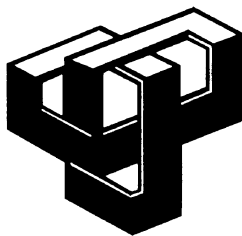


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What is NRHH?

National Residence Hall Honorary is a service of the National Association of College and University Residence Halls, Inc. It is designed to give local, regional and national recognition to students making outstanding contributions to their residence

halls. NACURH firmly believes in the value of student involvement in residence hall life through community service, social programs, and educational programs.

Realizing the value of participation, students have contributed vast amounts of their personal time in an effort to make their own college experiences more meaningful to them. This effort not only benefits them but the entire residence hall system at their school, as well.

NRHH exists to honor these students. These people work hard and all too often go unnoticed without even so much as a thank you. Correcting this through recognition is the fundamental purpose of an NRHH Chapter. NRHH is the only nationwide organization that recognizes residence hall leaders. Membership in local chapters is limited to one percent of your school's residence hall population, or 15 members, whichever is larger. As you can see, it is very select group of leaders. Thus being selected into the membership is an honor in which one can take a great amount of pride.

The National NRHH Office has many devices to aid a chapter in the effort to recognize your leaders. Some of these include OTMs, National Membership certificates, National Membership Pins & Apparel, extensive on-line resources and Q&A assistance, as well as awards given to local chapters for outstanding service.

Even though the main purpose of having an NRHH chapter on your campus is to honor your outstanding leaders, some chapters choose to take the process one step further. Many chapters sponsor on-campus leadership workshops and/or speakers, co-sponsor programs with the Residence Hall Association, serve on a housing committee, or establish residence hall leadership awards or scholarships.

The important thing to remember is that your chapter can be as active as you members deem appropriate.

If you have the following ingredients then you have everything you need to establish a chapter of the NRHH on your campus:

1. Your school is a member of [NACURH, Inc.](#)
2. Your school has outstanding student leaders.
3. You feel that these students are worthy of recognition.

If you have any questions or you would like to get a chapter started, please contact your Regional Associate Director of NRHH or feel free to contact the National Office (www.nrhh.org).

History of the National Residence Hall Honorary (NRHH)

In 1964, the National Association of College and University Residence Halls (NACURH), Inc. found itself with financial difficulties. Jim Tschechtelin, NACURH Chair, began investigating possibilities for potential revenue sources and grants. Grants were found, but there were two requirements: a central NACURH office had to be established, and the member schools needed more services rendered. Thus, the National Residence Hall Honorary was put forth as an answer to the second requirement.

During the preliminary organization, the National Residence Hall Honorary (NRHH) focused on the incorporation of old into new. Campuses with existing honorary organizations were contacted and coordinated into the NRHH structure. The preservation of chapter identity was primary, throughout its incorporation into the NRHH structure, as each campus is aware of its own individual needs. The primary focus of each chapter became the recognition of the residence hall leaders on its campus. This helped sustain a consistent membership in on-campus organizations as well as on the regional and national levels within NACURH.

The years between 1977 to 1987 were years of growth for the National Residence Hall Honorary. Pins and certificates were produced to recognize the members of the Honorary, the tradition of regional and national receptions during conferences began and formal recruitment and affiliation packets were produced. Regional Recruiter (now called Associate Directors) positions on regional boards were also established. Many awards were established including Program, National Communication Coordinator, Advisor, Student, and Resident Assistant Of the Month Awards as well as Outstanding Chapter of the Year.

Today, over 180 chapters are affiliated with the National Residence Hall Honorary National Office. Activities of the chapters vary from campus to campus. Some simply induct new members at an annual recognition banquet each year, thus, an honorary chapter. Others are extremely active on their campuses and in their communities, coordinating leadership retreats, conferences, socials, hall or campus wide programs, fundraisers, and a whole host of other events. Still others have found a middle ground, which suits their campus. Each individual chapter conducts membership selection. The chapter members represent the top 1% of the student leaders on campus and are those who have contributed extraordinary amounts of personal time and energy in order to make the residence halls more than a “dorm.”

NRHH Colors and Symbols

The National Residence Hall Honorary colors are blue and white. The blue signifies loyalty to self, purpose and ideals. The white signifies a blank page: a page on which a student writes the successes and experiences that fill their days in the residence halls.

The symbol for NRHH is a diamond surrounding the letters of the organization, and the three interconnected links, the chain of leadership. The diamond, the world's most precious gem, signifies the value and beauty one finds in their residence hall experience. The first chain of the link represents caring. Leaders are people who care. They are concerned about themselves and others, and are committed to making things better. 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. 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.

**Links to the NRHH Constitution, By-laws, and Policy Book can be found on the NRHH National Web page.

NRHH National Office Host Institutions, Directors, and Affiliation Numbers

Year	Institution	Director	Affiliated Chapters
1964-1965	University of Utah	Marge Cook	
1965-1966	University of Kansas	Sherry Ball	
1966-1968	University of Kansas	Barbara Nottago	
1973-1974	Virginia Commonwealth University	Wendy Winters	
1974-1975	Illinois State University	Phil Tripp	
1975-1976	Illinois State University	Mary Lou Emmerick	
1976-1977	University of Wyoming	Tom Owen	
1977-1978	Oklahoma State University	Paula Bland	
1978-1979	Kansas State University	Curtis Rath	
1979-1981	Mississippi State University	Tammy Dearing	
1981-1983	Eastern Illinois University	Mark Hudson	
1983-1984	Eastern Illinois University	Wendy Tommas	
1984-1986	Western Washington University	Dana Wilson	
1986-1987	University of Wisconsin - Whitewater	Dan Millot	61
1987-1988	University of Wisconsin - Whitewater	Dan Millot	84
1988-1989	Texas A&M University	Darby Roberts	56
1989-1990	Texas A&M University	Darby Roberts	134
1990-1991	Colorado State University	Julie Love	129
1991-1992	Colorado State University	Julie Love	75
1992-1993	University of Tennessee	Loy Carney	83
1993-1994	University of Tennessee	Mike Baker	103
1994-1995	University of Wisconsin - Eau Claire	Bryan Mueller	168
1995-1996	University of Wisconsin - Eau Claire	James Martin	180
1996-1997	Western Illinois University	Mishelle Banas	158
1997-1998	Western Illinois University	James "Coach" Edlen	161
1998-1999	University of North Dakota	Michael Grosz	170
1999-2000	University of North Dakota	Michael Grosz	164
2000-2001	Mississippi State University	John Summerlot	184
2001-2002	Mississippi State University	Molly Cuicchi	187
2002-2003	Mississippi State University		
2003-2004	University of Wisconsin – Whitewater	Shelly Gorecki	168
2004-2005	University of Wisconsin – Whitewater	Cullen Jackson	182

Chapter Basics

Why have a chapter on your campus?

To give recognition to residence hall leaders for a job well done.

To develop resident hall leaders.

To improve residence hall life by developing new leaders, keeping veteran leaders involved, and to establish programs to improve campus life

To provide local, regional, and national recognition through National Membership Pins, National Membership Certificates, “Of the Month” Awards, the “Outstanding Chapter of the Year” Award, the “Building Block Chapter of the Year” Award, and the “Outstanding Member of the Year” Award.

What can an NRHH Chapter do?

Your chapter can be exactly what the name implies, an honor. That is, members do not have to take an active roll. On the other hand, it can be as active as its members want to be.

Activities that most chapters are involved with include:

- a banquet to induct new members and to recognize current members
- regular meetings
- selection of new members
- social get-togethers (movies, picnics, hay rides, study breaks, etc.)

Activities that some chapters are involved with include:

- on-campus leadership conferences
- skill building workshops (time management, budgeting, programming, etc.)
- membership on a university housing committee
- programs co-sponsored with the Residence Hall Association
- studying a particular housing issue
- establishing a leadership award or scholarship
- community service projects
- academic programs and scholarship
- fundraising

How can my school start an NRHH Chapter?

Before You Start

First, your school must be a NACURH member school in order to affiliate with NRHH. Since NRHH is a service of the NACURH organization, we can only serve schools that are NACURH Affiliated. Contact the National Office for the address and phone number of the person in charge of recruitment for your region, if you would like to pursue membership with NACURH.

Contact your region’s [Associate Director for NRHH](#). They can help you with the process of setting up a chapter on your campus. They are there to answer your questions and will take an active interest in your concerns. Look in the newsletters from your region that goes to the NCC to find out this person’s name and contact information.

Sponsorship

Once you are affiliated with NACURH, the first step in forming a chapter is to find an interested group to sponsor your chapter. Your Residence Hall Association, Housing Office or the Division of Student Affairs are good possibilities.

Leadership

The second step is finding students to lead your honorary. These students should already be leaders on your campus and be involved in your residence halls. They should understand how your Residence Hall Association works and something about NACURH. This will help insure a close tie with both organizations. You should try to get about five to ten representatives from a wide cross-section of the residence halls. These students will write the constitution and determine the nomination and selection process. One person should act as a chairperson responsible for setting goals, establishing meeting times, and creating an agenda.

Constitution

The third step is writing the constitution, which does not have to be difficult or complicated. Later in this document will find a sample constitution and a guide to writing a constitution.

Selection Process

Deciding how to choose members may be the hardest step. Strong leaders must be chosen in order to get the chapter started, but the selection process may be changed in the future. Some schools use NRHH, RHA, Residence Hall staff and professional housing personnel to nominate members.

After the first year, the group should evaluate the selection process to make changes for the future. Later you will also find sample nominations forms. All nomination forms should be reviewed by a selection committee defined by your constitution. You may choose to use a point system, objective system, or a combination of both. You must recognize that there is a difference between being involved in many organizations and holding leadership positions in fewer organizations.

Funding

To decide on how much money your chapter needs, you need to determine how active it is going to be. Most chapters do not incur many expenses. Many chapters are supported by their RHA, while others charge dues, and others have fundraisers. Common costs that chapters have are: affiliation dues, postage, copying, and banquet items.

National Membership

In order to become affiliated with the National Office, you need to send in your dues (\$25.00 per year per chapter), your affiliation form, your constitution, and a list of your current members and officers. Your dues include fifteen free certificates (extras are \$.50 each) and you may order pins for \$4.00 each. Your dues also make you eligible for all the other services of NRHH. You are a member of the National Residence Hall Honorary!

Chapter Guidelines

The following are guidelines for the operation of member chapters.

