THE GOVERNING DOCUMENTS OF THE BOILERMAKER CHAPTER OF THE

NATIONAL RESIDENCE HALL HONORARY (PURDUE UNIVERSITY)

# NAME

## The name of this organization shall be the Boilermaker Chapter of the National Residence Hall Honorary (NRHH). It is affiliated with the National Association of College and University Residence Halls, Incorporated.

## The purpose of this organization shall be to provide recognition for those students who are living in Purdue University residence halls who have displayed outstanding service, leadership, and academic excellence within the residence halls. It shall be the purpose of this organization to promote activities that encourage and develop leadership qualities in its members and residents within the residence halls.

# MEMBERSHIP

## Once a member is inducted as an NRHH member, he or she is an NRHH member for life.

## Active Members

### Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

### The Active membership of NRHH shall not exceed 1% of the total number of residents in Purdue University Residences.

### Active members shall be defined as students of Purdue University, who have been inducted into NRHH and currently reside within the residence halls.

### Active members have the right to vote and hold office and shall attend weekly chapter meetings (unless excused by the Executive Board) and serve actively on committees.

### The voting rights of an Active member shall be revoked until the end of the current semester if he/she has more than two unexcused absences in said semester.

Excused absences shall include, but not be limited to, evening classes, exams, Resident Assistant (RA) duty, illness, emergencies, weddings, funerals, academic and residence hall conferences, job interviews, and graduate/medical school visit weekends. The Executive Board may excuse other absences at their discretion.

Unexcused absences shall include, but not be limited to, other work, social, and athletic events, except for extenuating circumstances.

## Alumni Members

### Alumni members shall be defined as former Active members, who are no longer students of Purdue University or no longer reside within the residence halls.

Alumni membership status shall be activated immediately upon termination of a University Residence housing contract or transfer to another university.

### Alumni members do not count towards the chapter’s capacity and do not have the right to vote or hold office, but may attend meetings if they desire.

## Early Alumni Members

### Early Alumni members shall be defined as members who still reside in the residence halls and cannot participate actively in NRHH due to circumstances beyond their control.

Early Alumni members may not exceed 10% of the representative population.

An application for Early Alumni status must be filled out and approved by the Executive Board.

### The application must also be approved by the GLACURH AD-NRHH for said member to attain Early Alumni status.

Early Alumni members do not count toward the chapter’s capacity and do not have the right to vote or hold office.

## Honorary Members

### Honorary members shall be defined as those who do not meet the criteria to be an Active member, but have shown outstanding service and devotion to the interests of the residence halls aside from his or her official capacities or regular duties.

### The qualifications for Honorary membership require that the person:

Be a faculty member, staff member, another contributing volunteer, or a fellow student who does not reside in a Purdue University residence hall.

Not be a member of NRHH at Purdue University or any other institution.

## Applicant Qualifications

### A minimum cumulative GPA of 2.5 at the time of selection with a 2.75 GPA preferred on a 4.0 GPA scale. The Advisor(s) shall verify this.

### Must not be on University Residences probation. The Advisor(s) shall verify this.

### Has lived in University Residences a minimum of two semesters before the nomination may take place, including the current semester.

### Exhibited outstanding leadership and service within the Residential Life system.

## Inductions

### There is a process required to attaining membership in NRHH.

Anapplication must be completed and returned prior to the deadline determined by the Induction Committee which shall be at least 8 weeks prior to induction.

#### Two active members shall interview applicants including one member of the induction commitee.

#### Applicant must complete 3 hours of community Service, 2 OTMs or 2 hours judging OTMS, one leadership activity, and attend or be excused from all meetings over an 8-week trial period under the guidance of an assigned mentor.

#### If a two-thirds (2/3) majority of the Active members with voting rights confirms the applicant’s academic standing, university standing, and merit, he/she shall be inducted into NRHH.

### There will be an induction ceremony held in the fall of each academic year

# Executive Board

## Positions

### The Executive Board positions shall consist of President, Vice President, Communications Coordinator (NRHH-CC), Treasurer, Secretary, and Webmaster.

### All terms of office shall be for one year in length.

## Elections

### At least one week prior to the closing of NACURH registration, elections shall be held for the positions of President, Vice President, Communications Coordinator (NRHH-CC), Treasurer, Secretary, and Webmaster.

During the remainder of the spring semester, the Executive Board-elect shall shadow the current Executive Board to allow for a smooth transition in the fall semester.

### All Active members with voting rights are eligible for said positions, provided that they expect to remain Active for the duration of the term of office.

### Elections of this organization shall be conducted according to parliamentary rule as set forth in Robert’s Rules of Order, Newly Revised.

### The Advisor(s) shall be selected and approved by the current Director of Residential Life in consultation with the Executive Board.

## Succession

### The order of succession shall take place as follows: President, Vice President, Communications Coordinator.

### Emergency elections shall be held in the case of other vacancies on the Executive Board.

## Removal from Office

### A breach of these Governing Documents with malicious intent by a member of the Executive Board shall be sufficient grounds for impeachment.

