

National Residence Hall Honorary Constitution

REQUIREMENTS CHECKLIST:

This checklist was created based off of the 2009-2010 National Residence Hall Honorary Bylaws. Other articles may be present if desired by individual regions or chapters. All articles of a chapter's constitution must be in alignment with Regional and National Policy Handbooks and Bylaws.

Note: While this checklist is new, all its contents are based off of the 2009- 2010 NRHH Bylaws which were NOT adjusted or changed in any way this year.

Chapter constitutions **MUST** include the following articles:

Name

- Institution's Name
- Chapter's Name
 - Your chapter name is allowed to simply be your institution's name. Example: University of Summer's National Residence Hall Honorary

Purpose

Membership Qualifications

- Statement acknowledging that once an individual has been inducted as an NRHH member, that individual is an NRHH member for life
- Active Membership
- Early Alumni Membership
- Alumni Membership
- Honorary Membership
 - NOTE: These are the **ONLY FOUR TYPES OF MEMBERSHIP** in NRHH. Any other types of membership will prevent constitution approval.
- Membership Capacity

Selection Procedures

Officers

Meetings

Finances

Amendment Procedures

Need help creating or updating a NRHH constitution? See Chapter Constitution Recommendations.

Chapter Constitution RECOMMENDATIONS:

Note: The following is based off of information from the NRHH National Policy Book, NRHH National Bylaws, and previously approved constitutions. These are SUGGESTIONS and recommendations, not requirements.

Name

- Date chapter was founded (if known)

Purpose

- See the Vision and Mission statements in the NRHH Policy Handbook
- Include the four pillars of NRHH
 - Leadership, Recognition, Scholastics, and Service

Membership Qualifications

- See Article II, sections 5 through 7 in NRHH National Policy Book

Selection Procedures

- Nomination process and procedures
- Timeline(s)
- Selection voting process
 - Who can be involved with the final decision?
 - Executive board members
 - General Body Majority
 - Selection Committee

Officers

- Officer titles (don't forget to include advisors)
- Qualifications for officers
 - GPA minimum
 - Length of time in honorary before eligible to run for office
 - Can they hold officer roles in other campus organizations (hall councils, campus resident hall association, etc.)
- Individual position responsibilities
- Officer election process
- Process for removing individuals from executive office(s)
- Vacancy of office

Meetings

- Keep it general because it will probably need to change from semester to semester
 - Executive board shall establish dates and times of meetings
 - Meetings shall be used to conduct and discuss NRHH related business
 - Attendance policy for executive board and general body members

Finances

- Membership fees and dues (if needed)
- Permission for spending chapter funds
- Requirement of a yearly budget
 - Reviewed and voted on by

Amendment Procedures

- How are amendments presented
- Amendments must pass by ___% vote of active members present

Committees

- You do not have to have committees
- You can be general and state that committees shall be created as needed by chapter officers
- You can be specific and name the different committees that your chapter wants
 - Include names of committees
 - Committee responsibilities
 - Are members required to serve on committees?

Ethical Considerations

Parliamentary Procedures

- Use of Robert's Rules of Order?
- Quorum requirement?

Transfer of Membership

- procedures