1. Name of Chapter

Each chapter will be called the _____ Chapter of the National Residence Hall Honorary (name selected by chapter). This allows each school to choose a meaningful name and also permits schools with existing honoraries to easily affiliate with NRHH.

2. Chapter Constitution

Each chapter must write and approve a constitution or set of operating guidelines. These must be sent to the National Office to be reviewed and approved.

3. Membership Limits

In order to endure the consistency from school to school, no more than one percent of the current residence hall population, or 15, whichever is larger, may be general members of NRHH at once. Once accepted into the chapter, individuals are general members as long as they live in the residence halls. Once general members leave the institution or move off-campus, they become alumni. Alumni members do not count as part of the one percent cap. If there are extraneous circumstances that a chapter cannot limit its membership to one percent, please contact the National Director, explain the situation, and request an exemption.

4. Membership, Nomination, & Selection

Each chapter should establish a membership nomination process consistent with the purpose of NRHH. There are numerous methods to select new members for an NRHH chapter. Many chapters distribute nomination forms to hall councils, resident assistants, student residence hall organizations, and hall directors. Individuals then nominate other students and submit their nominations to the NRHH chapter. Some chapters allow self-nomination. After the chapters receive the nominations, many send applications for members to the nominated individuals. The individuals complete the application and return it to the NRHH chapter. Application forms vary greatly from chapter to chapter. Some applications ask for references while others ask for an interview with the nominee.

Certain selection processes include a screening committee composed of students and hall directors who rate the applications prior to forwarding them onto the NRHH chapter selection committee. Some chapters have their entire membership review the application while others utilize only the Executive Board. Student residence hall systems vary, therefore, NRHH leaves the method of nomination and selection to the discretion of the individual chapters. If a chapter would like additional information on other chapters' selection processes, please contact your RAD or the National Office. We would be happy to send samples from other chapters throughout the nation.

5. Minimum Membership Criteria for Chapters

An individual must -

- Have lived in the residence halls for at least one year prior to induction
- Have made a positive contribution to the residence hall system
- Be in good standing at their school
- Have at least a 2.0 GPA on a 4.0 scale

6. Chapter Requirements for Affiliation with the NRHH National Office

Affiliation with the National Office entitles a chapter to all the services that the National Office provides. A chapter must be affiliated with the National Office to have voting rights at the National NRHH Business Meeting.

- Payment of \$25 annual dues (made payable to NRHH) before the National NRHH Business Meeting
- Submission of an affiliation form
- Submission of an updated copy of the chapter constitution
- Submission of an updated membership list and officers
- Chapter must be in good standing with NACURH, Inc.
- Chapter may not have any outstanding debts with the NRHH National Office

Note: Chapters that postmark their affiliation materials on or before December 1st will receive 15 free NRHH membership certificates if they are requested on the affiliation form. Chapters that do not affiliate before December 1st will not receive free certificates.

Specifics for NRHH Chapters

Active VS. Honorary Chapters

NRHH Chapters may choose to be “Honorary” chapters; that is, members do not take an active role. Their activities may include, at most, an induction ceremony or banquet. On the other hand, chapters who plan regular meetings, activities, and projects are considered “Active” chapters. When setting chapter goals, this decision needs to be taken into consideration.

General, Alumni, and Honorary Members

General members are considered to be those students who currently live on campus and meet chapter requirements. When students move off campus or leave the institution, they are considered alumni members. Honorary Members are those who do not meet the requirements but deserve to be recognized.

Benefits Include:

Recognition to residence hall leaders for a job well done, Stimulus for development of residence hall leaders, Retention of experienced leaders, Availability of Membership Pins and Certificates, Newsletters from the National Office and RADs, Admittance to the Regional and National Conference receptions, Communication with other NRHH Chapters

Activities Include:

Regular meetings, Social activities, Induction banquet, Leadership conferences, Membership on University Housing Committees, Investigation of particular housing issues, Leadership awards or scholarships, Anything you can imagine.

Writing a Constitution

One of the most challenging aspects of getting a National Residence Hall Honorary Chapter off the ground is coming up with a Constitution. It can seem like a very formidable task; most of us have never written a Constitution before.

Preamble

Not all Constitutions have a preamble, but those that do go something like this: We, the members of the ABC Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this constitution.

Other preambles mention social enrichment and academics as well.

Article One Name

Some chapters have taken Greek letters (YNX are the initials for (U)niversity of (N)orthern (C)olorado); others have taken their schools mascot: Bobcat or Greyhound chapters, some have named them after people from their university, and other have gone for just the name of their school.

At any rate, "The name of this organization shall be the _____ Chapter of the National Residence Hall Honorary at _____ (name of school).

Article Two Purpose

"The purpose of this organization shall be _____." Across the board, other schools have said something that includes "provide recognition for students who have provided outstanding service or exceptional leadership in promoting the residence hall system."

Article Three Membership

This is where things start to vary. The National Office states that the minimum requirements for induction are: a) the person shall have lived in the residence halls during the year prior to induction, b) the person shall have exhibited outstanding leadership and service to the residence hall system, and c) shall have a grade point average of at least 2.0 on a 4.0 scale.

Chapters also break membership down into three categories: a) general members still live in the residence halls and have fulfilled the above requirements, b) alumni members have either moved off-campus or no longer attend the

institution where they were inducted, and c) honorary members may be an administrator or off-campus person who has done something outstanding for the residence halls. Even within this framework, there are some variations among chapters.

Under this article, there may also be some sections pertaining to the total number of active members in a chapter (which may not be greater than 1% of the capacity of your school's residence halls or 15 members, whichever is greater). Some schools have combined Membership and Selection of Members into one Article (see below).

Article Four Selection of Members

Basically, the ways people can be nominated are by themselves, or by others. Some schools distribute nomination sheets where candidates describe their own accomplishments and reasons for wanting to get involved with NRHH. Some schools have a selection committee, which reviews nominations. Others have an objective point scale that they use to rank involvement.

In your Constitution, you will probably want one section dealing with the ways in which potential inductees can be nominated, and another section dealing with the manner in which the potential inductees will be screened (i.e. a selection committee, point system, or consensus of active members).

Article Five Executive Structure

Chapters typically have a President/Chairperson. In addition, some chapters have other officers including a Vice-President, and/or a Secretary/Historian. In this article, you may also want to include the method of selection and timeline for selection of officers, the qualifications for a chapter advisor (if you have one), and the responsibilities of the officers.

Article Six Fees and Dues

This article may include a section regarding national dues (currently \$25) and chapter dues, if you are to have any.

Article Seven Amendments and Bylaws

In this section, you may want to define what percentage of the active members it takes to amend or add to the Constitution.

Article Eight Enactment

Typically, you need a majority (occasionally a 2/3) vote of the current active members to ratify a Constitution. You may also want to present your Constitution to your Residence Hall Association or Residence Life Department for their approval.

Regional & National Interaction

The duties of the Regional Associate Directors (RADs) for NRHH vary from region to region. All are charged with keeping track of the NRHH chapters in their respective region as well as communicating regularly with the NRHH National Office. They are also responsible for recruiting new chapters. A few regions hold regional NRHH meetings during their Regional and No-Frills conferences. The purpose of these meetings is to encourage the exchange of ideas between chapters, provide feedback to the RADs regarding the National Office as well as the Regional Directorship. Some regions allow their chapter representatives to elect the NRHH-RAD for their region. Many of the RADs publish newsletters to keep their constituency updated on the latest NRHH news. They are also responsible for selecting the regional "Of the Months" awards and forwarding them onto the NRHH National Office.

The responsibilities of the NRHH National Office are many. The National Office collects the annual dues and maintains the chapter files. The students who run the National Office are also responsible for filling pin and certificate orders from the individual chapters. Every month, the staff of the office gathers the Regional "Of the Month" winners and coordinates a committee to select the National winners in each of the categories. The National Office also publishes a newsletter entitled the *One Percent Press*. Article submissions are always encouraged. The newsletter is printed 4-5 times per year. It includes information regarding national OTM winners, activities of chapters and regions, articles related to NACURH and NRHH, office hours of the staff and much more! Members of the National Office also attend the Semi-Annual and Annual Conferences. In late January or February, the office also hosts the NRHH-RAD conference focused on the improvement of NRHH. This also serves as an orientation for new RADs as well as a goal setting session for NRHH.

President/Chairperson's Role

The role as president/chairperson within the NRHH chapter and the organization is one that is intended to provide continuity. The president/chairperson, is responsible for the recognition of those within the chapter and the campus. He/She

is the link between the chapter, the institution, the Regional Associate Director, and the National Office. They also acts as the representative at both regional and national NRHH business meetings.

Communication

The position of president/chairperson entails a great deal of communication. The person who fills this position should communicate regularly with the Residence Hall Association, the Regional Associate Director, the National Office and other chapters within the region. This networking will provide the chapter with as much available information as possible. Topics that may be covered in either written or verbal form include the activities of the chapter, plans and concerns that the chapter is addressing.

Conference Representation

Representation at the regional and national annual conferences is *highly recommended*. The National Office strongly encourages that at least one member of the delegation be a member of NRHH and take the time to attend all NRHH related activities. These may include, but are not limited to, round table discussions, receptions for NRHH members, and business meetings. At the business meetings NRHH representatives will be asked to review and approve the NRHH National Office's budget, and consider and vote on legislation presented.

Membership Pins and Membership Certificates

Pins and certificates are ordered from the National Office. With the annual dues payment prior to December 1st, chapters are entitled to receive up to 15 free membership certificates. A chapter should note in writing their request for these free membership certificates on the chapter affiliation form. Additional certificates may be purchased for fifty (\$.50) a piece. Honorary certificates are also available for those people who need to be recognized but do not meet the membership requirements. NRHH membership pins may be purchased for \$4.00 each. The National Office requires full payment before shipping merchandise. An invoice will be mailed upon request. Please allow 2 weeks for delivery AFTER the National Office receives your order.

Transition

Transition is very important in maintaining continuity within the chapter. Make sure to meet with the future president/chairperson. At this time, discuss the chapter's personality, finances, meetings, relationships with other organizations, and activities. Read the chapter manual and files to facilitate this. Make sure to contact your Regional Associate Director and the National Office with any address changes.