### Any member of the Executive Board may be impeached and removed from office by a two-thirds (2/3) majority vote of the Active members with voting rights.

A petition signed by at least twenty percent (20%) of the Active members with voting rights shall initiate action for impeachment.

### Any member of the Executive Board on academic or residence hall probation shall automatically be removed from office once the Advisor(s) have verified it.

# Executive Board RESPONSIBILITIES

## Duties of the President

### Shall serve as the official representative of the Boilermaker Chapter of NRHH at Purdue University.

### Shall preside over weekly Executive Board and chapter meetings.

### Shall make the agenda for chapter meetings.

### Shall send weekly emails to all Active and Early Alumni members.

### Shall meet individually with each of the other Executive Board members at least twice a month during the academic year.

### Shall sign OTM certificates.

### Shall only vote in the case of a tie between Active members with voting rights.

## Duties of the Vice President

### Shall serve in the absence of the President.

### Shall act as the Parliamentarian during elections, induction candidate selection, constitutional amendments, and as necessary.

### Shall review and propose amendments to these Governing Documents as necessary.

### Shall submit annual affiliation paperwork to the NACURH Information Center (NIC) prior to the opening of GLACURH registration.

### Shall attend weekly Executive Board meetings unless excused by the President or Advisor(s).

### Shall meet individually with each of the Committee Chairs at least twice a month during the academic year.

### Shall meet individually with the President at least twice a month during the academic year.

## Duties of the Communications Coordinator

### Shall maintain correspondence with the GLACURH Associate Director of NRHH (AD-NRHH) and Indiana Regional Communications Coordinator (RCC) via NRHH-CC Chats, MOWII Messenger, and GLACURH NRHH email list ([glacurh-nrhh@googlegroups.com](mailto:glacurh-nrhh@googlegroups.com)) and relay relevant information to the chapter.

### Shall serve as the official voting representative (NRHH-CC) of the Boilermaker Chapter of NRHH in the NRHH boardroom at GLACURH, No Frills, and NACURH conferences.

### Shall recruit and register delegations for IRHOC, GLACURH, and NACURH conferences and organize the rehearsal of themed roll call skits and the creation of a themed banner and display for the Spirit Competition.

### Shall coordinate state, regional, and national award bids in conjunction with the Recognition Committee and/or RHA National Communications Coordinator (NCC).

### Shall serve as the NRHH/RHA Liaison by representing NRHH at weekly RHA meetings in accordance with the Residence Hall Association of Purdue University Constitution.

### Shall attend weekly Executive Board meetings unless excused by the President or Advisor(s).

### Shall meet individually with the President at least twice a month during the academic year.

## Duties of the Treasurer

### Shall keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations.

### Shall create and maintain the chapter’s budget.

### Shall submit check requests in a timely manner.

### Shall give monthly reports on the financial standing of the chapter.

### Shall coordinate chapter fundraising endeavors, such as carpet sales, with the Advisor(s).

### Shall order chapter merchandise from the NACURCH Services and Recognition Office (NSRO) with the Advisor(s).

### Shall attend weekly Executive Board meetings unless excused by the President or Advisor(s).

### Shall meet individually with the President at least twice a month during the academic year.

## Duties of the Secretary

### Shall record minutes at Executive Board and chapter meetings.

### Shall keep track of attendance, voting rights, and points for wearing NRHH pins at meetings.

### Shall proofread all bids, legislation, and banquet/induction invitations and programs as requested.

### Shall maintain a current roster of Active, Early Alumni, and Alumni members.

### Shall attend weekly Executive Board meetings unless excused by the President or Advisor(s).

### Shall meet individually with the President at least twice a month during the academic year.

## Duties of the Webmaster

### Shall update the chapter website.

### Shall maintain the chapter Facebook group.

### Shall serve as administrator for the chapter email list.

### Shall attend weekly Executive Board meetings unless excused by the President or Advisor(s).

### Shall meet individually with the President at least twice a month during the academic year.

# STANDING COMMITTEES

## Induction Committee Responsibilities

### Shall devise an induction application timeline at the beginning of each semester.

### Shall distribute NRHH applications to eligible residents.

### Shall schedule interviews and coordinate interviewer signups.

### Shall review applications and interview comments and recommend induction candidates to the Active members with voting rights for discussion and selection.

### Shall decide whether to induct any new Honorary members.

### Shall plan and organize the induction ceremony program.

### Shall explore options and select a date, time, and location for the induction ceremony.

### Shall discuss and select a menu and keynote speaker.

### Shall design and send invitations to selected candidates and their families.

### Shall ensure that the chapter has sufficient pins, induction certificates, candles, roses, etc. for the induction ceremony.

