

The National Residence Hall Honorary Buckeye Chapter The Ohio State University

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PREAMBLE

The Ohio State University Buckeye Chapter of the National Residence Hall Honorary is comprised of on-campus scholars and leaders unified in the values of the University who serve and recognize the Ohio State community. We strive to improve the campus community by recognizing outstanding individuals and achievements, collaborating with campus partners, and encouraging leadership development within the student body.

SECTION ONE: NAME

1.1: Our organization shall henceforth be known as the Buckeye Chapter of the National Residence Hall Honorary. In this document, it will be referred to either as “NRHH” or “The Organization.”

SECTION TWO: PURPOSE

Establishing our organization’s goals, aims, and mission

2.1: The purpose of this organization shall be to provide recognition for students, staff, administrators, and faculty living, working, or serving in on-campus housing who have been of outstanding service and who have provided important leadership in the advancement of the on-campus housing system at The Ohio State University. It shall also be the purpose of this organization to promote activities, which encourage leadership qualities in residents and to provide recognition to residence life programs, students, staff, administrators, and faculty who assist in the development of the residence life community.

SECTION THREE: VALUES

Stating our organization’s values

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

SECTION FOUR: THE EXECUTIVE BOARD

Establishing an Executive Board

4.1 : Steering authority shall be invested in an Executive Board that shall be responsible for ensuring that the organization remains in good standing with the University, the Central Atlantic Affiliate, and the National Association of College and University Residence Halls. The Executive Board shall also be responsible for fulfilling the requirements of their individual job descriptions, any mutual duties agreed upon by the chapter, and any extraneous tasks assigned by the advisor, Chapter President, or general body.

4.2 : The Executive Board shall contain a number of standing Executive Board portfolios, but upon occasion, and with the consent of the general body, temporary ex officio positions may be added to the Executive Board.

4.3 : All Executive Board members shall be responsible for staying in communication, maintaining contact with advisors through one-on-ones, and producing a transition report before the conclusion of the term.

Outlining the responsibilities of the Chapter President

4.4 : The President shall serve as the chapter's chief executive, and first representative to the University, other organizations, and the greater Columbus community.

4.5 : The President shall be responsible for writing the agenda for all executive board and general body meetings, and leading said meetings.

4.6 : The President shall be responsible for representing the chapter at the Residence Hall Advisory Council, and shall serve as the NRHH representative as outlined by the Central Atlantic policy book.

4.7 : The President shall have the sole authority to bestow chapter honors, including the Outstanding Leadership Pin and the Bronze Pin.

4.8 : The President shall be responsible for renewing the annual registration requirements for Active Status in the University's Student Organization Management System.

4.9 : The President shall be responsible for attending all relevant trainings.

Outlining the responsibilities of the Vice President

4.10 : The Vice President shall serve as the chapter's officer for all administrative and financial affairs. They shall also assist the President in any matter and oversee meetings when the President is unavailable.

4.11 : The Vice President shall be responsible for being the chapter Treasurer and attending all relevant trainings for that position.

4.12 : The Vice President shall be responsible for keeping meeting minutes at both the e-board and general body meetings.

Outlining the responsibilities of the Director of Marketing

4.13 : The Director of Marketing shall oversee all social media responsibilities for the organization, posting at least once per week.

4.14 : The Director of Marketing shall be responsible for maintaining and updating the Involved Living Website.

4.15 : The Director of Marketing shall be responsible for electronic communication (ex. Email, GroupMe, Carmen, etc.) to the chapter regarding events and updates.

4.16 : The Director of Marketing shall be the point person on the executive board for room and space reservations.

4.17 : The Director of Marketing shall be responsible for designing, ordering, and distributing any merchandise for the organization.

Outlining the responsibilities of the Director of Recognition

4.18 : The Director of Recognition shall be responsible for overseeing the Chapter's "Of the Month" award program, including the centralized site at otms.nrhh.org, and the OTM Committee that evaluates campus winners.

4.19 : The Director of Recognition shall be responsible for the incentivizing of writing OTMs and providing some sort of monthly recognition to campus winners and regional winners.

4.20 : The Director of Recognition shall plan no less than two recognition-related programs or activities a semester.

4.21 The Director of Recognition shall oversee that the chapter remains trained on how to write OTMs and teach others to do so as well.

Outlining the responsibilities of the Director of Service

4.22 : The Director of Service shall be the point-person for all Service initiatives in the chapter.

4.23 : The Director of Service shall be responsible for planning no less than three service projects a semester.

4.24 : The Director of Service shall choose a community partner for the year of service or an “NRHH Community Partner” and create at least one opportunity per semester to volunteer and assist the community partner.