Suggestions for Being an Active Chapter

- Hold a Leadership Conference with your members presenting programs for residence halls leaders or other campus organizations.
- Have your members serve as a student voice on different Housing Department committees.
- Hold a recognition banquet for residence hall student leaders once or twice a year.
- Hold a social get together (ice cream, pizza, ice skating, BBQ, etc) for your members.
- Hold a reunion and invite NRHH Alumni to a social gathering with current NRHH members.
- Start an NRHH scholarship fund to award to residence hall leaders.
- Conduct issues studies in which tough student issues are confronted and discussed.
- Co-sponsor hall programs with your Residence Hall Association and occasionally have social get-togethers.
- Do community service projects together (work in a soup kitchen, help build homes for the homeless, help the elderly by fixing up their homes, visit nursing homes, be a big brother/sister to a child, etc.)
- Hold fund-raisers for philanthropic organizations.
- Have an ambassador program in which NRHH members regularly attend hall council meetings to announce NRHH activities, assess council needs that NRHH can address, and to share the experiences and insight that the top 1% of hall leaders has to offer.
- Get involved in the nomination and selection of outstanding residence hall leaders for NRHH "Of the Month" awards.
- Provide recognition to all who are even nominated for "Of the Months" to let them know they are appreciated.
- Have your members provide tours through the residence halls to prospective residents (students).
- Submit a float to the Homecoming Parade or help with the Homecoming Ball.
- Provide financial support for some members to attend state, regional and national conferences.

- ❑ Host a murder mystery banquet and invite residence hall leaders to attend.
- ❑ Create a formal ceremony for inducting new NRHH members.
- ❑ “Kidnap” new NRHH members and take them out for ice cream.
- ❑ Have the executives decorate the door of NRHH members every holiday.
- ❑ Throw a pizza party for each hall council individually.
- ❑ Distribute a bi-weekly or monthly newsletter to keep members informed and also public press release to keep halls informed of upcoming events.
- ❑ Have the executives consistently recognize members for their individual contributions through phone calls, thank you notes, and treats.
- ❑ Decorate members’ doors on their birthdays with streamers and balloons.
- ❑ Use residence hall bulletin boards for recognition of outstanding residence hall leaders by displaying photos and a brief synopsis of various leaders and their activities.
- ❑ Put congratulation signs on the doors of members who attain a semester GPA of 3.50 and above.
- ❑ See if your residence hall association (RHA) will make the NRHH President a member of the RHA Executive Board or create a NRHH-RHA liaison to promote communication and unity between the two organizations.
- ❑ Engrave a new membership roster each year and fill a wall with NRHH plaques in your usual meeting room.
- ❑ Frame an NRHH group photo each year and hang it on a wall of fame.
- ❑ Hold honorary induction for housing administrators who are supportive of student leaders.
- ❑ Hold a recognition picnic for housing administrators.
- ❑ Hold a food service staff recognition day or week and volunteer your services in the kitchen or in the dish room.
- ❑ Encourage your Director of Housing to attend an NRHH meeting to get student leader feedback and suggestions.
- ❑ Hold a retreat and recognize the diversity and talent in your group by sharing poetry under the stars, taking turns responding to deeply personal questions, and taking time to know each other as individuals.
- ❑ Create a logo for your chapter and design a t-shirt for all your members. This also gives your chapter visibility on campus.
- ❑ Keep a scrapbook each year of chapter photos, flyers, and awards.
- ❑ In the winter holiday season, have a party for needy children in the community and match NRHH members with a few children to give gifts to and play with.
- ❑ Exchange gifts among your members over the holiday season, being mindful of the religious diversity in your group.
- ❑ Make a videotape or a slide show of members throughout the year and show it when the year is over.
- ❑ Create a chapter soundtrack each year that has your members’ favorite tunes on it.
- ❑ Help a college/university near yours start up an NRHH chapter if they do not have one.
- ❑ Contact your Regional NRHH Associate Director and find out what kinds of activities other chapters in your regions are doing.
- ❑ Order information on recognition and programming in the residence halls from the National Information Center (NIC) Resources Files Index.
- ❑ Learn how the NRHH National Office works and bid to host the NRHH National Office at your school the next time it comes up for bid.
- ❑ Bid for NRHH Chapter of the Year, Building Block Chapter of the Year, NRHH Member of the Year, or Commitment to Diversity at the NACURH conference.

Inductions

Induction Ceremony Tips

- ❑ Order official NRHH certificates from the NRHH National Office (a month in advance to allow enough time for any things that may come up and to avoid extra shipping charges). If you affiliate prior to December 1st, you are entitled to 15 free certificates!
- ❑ Order official NRHH pins from the NRHH National Office (again, at least a month in advance is recommended).
- ❑ Set the Induction Ceremony date early so everyone can mark it in his/her calendar at the beginning of the year/semester.
- ❑ Make sure to call and double check arrangements for the ceremony.
- ❑ Invite alumni from the past five years to your induction ceremony so that they can show their commitment to recognizing students who are following in their footsteps.
- ❑ Invite the person who nominated the inductee!
- ❑ Go to special meetings, like Hall Council or staff meetings to announce that someone has been selected for membership.
- ❑ Give inductees a chapter sweatshirt or other apparel that they need to wear on induction ceremony day. This is also a great way to get your name out on campus!
- ❑ If you're not able to financially afford an Induction Ceremony, consider instituting a membership fee or chapter dues, which will ensure that the chapter will always be able to pay for the certificate, pin, and any materials needed for the ceremony.
- ❑ Invite guests from your campus administration, which could include the College President, Vice President for Student Affairs, and the Director of Residence Life. Even if they are not able to attend - at least they know about your organization.
- ❑ Contact your NRHH RAD and have them write letters congratulating new inductees!
- ❑ Have all current NRHH members wear their pins on induction ceremony day (this is also a great lead-in to have members wear their pins on days of chapter meetings throughout the year)!
- ❑ Invite a past president to speak at your induction ceremony (this is a great way to maintain a historical perspective of your chapter and to show growth)!
- ❑ Invite an NRHH president or members from a neighboring chapter!
- ❑ Invite the inductee's family to the ceremony.
- ❑ Write letters to families to let them know their student has been inducted!
- ❑ Send notices to the hometown newspaper of each of the inductees!
- ❑ Hand deliver acceptance letters - the president or a member of the executive board gets to meet each new inductee so that at the induction ceremony the inductee recognizes the people who are inducting them!
- ❑ Bring balloons or a fun gift attached to the invitation to the induction ceremony, also hand-delivered.
- ❑ Create a bulletin board in the Residence Life Office or Student Union Building congratulating the new inductees!
- ❑ Have everyone wear professional or formal attire!
- ❑ Have a flower corsage for each inductee - not only do they stand out but it brightens the room!
- ❑ Send a memo to all Residence Hall Building Directors, the RHA, and any other interested parties to announce new inductees and their buildings so that they can get congratulations all around!
- ❑ Make an induction ceremony program outlining new inductees, current and honorary members, and the order of events for the ceremony; this can also be utilized to highlight individual chapter awards!
- ❑ Always use nice paper/stationary for everything (programs, acceptance/denial letters, etc.)!
- ❑ Read an inspirational poem or quotation to open or close the ceremony!
- ❑ Take a picture of the new inductees, and one of all chapter members.
- ❑ Take a picture of the incoming Executive Board to display in your NRHH Office!
- ❑ When reading the names of the inductees, also read a list of their residence hall commitments!
- ❑ Introduce the inductee by reading a particularly outstanding portion of their recommendation!
- ❑ Either have a special NRHH candle made (with the symbol molded into the candle) and/or have a blue or white candle for the inductees to light from it.
- ❑ Serve dinner or desert - talk to dining services to see if they would be willing to sponsor the food!
- ❑ Read the history of NRHH - both nationally and as a chapter - so new inductees understand what the chapter is all about!
- ❑ Present an "NRHH Outstanding Member of the Year" Award!
- ❑ Present Bronze Pins with consultation from the RHA President, or award the Outstanding Leadership Service pin.
- ❑ Show slides from throughout the year!

- ❑ Have numerous people involved in the induction section - one to read about the person, one for the pin, and one to hand out the certificate!
- ❑ Make a nametag for everyone at the Induction Ceremony.
- ❑ Purposely assign seating so that the inductees are spread amongst the group so that people are interacting!
- ❑ Award a "Rookie of the Year" scholarship or award to the member who was inducted at the last induction ceremony who has made outstanding contributions (this not only rewards effort but encourages new members to get involved)!
- ❑ Ask graduating seniors to stand and be recognized!
- ❑ Ask alumni members to stand and be recognized (introduce them as well)!
- ❑ Induct an Honorary Member!
- ❑ Ask an Honorary Member that is being/has been inducted to be the keynote speaker!
- ❑ Recognize incoming and outgoing executive board member with certificates, plaques, flowers, etc.!
- ❑ Recognize perfect attendance (encourages meeting attendance)!
- ❑ Induct an NRHH member into the Association of Alumni and Friends of NACURH!
- ❑ Recognize members who have submitted OTMs and won OTMs (locally, regionally, and nationally).
- ❑ Recognize whoever planned the ceremony!
- ❑ Make sure that each of the NRHH Executive Board Members has a role in the induction ceremony to show unity!
- ❑ Give away memorabilia like key chains, mugs, pen, paddles, etc. to not only advertise but recognize!
- ❑ Do a transition of executive board officers and have them repeat an oath!
- ❑ Highlight the chapter's activities from the year and outline upcoming activities!
- ❑ After the ceremony, go somewhere fun together for social interaction and bonding!
- ❑ Have a chapter "log" that can be added with each inductee class - even take a picture to place under the names!
- ❑ Have inductees sign cards to send to the NRHH National Office and RAD telling them of the excitement about being a part of NRHH!
- ❑ Videotape everything so that you can create a collage of clips for a special event in the future!
- ❑ Celebrate anniversary years by inviting back all alumni (at their expense if necessary), creating a history book, keeping a scrapbook, etc. Start planning now for the future!
- ❑ Put an ad in the school newspaper congratulating new inductees (even include the picture you take at the induction ceremony)! If you do it as a press release, it usually doesn't cost anything!
- ❑ Make laminated door decs for EVERY member's doors that say "Proud member of the _____ NRHH Chapter" (not only will this recognize your members but it's a great way to get you name out on campus!)
- ❑ If you ceremony is on the weekend, consider doing a community service project during the day (everyone gets to interact as well)!
- ❑ Send thank you cards to any guests!
- ❑ Always use a computer to print out the names on the certificates!
- ❑ Send the names of the inductees to you regional newsletter to be recognized!
- ❑ Personally deliver any certificates to inductees who could not attend!
- ❑ Make sure to include you Induction Ceremony in your NRHH Chapter Of The Month nomination.
- ❑ Always do something new (or something old with a twist)!
- ❑ Make sure all materials (including this guide and copies of you programs, history, etc.) are kept together so that information can be transitioned and recreated for the next ceremony!
- ❑ Make the whole ceremony special for those being inducted and fun for those who are current or alumni members...and of course, RECOGNIZE! ☺

After the Ceremony...