### Shall verify that potential new members have completed the necessary requirements prior to induction.

### Shall record attendance at committee meetings and events.

## Leadership Committee Responsibilities

### Shall develop and implement programs to build leadership skills among residence hall leaders.

### Shall coordinate all initiatives related to leadership/teamwork training and building within NRHH.

### Shall plan and organize a fall leadership retreat for the hall club executive boards.

### Shall record attendance at committee meetings and events.

## Service Committee Responsibilities

### Shall plan and organize campus and community service projects.

### Shall promote participation in GLACURH and NACURH philanthropy efforts, such as the adoption of a polar bear.

### Shall provide membership with continuing opportunities to volunteer.

### Shall track the number of hours completed by the membership.

### Shall notify organizations about expected number of volunteers

### Shall record attendance at committee meetings and events.

## Recognition Committee Responsibilities

### Shall devise an Of the Month (OTM) award timeline at the beginning of each academic year.

### Shall review and discuss OTM nominations after the 1st of each month to select campus winners.

### Shall submit campus OTM winners for consideration at the regional level prior to the deadline determined by the GLACURH Recognition & Member Services Committee.

### Shall send congratulation emails to winners and winning writers and thank you emails to all nominators and nominees.

### Shall print and frame OTM certificates with the signatures of the President and the Director of Residential Life.

### Shall order regional winner plaques and national winner clocks.

### Shall deliver OTM awards, give a monthly NRHH updates, and remind residents to write OTM nominations at hall club meetings at the end of each month.

### Shall distribute the Of the Year (OTY) awards packet to the hall clubs before Purdue University’s spring break.

### Shall review and discuss OTY nominations to select campus winners and order OTY awards at least two weeks prior to the OTY awards banquet.

### Shall coordinate all initiatives related to recognition within NRHH.

### Shall record attendance at committee meetings and events.

## Banquet Committee Responsibilities

### Shall devise an OTY awards banquet timeline at the beginning of each academic year.

### Shall plan and organize the OTY awards banquet program.

### Shall explore options and select a date, time, and location for the OTY awards banquet.

### Shall discuss and select a menu, keynote speaker, and entertainment.

### Shall design and send invitations to NRHH Active and Early Alumni members, the RHA executive board, hall club executive boards, Residential Life Staff, OTY award winners, and other special guests chosen by the Advisor(s) and the Director of Residential Life.

### Shall record attendance at committee meetings and events.

## Committee Chair Duties

### Shall be appointed jointly by the Executive Board and Executive Board-elect after elections, but before the end of the spring semester if possible.

### Shall ensure that all business delegated by the Executive Board be carried out.

### Shall establish the date, time, and location for all committee meetings.

### Shall make the agenda for and preside over committee meetings.

### Shall delegate tasks to committee members.

### Shall meet individually with the Vice President at least twice a month during the academic year.

### The Recognition Committee Chair shall serve as the Campus Administrator on the OTM website.

# AD-HOC COMMITTEES

## Ad-Hoc Committees Responsibilities

### Shall be organized to accomplish a specific assignment at the discretion of the Executive Board.

### Shall disband after the completion of the assignment.

### Shall be chaired as outlined in Article VI, Section 6.

# MEETINGS

## Meeting Period

### The Executive Board shall decide the date and time of weekly chapter meetings.

Chapter meetings shall not be scheduled during finals week, the summer term, or official university holidays.

### NRHH may act on business via campus mail, email, or other electronic means. Any member may initiate this action with approval from the Executive Board or Committee Chair. A vote shall be decided once a simple majority, in favor or against, of Active members with voting rights has been obtained.

### Only elections, induction candidate selection, and constitutional amendments must be conducted according to parliamentary rule as set forth in Robert’s Rules of Order, Newly Revised.

## Quorum

### Quorum for any meeting shall consist of one-half (1/2) of the Active members with voting rights.

# FUNDING

## Budget

### By the final chapter meeting of the spring semester, the Treasurer shall present a budget for the following year.

### A final working budget for the following year shall be adopted at that meeting.

### A two-thirds (2/3) majority vote of the Active members with voting rights shall be required for approval of the budget.

## Funds used by NRHH shall be obtained through any donations, grants, or stipends to the organization and revenue raised from fundraisers.

## Annual NRHH dues shall be paid to NIC in order to retain the chapter’s regional and national affiliation.

# ADOPTION

## These Governing Documents shall be subject to approval by a two-thirds (2/3) majority vote of the Active members with voting rights.

## These Governing Documents shall go into effect immediately upon acceptance by two-thirds (2/3) of the Active members with voting rights.

## These Governing Documents supersedes all previous constitutions, by-laws, standing rules, and minutes of NRHH.

# AMENDMENTS

## Any Active member with voting rights may submit proposed amendments.

## Adoption of an amendment shall be subject to approval by a two-thirds (2/3) majority vote of the Active members with voting rights.

## All amendments to the Governing Documents and bylaws are subject to the approval of the Office of the Dean of Students.

We, the Boilermaker Chapter of the National Residence Hall Honorary of the National

Association of College and University Residence Halls do hereby adopt these Governing Documents.

Date Ratified:

30 September 2008

21 October 2008

7 November 2008

15 September 2009

31 March 2011