4.25 : Assist the Director of Member Retention with in-meeting service opportunities.

Outlining the responsibilities of the Director of Recruitment

4.26 : The Director of Recruitment shall oversee both the Fall and Spring Recruitment processes.

4.27 : The Director of Recruitment shall be responsible for arranging the recruitment marketing, application process, interview schedules, and the induction ceremonies.

Outlining the responsibilities of the Director of Member Retention

4.28 : The Director of Member Retention shall be the coordinator for all arrangements regarding All-Star Day. They shall also have the ability to host programs for members when appropriate.

4.29 : The Director of Member Retention shall be responsible for planning short team building exercises at each general body meeting.

4.30 : The Director of Member Retention shall be responsible for maintaining all Diamond Goals and notifying members on whether or not they have completed enough goals necessary to remain voting members.

Additional Powers and Extraneous Information

4.31 : Executive Board members may convene a committee or task force at any time. These bodies may be temporary or standing.

4.32 : The Executive Board may make temporary or standing non-Executive Board appointments at any time, with the approval of the general body.

4.33 : Should an Executive Board position become vacant due to resignation or removal, new elections shall be held at either an ordinary or special meeting with at least one week's notice.

SECTION FIVE: ELECTIONS & REMOVAL

President Elections

5.1: For the benefit of the president-elect and for the organization as a whole, the Buckeye Chapter of NRHH will host the President Election during the second week of the month of February, after the RA process, but before the rest of the general elections. This will allow the president-elect more time to transition into the role, more time spent with the current executive board to learn the organization and prepare for the following year.

5.2: The following are required of any President wishing to run:

1. Any presidential candidates will need to have a minimum of one full semester of membership in NRHH to be eligible to run.
2. Nominations for the president will open during the first week of the Spring academic semester and will remain open for two full weeks.
3. The elected president-elect will need to attend weekly e-board meetings the week following their election to begin shadowing the e-board. This only needs to happen if the member who is elected is not already a current member of the e-board.
4. The president-elect will meet with the current advisor of the president as well as the current president to discuss transition opportunities as well as gain observation of the position.
5. If no president candidates are nominated during this time or no candidate is elected to the position, the president position will be elected with the rest of the positions during the month of April.

Describing the election process

5.3 : Elections shall take place no later than the first week of April in the given year, and nominations shall open at least one week before the date of elections.

5.4 : The voting members hold the right to implement a “vote of no confidence” as an option for all positions open during the election. With a majority vote selecting this option, a position can be left empty and result in a special election to fill the vacant seat. The timeline of the special election will be imposed by the newly elected executive board.

5.5 : All elections will be governed by the non-discrimination section within the constitution (8.1). Decisions will be based on the candidate's presentation and ability to hold the position. Circumstances outside of the candidate's control shall not be considered.

5.6 : The President shall be responsible for chairing the election process, unless the President is running for a position, in which case another Executive Board member shall preside. The presiding officer may not vote, except in the case of a tie.

5.7 : Elections shall be comprised of an open floor, presentation, Q&A session, and

discussion. They will be conducted according to Robert's Rules of Order. Discussion shall only occur after all candidates have presented a specific position.

5.8 : In order to run for an Executive Board position, a candidate shall either nominate themselves, or be nominated by another member, by email. Candidates have 2 days to formally accept the nomination, via email, and are notified a week in advance of the election. Candidates can only run for at most 3 positions.

5.9 : Open floor may consist of up to a 15-minute period before elections begin where someone may nominate themselves, or others, to a particular position.

5.10 : Presentations will consist of a 5-minute period where candidates may present the position they are running for.

5.11 : The Q&A session will consist of 2 minutes per candidate for questions and answers, which can be extended twice per candidate if current members request it.

5.12 : There will be a period of 5 minutes of discussion for each position, after all candidates have presented. This period may be extended twice per position if current members request it.

5.13 : Nominations shall be allowed on a rolling basis, so that if an individual loses a particular election, they are welcome to run for another.

5.14 : All members in good standing are permitted to vote, unless they are running for that specific position. In the event of a tie, the presiding officer over that election shall cast the final vote.

5.15 : Elections shall be run in the order of President, Vice President, Director of Member Retention, Director of Recognition, Director of Recruitment, and Director of Service. Candidates must accept or deny the position on the spot. If the person denies the position, a re-vote will occur.

Describing the removal process for Executive Board members

5.16 : Any officer may be recalled by a 2/3 supermajority vote of present members at an ordinary general body meeting.

5.17 : Notice of any recall effort must be given at least a week in advance of any ordinary general body meeting.

5.18 : The member motioning for removal must give an address outlining the reasons for removal. The officer up for removal has the full right to give a rebuttal address in response.