- ❑ Give out an introductory packet to inductees with your chapter mission, the history of NRHH, symbols and meanings, annual activities, Of the Month forms, etc.
- ❑ After the ceremony, have a retreat within the next few weeks so that everyone becomes a part of the goal-setting process and are able to socialize and get to know each other!
- ❑ Subscribe inductees onto the Regional and National NRHH listserves!
- ❑ Follow the induction ceremony with a week of social activities every night!
- ❑ Have an updated membership phone/address list available!
- ❑ Send out a chapter newsletter ASAP after the Induction Ceremony with information for any inductees who could not attend so that they feel included!

- ❑ Take time to personally connect with new members at their first meeting; explain things that might be unfamiliar to them

Awards

Awards

Since NRHH is a recognition-based organization, the NRHH chapter on your campus can do many things to recognize students on the campus level. There are several regional and national awards to be considered. A list of such awards and who to contact for more information are as follows:

<u>Name of Award</u>	<u>Who to contact for more information</u>
NRHH Outstanding Chapter of the Year	NRHH National Office
NRHH Building Block Chapter of the Year	NRHH National Office
NRHH Member of the Year	NRHH National Office
NACURH/ACUHO-I Daniel Siler Program of the Year	Conference Resource Consultant
NACURH/ACPA Student Award for Leadership Training	Conference Resource Consultant
“Of the Month” (OTM) Awards	Regional Assoc. Director (NRHH)
NACURH School of the Year	Regional Director
NACURH Building RHA of the Year	Regional Director
Hallenbeck Service Award	Regional Director
OCM Distinguished Service Award	Regional Director
OCM NCC of the Year	Regional Director
Student of the Year	Regional Director
First Year Experience	Regional Director
Commitment to Diversity	Regional Director
Stoner Distinguished Service Award	National Board of Directors
Association of Alumni and Friends of NACURH	National Advisor

Schools can bid for the two offices of NACURH, Inc. (NRHH and NIC) as well as regional conferences and the national conference. Interested individuals can bid for regional and national leadership positions. To find out more information on these opportunities please contact your Regional Director or the current office.

<u>Office/Position</u>	<u>Term</u>
NRHH National Office	2 or 3 Years
National Information Center (NIC)	3 Years
Regional & National Conferences	1 Year
Regional and National Board of Directors	1 Year

National Awards **Quick Reference Guide**

For more information, please review the NACURH policy book.

The National Awards Selection Committee is made up of the National Chair, NAA, NAF, National Advisor, CRC, NIC Director, and NRHH Director.

OCM Distinguished Service Award

Description: Student career award.
Deadline: 10 copies to NRHH National Office postmarked by April 15.
Length: 16 page bid
Selection: National Awards Selection Committee

First Year Experience Award

Description: First year of residence hall living award.
Deadline: 15 copies to NRHH National Office postmarked by April 15.
Length: 8 page bid.
Selection: Committee of RCC's (one from each region appointed by Director).

Hallenbeck Service Award

Description: Lifetime achievement award for housing or student affairs professionals.
Deadline: 10 copies to NRHH National Office postmarked by April 15.
Length: 16 page bid.
Selection: National Awards Selection Committee

Student of the Year Award

Description: Student award for NACURH involvement from previous NACURH to current NACURH.
Deadline: 10 copies to NRHH National Office postmarked by April 15.
Length: 8 page bid.
Selection: National Awards Selection Committee

OCM NCC of the Year Award

Description: NCC award for NACURH involvement from previous NACURH to current NACURH.
Deadline: 10 copies to NRHH National Office postmarked by April 15.
Length: 8 page bid.
Selection: National Awards Selection Committee

Stoner Distinguished Service Award

Description: Recognize distinguished service and dedication to the NACURH organization. Not meant to be an annual award.
Selection: Nomination may be made by any member of the NBD.

NACURH/ACUHO-I Daniel Siler Program of the Year Award

Description: Student-implemented program concerning residence halls.
Deadline: Application form (obtained by contacting the Conference Resource Consultant), 15 copies of the program description, and the Commitment Verification Form must be received by the CRC by December 1.
Length: 20 page bid.
Selection: CRC, National Advisor, National Chair, member appointed by Chair, NRHH Director, and an ACUHO-I representative narrow down to top 5. NBD narrow down to top 2 at Semi-Annuals. NBD chooses winner at NACURH.

NACURH/ACPA Student Award for Leadership Training

Description: Reward student leadership training programs.

Deadline: Application form (obtained by contacting the Conference Resource Consultant), 15 copies of the SALT nomination description, and the Commitment Verification Form must be received by the CRC by December 1.

Length: 20 page bid.

Selection: NBD/ACPA Commission III Directorate Body selects finalists, NBD selects winner at Semi-Annuals

Commitment to Diversity Award

Description: Student-directed, year-long, and campus-wide commitment to awareness and education of residential students concerning diversity issues.

Deadline: 15 copies postmarked to the NRHH National Office by April 15.

Length: 30 page bid

Selection: National Selection Committee

NRHH Outstanding Chapter of the Year

Description: NRHH Chapter involvement from previous NACURH to current NACURH.

Deadline: 20 copies postmarked to the NRHH National Office by April 15.

Length: 30 page bid.

Selection: NRHH RADs

NRHH Building Block Chapter of the Year

Description: Chapter showing outstanding growth and development from past NACURH to current NACURH.

Deadline: 20 copies postmarked to the NRHH National Office by April 15.

Length: 30 page bid.

Selection: NRHH RADs

NRHH Outstanding Member of the Year

Description: Recognize outstanding service to NRHH and NACURH by an individual who has been directly affiliated with both organizations.

Deadline: 20 copies postmarked to the NRHH National Office by April 15.

Length: 8 page bid.

Selection: NRHH RADs

NACURH School of the Year Award

Description: Outstanding achievements on the campus level by a residence hall organization from past NACURH to current NACURH.

Deadline: 20 copies postmarked to the NRHH National Office by April 15.

Length: 30 page bid.

Selection: Regional Directors

NACURH Building RHA of the Year

Description: School showing outstanding growth and development from past NACURH to current NACURH.

Deadline: 20 copies postmarked to the NRHH National Office by April 15.

Length: 20 page bid.

Selection: Regional Directors

Of The Month Guide

One of the many services of NACURH, Inc. is the 'Of the Month' Award, which is administered through the National Residence Hall Honorary. The 'Of the Month' process recognizes outstanding contributions to College and University Residence Halls in the following categories: Advisor, Community, Executive Board Member, Organization, Social Program, Educational Program, Community Service Program, Diversity Program, Residential Assistant, Spotlight, and Student. Any school affiliated with NACURH is eligible to make or receive an 'Of the Month' award and/or nomination. The OTM must be month specific, meaning the nomination should only focus on the month for which it is written. The information outlined below is designed to assist you in writing a quality nomination.

ADVISOR

- Π How did the individual recognize the students s/he advises in the month of nomination?
- Π How did the individual impact students s/he advises during the month of nomination?
- Π Through the course of his/her work, in what ways is this person contributing to the student affairs profession?
- Π What outstanding accomplishments merit recognition of the individual this month?

Advisors need to create a supportive environment for the student leaders they advise. The focus of the Advisor OTM should be based on the impact s/he makes in the lives of students. Personal examples are often the best way to express the intangible contributions of an advisor. The nomination should display how the advisor was instrumental in helping the leaders they work with grow, learn, and develop.

COMMUNITY

- Π What brings the group of people together?
- Π What specific positive contributions did this community make this month to enhance the lives of the group members or those around it?
- Π How does the community interact with other communities?
- Π What makes this community different from other communities? (Examples include participation and enthusiasm as a group.)

This award is designed to recognize the contributions of **residential and working communities** and the impact they have on their students and the rest of campus. The mission of residence halls is to provide a home away from home for students. The community OTM is designed to reward communities to show that their efforts and dedication has not gone unnoticed. It will also help promote pride and unity within on-campus communities. Since a community is difficult to define, any residential life community is eligible for this award. For example: **wings, halls, floors, complexes, exec boards, RA staffs, etc.** Residence life organizations may not be nominated for this award.

EXECUTIVE BOARD MEMBER

- Π Is the individual from the campus-wide residence hall governing body (i.e. Residence Hall Association) or NRHH Chapter, **not a specific hall government**?
- Π Has the nominee used the services and resources of NACURH as well as other campus resources?
- Π What outstanding accomplishments merit recognition of this individual this month?
- Π How did the Exec Board Member exceed the responsibilities of his/her position during the month of the nomination?
- Π How has the individual grown as a result of the challenges s/he has faced?

Be sure the person you are nominating for this award is eligible to receive it. The nominee needs to be from a **campus wide residence hall governing body, not a hall government**. Bring out the nominee's special efforts, not just fulfilling the job requirements of the position.

ORGANIZATION

- Π Is the nomination month specific?
- Π What is the focus of the organization? (i.e. programming, advocacy, recognition, etc.)

- Π How did the organization contribute to the residential community and the general community of the institution?
- Π How did the organization interact with the region and with NACURH?
- Π What set this month apart from other months?

This category is to recognize an outstanding residence life organization (such as an RHA, NRHH Chapter, RA Council, or Hall Council), not an outstanding member. Nominations should be **organization specific and not concentrate on the efforts of a few individuals**. Review the purpose and goals of the organization before writing the nomination.

PROGRAMS

Educational:

- Π How did the program educate students?
- Π How were the educational needs of the community addressed?
- Π What were the goals of the program and how were they accomplished?
- Π What makes the program unique?

Social:

- Π What was the purpose of the program?
- Π How did it encourage residents to interact with one another?
- Π What makes the program unique?
- Π How can the program be adapted to other campuses?

Community Service:

- Π What was the service project?
- Π Who did it benefit?
- Π How did the project impact the residential community?
- Π What makes this program unique?
- Π How did students take an active part in the program?

