to make additions or changes they must do so under the direction of the President. Any additions must be made known to the general membership at the next meeting following the changes.

**Section 3:** Should a general member of the Big Blue Chapter of NRHH like to make additions or changes they shall be an on campus or off campus member in good standing and submit their additions or changes to the President five (5) days prior to the next general meeting.

**Forms and Communications**

**Intermountain Affiliate of College and University Residence Halls, Inc.**

**NRHH legislation form**

**MMA-**

**Whereas,**

**Whereas,**

**Be it resolved,**

**Authored by:**

**DO NOT WRITE IN THIS SPACE**

**Motion: \_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_**

**Amendment\_\_\_\_\_\_\_\_\_ Abs.\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_**

Member List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Member Name | Email Address | Status | Pins Awarded | Year Awarded |
| Wesley Carter | wesleycarlcarter@gmail.com | Lifelong | Outstanding Service Award, Outstanding Leadership Service Pin, | 2019, 2019 |
| Sara Crandall | saracrandall55@gmail.com | Lifelong | Outstanding Leadership, Bronze Pin |  |
| Rachel Velazquez | air\_rachel@hotmail.com | Lifelong | Outstanding Leadership | 2017-2018 |
| Daniel Oliveros | danioliale@hotmail.com | Lifelong |  |  |
| Nathan Johnson | Not available | Lifelong |  |  |
| Emma Nelson | Not available | Lifelong |  |  |
| Erika Cunningham | [Erika.cunningham@gmail.com](mailto:Erika.cunningham@gmail.com) | On campus |  |  |
| Matt Anderson | matt.anderson@usu.edu | Lifelong | Outstanding Leadership, Bronze Pin |  |
| Morgan Pales | mpales45@gmail.com | Lifelong | Outstanding leadership, Bronze pin | 2017-2018 |
| Erin Killion | ekillion013@gmail.com | On Campus | Outstanding service, outstanding leadership, Chapter member of the Year, Student of the Year, Bronze Pin | 2017-2018, 2018, 2019 |
| Catie Girlades | redcg416@gmail.com | On Campus | Chapter Member of the Year, Service Star Award, NRHH Scholarship | 2019, 2019, 2019 |
| James VanderMeyden | james.vandermeyden@gmail.com | On Campus | Outstanding Leadership pin, Leadership Star Award, Outstanding Leadership Service Pin | 1.  2. 2019  3. 2019 |
| Daniel Sykes | daniel.sykes@aggiemail.usu.edu | On Campus |  |  |
| Jacob Van den Akker | jacob.vandenakker@usu.edu | Lifelong | Bronze pin, Outstanding Leadership |  |
| Crysi Muhwezi | forevermissionary12@gmail.com | On Campus | NRHH Scholarship | 2019 |
| Shaelyn Pond | shaelynpond@gmail.com | On Campus | Recognition Star Award, Outstanding Leadership Service Pin, NRHH Scholarship | 2019, 2019, 2019 |
| Sarah Kress | sarahkress4@gmail.com | Lifelong |  |  |
| Brett Reges | brett.reges@yahoo.com | Off Campus | Outstanding Leadership Service Pin | 2019 |
| Jacob Horton | jacobthorton28@gmail.com | On Campus |  |  |
| Cameron Phelps | linkmastercam@gmail.com | Lifelong | Scholastics Star Award | 2019 |
| Kayla Orton | kaylaorton.fccla@gmail.com | On Campus |  |  |
| Nat Skousen | nateskousen@gmail.com | On Campus |  |  |
| Natalie Davoust | Natalie.davoust@gmail.com | On Campus |  |  |
| Samantha Benovita |  | On Campus |  |  |
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**Service Hours Log**

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| **Name** | **Date Submitted** | **Service Project** | **Hours Provided** |
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**Intention for Application for Officer Election**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position (If applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation:\_\_\_\_\_\_\_\_\_\_\_\_

Membership Status (Please Circle):

Candidate Lifelong Off Campus On Campus

**Notice of Intent for Graduation**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission:\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Graduation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Position (If Applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Status (Please circle):

Candidate Lifelong Off Campus On Campus