5.19 : The President shall preside over any removal discussions. If the President themselves is up for removal, another officer shall preside. The presiding officer over

the discussion shall not have a vote on the matter.

SECTION SIX: MEMBER RIGHTS & RESPONSIBILITIES

Requirements for membership

6.1 : Members of the Chapter must have resided in on-campus housing for at least one academic term, as defined by our institution, before induction.

6.2 : Members, upon induction, must have at least a 2.5 GPA and an outstanding record of leadership, service, and recognition.

6.3 : Members may lose their membership if they do not adhere to standards set by the Chapter.

Candidate Membership

6.4 : The candidate member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member. The candidate member must submit a formal intent of pre-membership to the chapter. The Chapter must also confirm status of pre-membership to candidate member.

6.5 : The Chapter must educate the candidate on the following topics before the candidate can be inducted:

- NRHH History
- OTM's
- Membership Qualifications
- Membership Selection Process
- Additional requirements as deemed necessary by the chapter, if any

6.6 : Before a candidate member can be inducted, they must meet the requirements for membership:

- A candidate member seeking induction must be a student of the college or university with which the chapter is affiliated.
- "Student" shall be defined by the chapter's host institution.
- Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
- At the time of induction, the inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalent.
- Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.

- Candidate member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
- And any additional requirements as deemed necessary by the chapter, if any.

6.7 : Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

On-Campus Membership

6.8 : Once an individual has shown dedication and commitment to NRHH according to our chapter's standards, they will become an NRHH member for life.

6.9 : An On-Campus Member of an NRHH Chapter is a member that lives in on-campus housing and meets the chapter and NACURH membership qualifications.

6.10 : In order to maintain On-Campus membership, members must continuously meet the chapter qualifications outlined in membership requirements.

- The on-campus member must be a student of the college or university with which the chapter is affiliated.
 - "Student" shall be defined by the chapter's host institution.
- The On-Campus Member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
- On-Campus Member must be living in institutionally owned or contracted housing.
- On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
- And any additional requirements as deemed necessary by the chapter, if any.

6.11 : As part of the membership requirements, On-Campus Members must meet ~~at~~ their diamond goals to remain voting members.

Probation Status

6.12 : Once a member has not met the chapter membership expectations for one semester, the member shall be placed on probation. This entails the need to meet expectations during the following probation semester. Failure to meet Diamond Goals results in immediate removal from the Chapter.

6.13 : A graduating senior must complete at minimum half of the Diamond goals in their graduating semester in order to receive NRHH graduation cords.

Off-Campus Membership

6.14 : An Off-Campus Member of an NRHH Chapter is a member that does not live in on-campus housing and meets the chapter and NACURH membership qualifications.

6.15 : Off-Campus Members must meet the following requirements to maintain their membership:

- The Off-Campus Member must be a student of the Ohio State University.
- The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale.
- Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
- The Off-Campus Member must meet their diamond goals to remain voting members.

6.16 : At the discretion of the chapter, up to 15% of the chapter's membership cap may be Off-Campus Members, who have the same voting rights as an On-Campus Member. An Off-Campus Member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.

6.17 : An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights do not count towards the membership cap.

6.18 : Off- Campus Membership Pledge

- NRHH members that do not live in institutionally owned or contracted housing are able to apply to have voting rights within their chapter.
- If a member is granted voting rights, they will count towards the 1% membership cap.
- 15% of the entire chapter membership may have off-campus voting rights.
- The member and/or chapter must complete the NRHH Off-Campus Membership Pledge
- This form can be obtained from the region's ADNRRH.
- The form must include the electronic signatures of the chapter President and chapter advisor.
- This form must be submitted electronically
- The completed Off-Campus Membership Pledge shall be submitted to the region's ADNRRH for approval.
- It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:
 - Submission of an incomplete application form
 - The region's ADNRRH does not believe that the member applying for voting rights has provided sufficient evidence of their ability to serve the on-campus body or fulfill the requirements of the honorary
 - If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 - Each ADNRRH shall have one vote.

- A simple majority shall be necessary, with tie-breaking vote when necessary

Lifelong Membership

6.16 : A Lifelong Member is a member of NRHH that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.

- Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
- By becoming a Lifelong Member, a member would have to uphold the life-long commitment to the NRHH values of recognition and service.
- Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

Outstanding Service Award Qualifications

6.17 : An Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to the residence hall students. This may include, but is not limited to, housing personnel, instructors, and university staff. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term cannot be given an Outstanding Service Award.

6.18 : The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.

NRHH Member Removal Policy

6.19 : The Removal Policy may be enacted if an On-Campus Member can no longer meet the chapter membership expectations.

6.20 : If an On-Campus Member is removed, they no longer count towards the 1% membership cap.