Diversity:

- Π What were the goals of the program and how were they accomplished?
- Π How did the program serve to promote diversity and understanding?
- Π What makes this program unique?
- Π Did the program have a lasting effect on residents?

RESIDENTIAL ASSISTANT

- Π How well does the nominee work with residents and what impact has s/he had during the month of nomination?
- Π How has the nominee fulfilled and gone above his/her job responsibility during the month of nomination?
- Π Are there any specific projects in support of hall government or committees in which she/he participates?
- Π What outstanding contributions has the individual made for the hall she/he works in during the month of nomination?

A residential assistant should be an undergraduate/graduate student who lives with residents in order to build and facilitate community. A residential assistant can include, but is not limited to, titles such as resident assistant, community assistant, house manager, area advisor, and complex advisor. Residential assistants typically do not supervise a staff. Include the job requirements and show how the nominee has gone above and beyond those requirements.

SPOTLIGHT

- Π What outstanding contributions did the individual/group make to the students living in the residence halls during the month of nomination?
- Π How has the person/group exceeded what would normally be expected of them in their position?

This category is to recognize the efforts of people who do not fall into any other categories; therefore, the nominee **cannot be an advisor, exec board member, residential assistant, or student**. Possible nominees could be food service personnel, night security staff, or janitorial staff. Please include how this person/group has helped an individual or contributed to the well being of the community.

STUDENT

- Π What outstanding contributions did the individual make during the month of nomination?
- Π How has this person impacted the residence halls and campus?
- Π What interaction did the nominee have with his/her residence hall government or individual hall during the month of nomination?
- Π What organizations and activities was the individual involved in during the month of nomination?
- Π How does the student recognize and motivate others?

This category is intended for a student leader who puts forth special effort during the month of nomination. Possible things to include in the nomination could be leadership development, contribution to the people in her/his community, and his/her activities. Please note that **campus-wide executive board members, advisors, and residential assistants are not eligible for this award.**

Ten Quick Tips for Writing Winning OTMs

10. OTM nominations are due to the NRHH Regional Associate Director (RAD) via e-mail or postmarked by the 15th of the month following the month of nomination (a nomination for the month of October must be postmarked to the RAD by November 15th.).

9. TYPE, TYPE, TYPE!!! Make those OTMs look great by typing them. The National Office will not accept them in any other form.

8. Each NACURH affiliated school may submit ONLY one nomination for each category per month.

7. Nominations must not go over the maximum word count limit. Do not attach any additional information or include information on the back of the form.

6. Type the complete address and name of the nominator and nominee on the form in the space provided. This is the name that will be printed on the certificate if you win regionally and/or nationally. Write the address clearly because this is where any and all notification will be sent. Anonymity of the nominator may be maintained by the National Office.

5. Use the correct forms! This means that you should only be using the forms that say "Revised 1999" on the form. No outdated forms will be accepted and unfortunately these nominations will not be considered.

4. Define acronyms; they are not always universal! The only acronyms you should use are NRHH, NACURH, RHA, NCC, and region name (e.g. SWACURH).

3. Make sure you are using the correct category for your nominee. This is a common error people make. To avoid mistakes look at the criteria on the previous pages.

2. Presentation is the key! Proofread the OTM to make sure you are clearly saying what you want to say. Look out for bad grammar and spelling errors.

1. Make sure your nomination is month specific! It is very important to highlight the outstanding things that the nominee did and how they did it in the month of nomination. Use phrases like "in the month of ____ they did...". Keep this in mind throughout the whole OTM nomination.

100 Ways to Recognize

100 Ways to Recognize

The National Residence Hall Honorary of the National Association of College and University Residence Halls, Inc., an organization that is committed to the recognition of the outstanding accomplishments and achievements of students living in the residence halls. The charter of the NRHH allows each campus to induct up to one percent of its total on-campus population for membership. The members of NRHH are the top one percent of student leaders living in the halls and are selected for membership based on academic achievement, service to the residence halls, strong character, and leadership potential.

What is “100 Ways to Recognize?”

“100 Ways to Recognize” contains a creative list of ideas you can use to recognize people at your schools. These ideas can be used in your RHA, NRHH, or hall council meetings for goal setting and encouragement, to recognize the efforts of groups and individuals throughout the residence hall system, and to increase group morale. Below there is a list of seven categories in which difference purposes of recognition can fall. They are Goal Setting, Group Morale, Encouragement, Simple Individual Recognition, More Involved Individual Recognition, External Recognition, and Miscellaneous.

We hope that the recognition plans outlined in this booklet will be used to recognize, celebrate, and encourage students for all of the work they do. We hope that it will celebrate student leaders for the special gifts that they all bring to our residence hall communities, and encourage them to continue to find ways to be involved in residence hall life. Have fun recognizing!

How do I use the “100 Ways to Recognize”?

The beginning of list has recognition ideas that were chosen each year from 1964-2001 as the best new idea for that year. Following those are many other ways to recognize. Read the descriptions of each idea on the list. Choose a few for your group to work on and try. Since there are so many ideas, you can try different ideas on the list at different times. Remember to have fun!

Some of the ideas are one-time recognition ideas, and others involve continuous involvement. Maybe try a few of each to keep the recognition going and keep group morale up.

Category Descriptions

Goal Setting: These ideas will help you set goals for your group that are fun and motivational.

Group Morale: These ideas will help you to lift morale and group productivity through recognition.

Encouragement: These ideas will help your group when things are tough. They can help motivate your members to continue to work hard.

Simple Individual Recognition: These ideas will help you to recognize outstanding individuals. These ideas are simple in nature, as they require small amounts of preparation.

More Involved Individual Recognition: These ideas will help you to recognize outstanding individuals. These recognition ideas are not difficult to complete, however they can take more preparation work than the ideas listed in the “Simple Individual Recognition” category.

External Recognition: These ideas will help you to recognize individuals outside of your organization. These ideas tend to be more externally oriented than those in the “Individual Recognition” categories.

Miscellaneous: These ideas do not fit in any of the above categories.

1. Chancellor's Lunch (1964)

Arrange for the Chancellor to take an outstanding student leader to lunch once a month. This may also be implemented with the Dean or Director. This will be a good motivator for students and will provide top administrators with the exposure to your best students.

2. Carpeting Award (1965)

Give a small carpet sample to those students who are wearing out the carpet by visiting other students in an effort to encourage them.

3. Brushing Up Award (1966)

Give an award of a paintbrush to those members who are making efforts to improve their leadership skills and abilities by attending workshops, programs, and conferences. It's important to encourage this kind of activity.

4. Plaques and Trophies (1967)

Plaques and trophies make outstanding mementos of involvement and achievement. If you cannot afford new trophies scavenge old ones that could be revamped by adding new inscription plates, by adding a more appropriate decoration at the top, etc. Work with a local dealer who is willing to assist you.

5. Friend of the Halls (1968)

Make an award to administrators, faculty, and staff members who make an outstanding contribution to the residence halls. This may be in the form of a small award, a certificate, a newspaper ad, or simply recognition at a banquet. Don't forget that one of the efforts of NRHH should be to recognize all of those who assist the halls - not just the students.

6. Link Award (1969)

Provide those individuals, offices, and organizations that have assisted you in your efforts with a piece of chain. This is an inexpensive and catchy way to carry your message.

7. Murals (1970)

Recognize the creative talents of your group or organization by allowing them to create a mural that pictorially or graphically represents the goals of the organization. Allow all members involved to sign the mural.

8. Videos (1971)

Create a video that talks about group goals, group projects, or allows senior members to give advice to those who will be future members. This is an excellent way for people to feel involved and by giving copies of the video to each member, you share a lasting souvenir of the year.

9. Balloon Prizes (1972)

Solicit prizes from local merchants and at the end of the year give members an opportunity to break a balloon that corresponds to a prize.

10. Jar of Candy (1973)

Keep a jar of candy on your desk and only let individuals take a piece of candy from the jar if they can share an outstanding personal success or accomplishment with you.

11. Paper Clip Award (1974)

Give awards of a giant paper clip to those who are working to keep your organization organized or working together - sometimes we forget how much of an impact those simple tasks can be.

12. Banners (1975)

Create banners that share items of praise to be displayed at your meetings or in the hallways near your office. You may also choose to display a banner at the office or room of the person you are recognizing.

13. Balloon Surprise (1976)

Share a Mylar balloon as a surprise or for an even greater surprise, arrange to fill an office or room with balloons. This will take some coordination for entry and a lot of hot air, but it is sure to surprise the recipient.

14. Incident Reports (1977)

Most campuses use some type of incident form or documentation for the student conduct system. Why not take these forms and document positive behaviors? Have students meet with hearing panels or administrators for focus on their positive contributions! Encourage good behavior to repeat itself!

15. Wanted Posters (1978)

Use photos to create "Wanted for Good Behavior" posters to be placed throughout the office or the hall!

16. Jail (1979)

Arrest these "do-gooders" and place them in jail - a main lobby area of the student union would be a good place! Treat them with a lot of TLC in preparation for #84. This may also be adopted as a fund-raiser, see if friends or colleagues will post bail money!

17. Trial (1980)

Have a trial to see if they are guilty of the good deeds they have been charged with. This can be played to the hilt as a melodrama. (You may want to consider videotaping for later showing.) The close of the Trial is a perfect opportunity for a going free party!

18. Meeting Themes (1981)

Boost the morale of your organization or staff by sponsoring meeting themes (i.e.: Beachwear, movie stars, etc.)

19. Report Cards (1982)

Give everyone report cards at the end of a project or a term. This can be a very positive way to evaluate and recognize accomplishments! You may even choose to send these home to family members.

20. Flowers (1983)

Everyone enjoys flowers for special occasions. Why not share a bloom with those who are deserving of your thanks? It's a small deed that is sure to brighten their day!

21. Cinema Announcements (1984)

Usually it is common for a member of your campus cinema organization to make some announcements before the screening of the movie. Why not encourage the organization to recognize those that you work with?

22. Chalk the Walls (1985)

If it does not violate campus policy, why not share positive exclamations of praise by chalking them on the sidewalk? This is sure to draw attention to your "honoree" and to your organization for its recognition efforts!

23. Day Off (1986)

Share recognition by trying to give an outstanding student leader a "day off." Try to find some volunteers that will assist them in making their day as effortless and enjoyable as can be (ideas might include doing laundry, cleaning dishes, typing memos, etc.)

24. Phone Calls (1987)

Have an administrator make a telephone call to family members of an outstanding student to share their appreciation for the efforts of the students!

25. Dedications (1988)

Dedicate programs, activities, and events to the outstanding individuals on your campus. This really will cost nothing - just make a mention of it on the advertisement or mention it in the introduction.

26. Bookmarks (1989)

Create bookmarks that highlight the outstanding accomplishments of individuals and have these bookmarks placed at the main desk of your campus learning/resource center.

27. Letter to the President (1990)

Why not send a letter praising the contributions of your group or an individual to your state's Senator, Representative, or Governor, or perhaps the President of the United States? Politicians usually get letters of complaint or dissatisfaction. Many politicians will return positive letters, but even if they don't you can send a copy of the letter to who you are praising and they'll always have a letter that was sent to the President about their efforts.

28. Show them their Efforts (1991)

If your school nominates inductees into NRHH, rather than an application process, you send the nominee a copy of what great thing someone else has to say about them. This goes for all of the "Of the Month" award nominations as well. It always feels good to be nominated to win an award, or be inducted into an honorary organization, but it feels even better when you know why others value your dedication!

29. R.O.S.E. Award (1992)

Recognition of Superior Effort is given with a certificate and a rose. Choose a rose color that best matches the personality of your honoree.

30. Thank You! (1993)

Need I say more?

31. Twinkle, Twinkle (1994)

Constellations are wonderful, aren't they? So, to put things on a smaller, more individualized level, name a star after the best among your group.

32. E-Mail Baby! (1995)

Send a groovy message to those of a deserving nature. The Internet is a popular way of sending out some great vibes. Let the people who are worthy receive some great recognition. Everybody loves to get email!!!

33. Induction to the Association of Alumni and Friends of NACURH (AAFN) (1996)

The AAFN was formed to recognize outstanding individuals who have significantly contributed to improving the quality of life in the residence halls. The AAFN has been referred to as the "Hall of Fame" for NRHH Chapters and RHA's across the continent. Inductees are recognized at the NACURH Conference each May. A paragraph briefly detailing the individual's contribution is included in an annual booklet published and distributed among NACURH member schools. Inductees also receive an engraved paperweight. The deadline for inductees for each academic year is March 31st. Induction requires a \$100 contribution to the AAFN Fund and the submission of a brief (approximately 50-60 words) informational paragraph describing their contributions and accomplishments. The funds are used to support student leadership development and scholarships within NACURH. To induct an individual on your campus contact the National Advisor.

34. NRHH pin and Apparel in honor of... (1997)

At your NRHH meeting, recognize someone who has exceeded the expectations of the group and wear your NRHH Apparel and Pins in honor of that person the next day.

35. "Liter" of the Week (1998)

At the beginning of the year the chapter decides who deserves the Leader/Liter of the Week award. The winner is awarded with a bottle of soda and is allowed to keep it. The next week the previous winner chooses someone they believe is deserving of the honor and it continues that way for the rest of the year. Not only do the leaders get recognized for their leadership but they also get a frosty beverage!

36. Go Back In Time (1999)

Ever wished you were a kid again? By simply giving the gift of a children's book with a significant message, you can assist somebody to regress into his/her childhood and relive the "good ol' days." Might I suggest calling the Doctor (Seuss,

that is!)? Did I Ever Tell You How Lucky You Are? or Oh, The Places You'll Go! And what about, "The Little Engine That Could"? There is no better way to tell someone, "I think you can, I think you can, I think you can..."

37. Build a Website (2001)

Build a website telling about the person/people and what a great job they have done or continue to do. This can be done at some place like geocities.com or on your own organization's web space.

38. Adjourn in Honor of...

As a simple recognition, adjourn your meeting in honor of an individual or organization that has excelled. This should appear in the minutes.

39. Appreciation Marbles

Give each member of your group a small jar. Each time they do something that you appreciate, give them a marble to place in the jar! This is made even more powerful if you attach a note, or share with them why you are rewarding them.

40. Appreciation Weeks

Celebrate your custodial staff, hall directors or central staff by dedicating an entire week to them. Small gifts and notes can go a long way in thanking these individuals for all their hard work.

41. Bright Ideas

Give out light bulbs to those members of your organization who had a bright idea!

42. Bubbles

Let members of your organization know that they "Blow you away" with all their hard work and dedication. Bubbles can be a great way to take a break and relieve stress as well!

43. Burning the Candle

Burn a candle at both ends and award it to someone who is pushing himself or herself to the limit! This might also work as a nice memento of a burnout of a program or workshop.

44. Buttons

Buttons can advertise a number of things. They can indicate membership, or they can indicate special recognition within your group. Use buttons as an inexpensive way to recognize the efforts of others!

45. Campus TV/Radio

Use your campus TV or radio station to promote outstanding achievements of organizations or individuals! This is an excellent way for students to be aware of the excellent pursuits of their peers.

46. C.A.R.P. Award

This award also utilizes goldfish in recognition of the fact that they are nothing but fancy carp! C.A.R.P. is an acronym for Caring And Responsible Person, and a C.A.R.P. award should be made anytime one of your members has done something that is sensitive and supportive of others.

47. CDs

Have every member of your organization, committee or staff bring a CD or tape of his or her favorite song that reflects on the memories of this group or that reminds them of each other. Burn these songs into a master copy and then share a duplicate with all the members of the group. This can make a good closure gift!

48. Coloring Book

Create a coloring book based upon the individuals and projects that are representative of your group. Try selling it as a fund-raiser or hand it out at meetings for those who like to doodle.

49. Corn

Cans of corn are inexpensive and although really “corny” can make someone laugh. Give a can of corn to the “Cream of the Crop” in your organization!

50. Create-A-Song

Rewrite the words to a favorite song or TV theme song to recognize a special event or the accomplishments of an individual. Make a tape of this song to play at a meeting and award a copy to the deserving party.

51. Door Decorations

Give each member a laminated door decoration that includes his or her name, position and organization logo.

52. E-cards

If you need a quick way to send any variety of messages or possibly lack the creativity to make or write a catchy slogan and card there are a number companies that provide free cards. Send to a few or many people as deserve recognition each day!

53. Energizer Award

Give an award of a battery to the individual who is doing the most during the week to energize the group or organization. You may use one battery mounted on a plaque or you may present each honoree with an individual battery.

54. Fan

You are doing a “fan”tastic job in your position. Give a fan to anyone that deserves to be recognized. Write a note on the back so they don’t forget why they were given this fan!

55. Flower Seeds

Give packets of seeds to individuals at the beginning of a term project. Tell them that the seeds are like opportunities-if treated with care, and given the right amount of nurture, they will flourish into something beautiful. Organizational tasks and individuals are the same...at the end of the term or project, ask what the members did with their seeds.

56. Friendship Plants

There are varieties of plants that can be propagated very easily by simply rooting a cutter in water. Have a big plant like this in your office or room, and give a cut out to people who have helped you or are deserving of recognition.

57. F.R.O.G.s

F.R.O.G.s (an acronym "For Recognition of Growth") may be awarded to those who are maturing and developing in their leadership positions. You may choose to give plastic frogs or perhaps you will even decide to give tadpoles to these outstanding members.

58. GOALdfish

Few people enjoy creating goals - but everyone likes goldfish. When you set goals at the beginning of a term or project, consider awarding a GOALdfish to all of those who achieve all of their goals. This is an inexpensive and creative way to encourage students to reach for their goals and for you to recognize them for their accomplishments!

59. Good Egg Award

Blow out an egg, decorate it, and award it to a member of your organization who has been a "Good Egg."

60. Hall of the Year

Form a committee to nominate, deliberate, and select a residence hall on your campus that is deserving of the award for being the "Hall of the Year". Selection criteria should be established early and should be communicated with all the halls wishing to participate in the program. Halls can submit bids or the selection committee can solicit bids from deserving halls. Suggested categories for consideration could include creativity, programming, involvement, support of RHA, and

growth or improvement that has occurred throughout the year. Involve administrators in presenting the award to make it even more special.

61. Hangers

Give a plastic hanger to members or a group or organization that need encouragement to "hang in there" after a difficult meeting or week.

62. Hats off to...

Cut top hats out of paper and award them to those who deserve a tip of the hat. This is a very inexpensive and creative way to share recognition.

63. High-Five!

Trace your hand on a sheet of paper and write High-Five at the top! Below the hand write the word HAND vertically with the acronym Have A Nice Day! Include a personal note to make the persons day extra special!

64. Honor Chords

Honor your graduating members with Honor Chords to where during commencement. Chords can be given for being a member of the organization or for specific requirements that were met throughout their membership.

65. Hot Ticket Award

Create an award that looks like a ticket burn it around the edges, put it in a plastic sleeve and you have the Hot Ticket Award. A perfect way to recognize those individuals or ideas that have burned bright!

66. Hugs and Back-Pats

Never underestimate the importance of being touched by someone. Talk is cheap, but by reaching out to another, you can indicate your approval, your understanding, your appreciation, and your support! Don't let anyone suffer from skin hunger!

67. Need a Hug?

Trace two of your hands then connect them with string. You can then put on the hands on the string and write a note on the hands telling them why they are appreciated!

68. Lapel Pins

Many people like to collect lapel pins. Have your organization make an award in which each recipient receives a lapel pin for their accomplishments. Pins can be designed specifically for your group or organization through a number of companies. Search out the best deal for you!

69. Letter to Families

A powerful recognition tool is to take time to write a letter to students' parents, guardians and relatives. All enjoy hearing about the special talents of the students you work with! This is a powerful public relations tool as it enhances the status of your organization by promoting that you care, and it shows students that their involvement has had a great impact! Many of us recognize that families have difficult time understanding the various leadership roles and student activities that take place in many residence halls. This may help provide a bridge to greater understanding.

70. Light bulbs

Spotlighting a member of your organization each week can be a great way to recognize individuals and also get to know more about them. Read off facts about each member and have the rest of the group guess who you are talking about. The secret individual gets a light bulb or flashlight for being the "Spotlight" of the week!

71. Limerick/Poem

Write a limerick or poem to celebrate an individual or the accomplishments of a group! Pass it out at meeting or include it in your minutes.

72. Magnificent Marbles

Every member of your group should receive a marble. You then explain that this is a magnificent marble and that it should be given to someone who is deserving because they have done something magnificent! Each member is encouraged to visit with another member of the group who is deserving of receiving this marble and share why they are making this "award." This is a positive, non-threatening way to share positive strokes.

73. New Cars

Give everyone in the group a new car! Make award contingent upon some accomplishment or a record of participation. Attach the slogan "Way to Speed through the project". Unless you are quite wealthy we suggest you purchase Matchbox cars vs. the real thing!

74. Notes

There are so many times that a simple note can have a great impact. Many people enjoy receiving praise in person, but there is something about having a note to refer back to that makes it very special. You can put a note on almost anything - it's just the time you take to write it and send it that makes it special.

75. Origami Metaphor

This recognition idea is made specifically for leaders in housing and or residence life. You take a couple square pieces of paper, and instructions on how to make an origami piece. You also attach the following verse: The actual residence hall with its staff is plain, like this piece of paper. But when a staff and a little bit of work is added, both can be turned into something beautiful. Thanks for all the hard work you do!

76. OTM Blurbs

Each month, compile a short summary of each OTM that was submitted to your campus level. Take all those summaries and create a document with all OTMs submitted to your campus level. Finally, distribute it to all your halls, staff members, and housing personnel to post and read about. This way, EVERY OTM nominee can be recognized for the great work that they did in the past month. It's simple and the database can do it for you!

77. Outlet Award

Give the award of a small outlet cover or plate to someone who has been an outlet for creative ideas or energy within your group or organization.

78. Paper Plate Awards

Recognition for the most random acts can be very enjoyable! Give each member of your organization a paper plate and some markers. Have them design an award for anyone in the room. The awards can be serious or silly. Have everyone present their awards to the others members!

79. Personal Ads

Take out a personal ad in you campus newspaper to praise the accomplishments of individuals or groups that you work with. This is an inexpensive way to praise efforts and to share recognition in front of their peers.

80. Prize Patrol

Have you ever seen Ed McMahon and the Publisher's Clearing House sweepstakes van? Take that idea and create life size congratulatory checks to deliver to rooms of students who have won an OTM. Take balloons, some food, and the large check right to their door and surprise them! Don't forget to bring a camera. When you get done, post all the photos on a Prize Patrol bulletin board so everyone can see!

81. Publicity Releases

Utilize your University relation's experts on your campus to complete publicity releases about efforts of the individuals that you work with. Students like to see their names in local newspapers and usually it does not cost anything.

82. Raisins

Give everyone in your organization or on a committee a box of raisins for "Raisin' the Standard". Be sure to personalize the box of raisins with a note letting them know that their effort recently has set a new standards that others will have to strive for in the future.

83. RC

Recognition Cola! Give a can of RC, along with a note to anyone that you would like to recognition. Whether they reached their goals, completed a task, passed a test, or were a great friend everyone deserved to be recognized!

84. Resident of the _____

Appoint a committee in your residence hall organization to select a resident of the (day, week, month, etc). Resident of the _____ can receive a letter of congratulation from the Director of Housing, the Chancellor, and the Hall Association President. You can also announce the selection in the newspaper, on the campus radio, etc. Post the winner's picture too!

85. Slide Shows

Take a number of pictures throughout the year to create a slide show for presentation at the end of the year. Paired with music, a slide show can be a powerful way to focus attention on the accomplishments of the year.

86. Snap cup

Take a huge cup and decorate it so that it represents your group. When you feel like your group has some tension just needs a boost have everyone write down something nice about the group or a person in that group. After everyone has put it in the snap cup, you then pick them out and read them. After each one everyone snaps!

87. S'mores

Everything is 's'more' fun with you!! Everyone loves s'mores and they love being told they are good company. If you can not make s'mores, grab a s'mores candy bar.

88. Starfish Award

There's a story about a gentleman who questions why a person is going to extraordinary measures to throw starfish back into the sea. When asked the question, the rescuer responds "because it makes a difference to this one." Giving a dried starfish to those who are outstanding in reaching out to others makes for an appropriate and touching award.

89. Stirring Things Up Award

For those who have stirred things up in a positive way you may choose to recognize them by awarding them with a large mixing spoon. Attach a note or certificate to explain how they have mixed things up!

90. Success Jars

Have everyone share a recent academic success on a card. Throughout the meeting, take time to draw out and read the cards.

91. Sunglasses

Sunglasses come in all shapes, sizes, and colors. Let someone know that "You shined so brightly, I had to put on my shades!" Everyone can look ridiculous together wearing hot pink children's sunglasses!

92. Superballs

Give everyone in your organization a superball as a reminder that they are super! You might even want to take a break in your meeting to play some games with the superballs-free the child that's hidden inside you and the members of your organization!

93. Thumbs Up!

Have your executive board decide on someone that did something great since your last meeting. Make them a big "Thumbs Up" and write a note explaining why you chose them. Have each member of the executive board sign it and present it at your next General Assembly Meeting.

94. To Do Jar

Have people in your organization write the things that they like to do on a sheet of paper. After a particularly long day, meeting, or personal/organizational success, draw one of the cards and do what is written on the card. Your job as a leader is to assist in making sure that the activity takes place.

95. Traveling Trophies

A chapter mascot, trophy, or any other item that has meaning to your group can be passed around each week to someone that has had the most successes, needs the biggest pick-me-up, or did the silliest thing can be the recipient of this award.

96. Truck

Everyone has a bad week. Pass around a truck in your group each week to the person that could use the encouragement to “Keep on Truckin’” until things get better. Let them know that you are behind them and that if they need any help you are always there for them!

97. Twizzlers (Pull ‘n Peel)

Did an individual or group within your organization just complete a large event or program? Give them a bag of Twizzlers Pull ‘n Peel for “Pulling the Program Together”. Also, a wagon is appropriate for “Pulling the Program Together” as well ☺.

98. Wishing Well

Give every member of your group a penny, place a plastic wading pool in the middle of the room (or any wishing well facsimile) and request that members of the group throw their penny into the well while making a verbal wish. You may even adapt this by giving out more than one penny and having people make wishes in certain areas. This may be a good warm-up exercise for a goal setting program. Another variation of this activity is to attach a penny to a piece of paper. Give each person enough pennies and paper to write one wish for everyone else in the room. Present these wishes to each at the end of the meeting.

99. Words of Wisdom

Have each member give you a quotation that is a personal favorite. Compile these into a small quotation booklet and use the quotes to decorate bulletin boards, etc.

100. 100 Grand

100 Grand candy bars are a great way to let someone know that they are “Grand” at what they do or that they make the organization “grand”. Plus who couldn’t use a chocolate fix in the middle of the meeting or when they check their mailbox?

Notes on Bidding

What to Include in NRHH Chapter Bids

These are just recommendations, not set in stone. Please include any additional pertinent information as you see fit.

1. Communication

A. Local Level

1. Communication with other local chapters
2. Communication in the chapter
3. What effects and how used?
4. Communication with state NRHH AD

B. Regional Level

1. Communication with other chapters outside state
2. Communication with Regional NRHH AD
3. Communication with new chapters outside state
4. Communication on regional task forces
5. Communication on regional committees

C. National Level

1. Communication with National Office
2. Communication with other regional NRHH AD's
3. Communication with other chapters outside region
4. National Task forces and committees

2. Support

- A. What did your chapter do at all three levels?
- B. How significant were the effects of your tasks?
- C. Were the ideas originally from you or others?
- D. How many people involved and the time?
- E. Future plans in support of all three areas

3. Participation in reinforcing the purpose of NRHH & NACURH

- A. What is the purpose of your NRHH chapter?
- B. How did you all make a difference?
- C. What effects have the changes that you made effected NRHH?
- D. How are you contributing to NACURH?
- E. What are the future plans for your purpose?

4. Goals and Objectives

- A. What were your goals and objectives (please outline)
- B. How were they accomplished?
- C. How successful were you?
- D. What are the effects of the implementation of the goals?
- E. What changes if any do you plan in the future?

5. Recognition

- A. What types of recognition do you have at your chapter?
- B. What are some new ways you have thought of for recognizing people?

- 6. Awards**
 - A. What awards has your chapter received at all three levels?
 - B. What awards have individuals received in all three areas?

- 7. OTM's**
 - A. Please list all national OTM winners
 - B. Please list all regional winners
 - C. Please state months that you have submitted OTM's to the region

- 8. Conference Attendance**
 - A. List conferences that NRHH members have attended
 - B. List the number of NRHH members in attendance at conferences
 - C. List any programs presented by NRHH at conferences

- 9. Programming and Leadership Experience**
 - A. List all programming with brief description
 - B. What leadership opportunities does your chapter provide?
 - C. What future plans does your chapter have for programming and leadership development?

- 10. Letters of Support**
 - A. Chapter President
 - B. Chapter Advisor
 - C. RHA President
 - D. Director of Housing

- 11. Misc. Information**
 - A. Advertisement material on programs (only a couple please, if any)
 - B. Other significant events the chapter undertook
 - C. Please list if bids are on recyclable paper or not
 - D. Other information or news you feel needed.

Bid Outline for the National Office

I. Autobiography and Responsibilities of NRHH Staff

- A. Director
- B. Associate Director(s)
- C. Advisor

II. Goals of Office

- A. Brief explanation of why you want to host the NRHH, what you hope to accomplish during your year in office, and any ideas you may have.

III. Facilities Available

- A. Duplication Facilities
 - 1. Per copy cost for Xeroxing
- B. Telephone (long distance, answering service, etc.)
- C. Available office space (location, hours available)
- D. Computer facilities (or alternate method of maintaining mailing lists)

IV. Description of Institution's NRHH and RHA

- A. How active in NRHH
- B. How active in NACURH
- C. Financial Structure

V. Campus Information

- A. Geographical location
- B. Available office supplies
- C. Semester or quarter system

VI. Letters of Support

- A. Campus chapter of NRHH
- B. Campus RHA
- C. Student Affairs Chief Administrator
- D. Director of Housing

Appendix

Sample Constitution and Bylaws
(includes officer and member oaths)

**The Elisabeth Brooks Warren Chapter
National Residence Hall Honorary
Constitution**

Preamble

We, the members of the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary at the University of North Texas, in recognition of the need of a democratic system whereby maintain and improve our chapter, do hereby establish this constitution.

Article I: Name

The name of the organization shall be the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary (NRHH) at the University of North Texas.

Article II: Purpose

Section 1: To recognize outstanding leadership, service and dedication to the Residence Hall System that went above and beyond the call of duty.

Section 2: To provide a leadership resource for the Residence Halls.

Section 3: To assist the needs of the UNT and Denton communities through quality service.

Article III: Membership

Section 1: Membership shall be limited to 15 active members or 1% of the Residence Hall population per year, whichever is greater.

Section 2: Membership shall be divided into three categories: Active, Alumni and Honorary.

A. Active

1. Lives on campus and attending classes
2. Receives one vote when present on all voting matters.
3. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

B. Alumni

1. Lives off campus.
2. Lives on campus, but is not attending school.
3. Receives one vote except in the selection of new members.
4. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

C. Honorary

1. Lives on or off campus.
2. Does not vote.
3. Appointed by Executive Board.
4. Individuals who could qualify for active membership, with the exception of graduating seniors, can not be inducted as honorary members.
5. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap.

Section 3: Responsibilities of Active Membership

- A. Members must attend all NRHH meetings (if they are unable to attend they should contact the President and inform them 24 hours prior to the meeting). Members are allowed one unexcused absence per semester.
- B. They must write no fewer than two OTMs per semester (fall and spring) in any category.

- C. Each member shall maintain a 2.5 cumulative G.P.A. each semester.
- D. Each member shall exhibit leadership, character qualities appropriate for representing NRHH and UNT in a consistent, willing and positive manner.
- E. Active participation in all projects volunteered for or assigned.
- F. An Active member of a chapter, who permanently leaves the residence hall system, shall become an alumni member. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When a member leaves the residence hall system, they must submit a letter to the chapter as to whether the leave is temporary or permanent. When a member submits a notice of temporary leave, they must indicate the duration of their leave to the chapter. 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 NRHH National Office Director to request a temporary increase in their 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.

Section 4: Transfer Members

- A. If an NRHH member transfers to UNT they may submit a letter to the chapter to become affiliated with the Elisabeth Brooks Warren Chapter. The Executive Board shall review the letter and shall determine the acceptance of the member. The member shall be placed in the appropriate membership category.

Article IV: Amendments

Amendments to this Constitution and its by-laws may be made by a two-thirds vote of present active and alumni members during any chapter meeting.

Article V: Ratification

This Constitution shall become effective when a two-thirds vote of present active and alumni members is received; furthermore, upon ratification, this Constitution shall supersede any previous Constitution ruling this organization.

Article VI: Officers

The elected officers of this organization shall be President, Vice-President for Recognition, Vice-President for Selection and Induction, Secretary, and Treasurer.

Article VII: Advisor

The Coordinator for Residential and Judicial Affairs shall appoint this organization’s advisor at the beginning of each semester.

**The Elisabeth Brooks Warren Chapter
National Residence Hall Honorary
By-laws**

Article I: Meetings

Section 1: This organization shall follow *Robert’s Rules of Order* unless otherwise stipulated by the Presiding Officer and/or the Executive Board.

Section 2: Regular bi-monthly meetings shall be set by the Executive Board at the beginning of each semester.

Section 3: Additional meetings shall be called by the Executive Board as necessary.

Article II: Duties of Officers

Section 1: The President shall:

- A. Preside over all chapter meetings.
- B. Preside over all Executive Board Meetings.
- C. Preside over all “Of the Month” selections.
- D. Create special committees, as needed.

- E. Maintain correspondence with the SWACURH NRHH RAD.
- F. Maintain correspondence with the NRHH National Office.
- G. Assist with yearly affiliation process.
- H. Perform all other tasks normally associated with the position of the President as defined by *Robert's Rules of Order*.

Section 2: The Vice-President for Recognition shall:

- A. Be responsible for monthly recognition projects.
- B. Shall facilitate any programming events.
- C. Assume the President's duties in the absence of the President.
- D. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

Section 3: The Vice-President for Selection and Induction shall:

- A. Be responsible for soliciting suggestions for membership candidates
- B. Send out membership applications.
- C. Receive and prepare applications to be unanimous for members to vote on.
- D. Send letters notifying candidates of membership status.
- E. Facilitate the overall selection and induction process.
- F. Plan and organize the Induction reception each semester.
- G. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

Section 4: The Secretary shall:

- A. Take minutes of all chapter or Executive Board meeting.
- B. Have presentable copies of minutes available by the next meeting.
- C. Maintain the "NRHH Chain Letter" newsletter.
- D. Send out the newsletter to member's bi-monthly.
- E. Perform all other tasks normally associated with the position of Secretary as defined by *Robert's Rules of Order*.

Section 5: The Treasurer shall:

- A. Prepare a budget request to be presented to the Coordinator for Residential and Judicial Affairs at the beginning of each semester.
- B. Keep accurate records of all moneys spent on a semesterly basis.
- C. Sign all NRHH Purchase Requests and keep copies of PO's.
- D. Be responsible for any fundraising events.
- E. Perform all other tasks normally associated with the position of Treasurer as defined by *Robert's Rules of Order*.

Article III: Duties of Advisor

Section 1: The Advisor shall:

- A. Act as a liaison to the Coordinator for Residential and Judicial Affairs.
- B. Attend all meetings, either of the Chapter as a whole or of the Executive Board.

Article IV: Removal of Officers

Section 1: If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

Section 2: Removal Procedures

- A. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
- B. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.
- C. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
- D. If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position.
- E. If there is a majority vote from the committee to remove the officer, then the NRHH chapter will be presented the situation by the committee.
- F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes.
- G. A three-minute question and answer period for both shall follow with no discussion afterwards.
- H. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

Article V: Election Code

Section 1: Requirements for Candidacy

- A. All candidates must have been an Active member with voting rights for the semester prior to which they will hold office.
- B. All candidates must be an Active member for the year in which they intend to hold office.

Section 2: Election Procedure

- A. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
- B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the President. If the President wishes to run for an office, they must submit their letter of intent to the Advisor.
- C. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
- D. A three-minute question and answer period will follow each candidate's speech.
- E. Winners will receive 50% plus one of the votes cast in the election of the office.
- F. In the event of a tie, and immediate run-off election shall be held between the top two vote receivers.
- G. Each officer shall be elected to a one-year term.
- H. Officers shall take office immediately after induction.

Section 3: Officer Oath

- A. The Officer Oath is as follows:
"I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. I solemnly swear, as an executive officer, to serve the Elisabeth Brooks Warren Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, and the NRHH National Office, as well as, the well-being of the chapter."

Article VI: Vacancy of Office

Section 1: Should the office of President become vacant, the Vice-President for Recognition shall assume the office of the President.

Section 2: Presidential Appointments

- A. In the event that an Officer leaves office, the President shall appoint an Active member with voting rights to finish that office's term.
- B. This appointment shall be made at the meeting following the office's vacancy.
- C. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.

- D. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.
- E. This election shall be governed by the election code in Article IV.

Article VII: General Voting

Section 1: General voting is considered to be any voting except in new member selection voting.

Section 2: Executive Board

- A. Each officer, excluding the President shall receive one vote in each voting matter.
- B. The advisor shall receive one vote in each voting matter.
- C. The President shall only vote to break a tie.

Section 3: 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 receive one vote except in new member selection matters, unless they have lost their voting rights for the semester.
- C. Honorary members do not vote.

Section 4: Voting Procedure

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

Article VIII: Absences

Section 1: Excused/ Unexcused

- A. Absences may be excused by the President in the following manner:
 - 1. A reason for the absence must be submitted to the President 24 hours prior to the meeting.
 - 2. The President may then accept the statement and excuse the absence if the President believes the circumstances call for such an action.
- B. Absences may be considered unexcused by the President if the reason is not justifiable.
- C. The member may appeal the decision of the unexcused absence in writing to the Executive Board.

Article IX: Selection and Induction

Section 1: Nominee Requirements

- A. Nominees must currently reside on campus.
- B. Nominees must have resided in Residence Halls for at least a two semesters (including the present semester).
- C. Nominees must have a cumulative G.P.A. of at least 2.5 on the UNT scale.
- D. Nomination must be given to the Vice President of Selection and Induction by the deadline set each semester.
- E. All NRHH members, housing staff and residents can make nominations. This includes self-nominations.

Section 2: Voting Procedure

- A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
- B. Nominees must receive 50 % plus one vote of those active members present with voting rights to be inducted.

Section 3: Voting Members for the selection shall consist of active members with voting rights.

Section 4: Induction Oath

A. The Induction Oath is as follows:

“I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. 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 X: Affiliations

Section 1: A representative shall:

- A. Be sent to the Residence Hall Association General Assemblies.
- B. Be sent to the Residence Life Advisory Council Meetings.
- C. Be sent to the Eagle’s Nest Inter-Organizational Council Meetings

Section 2: This chapter shall remain in good standing with the National and Regional Offices of the National Residence Hall Honorary.

Article XI: Mascot

This chapter shall pick a mascot at the beginning of each year. This mascot should reflect the chapter’s vision for the year.

Article XII: Chapter Traditional Functions

Section 1: This chapter shall continue its work with Adopt-a-spot. The chapter will maintain the Adopt-a-spot project by cleaning it at least six times a year.

Section 2: This chapter shall give out Writer’s Cramp Awards for those individuals who write OTMs and submit them to our chapter.

Section 3: This chapter 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 Housing.

Article XIII: Chapter Pin-Awarding Procedures

Section 1: The requirement for the “diamond” pin is membership induction into the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary.

Section 2: The requirement for the white “leadership” pin is a prominent display of leadership ability here at UNT (as assessed by the current NRHH executive board) or placement on the NRHH executive board.

Section 3: The requirements for the eight “bronze” pins are at the discretion of the NRHH and RHA President. These pins are to recognize individuals who have demonstrated outstanding service to RHA, NRHH, SWACURH and NACURH. UNT can only give out eight bronze pins a year.

Revised by the NRHH assembly on 7/16/01

Sample Chapter Nomination Form and Application
Nomination form for the Vandal Chapter of the National Residence Hall Honorary

Name of nominator:
Name of nominee:
E-mail address:
Address:
Phone number:

List positions held by your nominee?

List activities that this person has been involved in:

What has this person done above and beyond their position requirements?

Application for the Vandal Chapter of the National Residence Hall Honorary

Name:
E-mail Address:
Grade Point Average:
Number of semesters in the residence halls:
MSC Box:

1. Why do you want to be in NRHH?
2. What can you personally contribute to the Vandal Chapter for 2002-2003?
3. Please list some of your more significant contributions within the residence halls.
4. Will you be on campus next year? What are your plans for next year?
5. Give us some thoughts as to why recognition is important in leadership.

Applications are due _____ by _____pm in the RHA Office in the Basement of the Wallace Complex.