6.21 : The following guidelines apply to the procedure for the removal of an On-Campus Member:

- The member and/or chapter must complete the NRHH Member Removal Application.
- This form can be obtained from the region's ADNRRH.
- The form must include the electronic signatures of the Chapter President and Chapter Advisor.
- This form must be submitted electronically.
- The completed Member Removal application shall be submitted to the

- region's ADNRRH for approval.
- The amount of members for removal is up to the discretion of the chapter.

6.22 : It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:

- Submission of an incomplete application form
- The region's ADNRRH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.

6.23 : If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRH through written request as to why the candidate deserves to continue as a member of NRHH.

Member Transfer Policy

6.24 : NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to the institution.

6.25 : The institution is able to accept/reject transfer members at the discretion of the current voting members. If accepted, these members shall become voting members of the new chapter.

6.26 : The Membership Transfer Policy is outlined according to the following:

- The student applying to transfer their membership must be fully matriculated at the new institution.
- The student seeking to transfer their membership must contact the President and Advisor in writing, detailing why they want to transfer their membership, how they benefited their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
- The Executive Board will review the written statement from the student applying to transfer membership, and if approved by a 2/3 vote during a general meeting, barring exceeding membership capacity, the student will be approved as a voting member.

6.27 : If approved, the student and/or new chapter must complete the membership transfer application:

- The membership transfer application may be obtained from the region's ADNRRH.

6.28 : The membership transfer application shall include signatures from the following individuals:

- Incoming Chapter President
- Incoming Chapter Advisor
- NRHH member seeing to transfer

6.29 : The completed application shall be submitted to the region's ADNRRH for approval.

6.30 : It is the right of the region's ADNRRH to deny requests for reasons including, but not limited to:

- The application form is incomplete.
- Adding new member(s) puts the chapter over its member cap.

6.31 : If the member and/or chapter wish to appeal the decision of the region's ADNRRH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:

- Each ADNRRH shall have one vote.
- A simple majority shall be necessary, with tie-breaking vote when necessary.

Diamond Goals

6.32 : In order to retain voting rights in the organization, On-Campus and Off-Campus members must complete 2 of the following 4 goals:

1. Attend 4 programs or meetings
2. Complete 10 service hours (within or outside of NRHH)
3. Write 3 quality OTMs
4. Join a committee and fulfill all committee requirements as deemed necessary by the Director of said committee

6.33 : If a general body member has certain academic commitments or extenuating circumstances that prevent them from being able to meet their diamond goals, that member can submit a letter of intent to the executive board. In certain circumstances, the executive board will allow members to retain voting rights. All decisions regarding letters of intent must be made by a two thirds majority vote by the executive board.

SECTION SEVEN: COMMITTEES

7.1 : As stated previously in Section 3.25, executive board members are able to create committees at any time deemed necessary. General body members can also request the creation of a committee at any general body meeting. If a general body member proposes a committee, the committee will be discussed promptly at the next general body meeting.

7.1 : Committees will be led by one or multiple director(s). A committee director can be an executive board or any general body member. Committee directors will be confirmed through a vote by general body.

7.2 : If a committee is a collaboration between NRHH and another organization, NRHH general body will only vote for the committee director(s) that represent NRHH. General body will not vote for the committee director(s) from the other organization.

7.3 : Members for the committee will be selected at the discretion of the committee directors. The process can include but is not limited to written applications, group interviews, individual interviews.

7.4 : All members of the committee must be voting members of general body. An executive board member can serve on a committee at the discretion of the committee director(s).

SECTION EIGHT: CHAPTER DECLARATIONS

Non-Discrimination Clause

8.1 : The Ohio State University NRHH admits students without regard to their age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation protected veteran status or any other basis in accordance with Student Organization Registration and Funding Guidelines, or other characteristic protected by applicable law, to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The Ohio State University does not discriminate on the basis of race, religion, color, gender, age, sexual orientation, ancestry, national or ethnic origin, disability, or other characteristic protected by applicable law, in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Anti-Hazing Statement

8.2 : Hazing is defined as any intentional reckless action or situation created to produce

emotional or physical discomfort, harassment, humiliation, or ridicule. Anyone who subjects a person to hazing during an NRHH sponsored or cosponsored event, or acting on behalf of NRHH shall be considered in violation of this Constitution.

Financial Declarations

8.3:

- The Ohio State University Chapter of the National Residence Hall Honorary is in good standing with the region and NACURH/CAACURH offices.
- The Ohio State University Chapter of the National Residence Hall Honorary will pay yearly dues to the CAACURH AD-NRHH in order to retain the chapter's membership and affiliation.
- The Organization will receive funding from The Ohio State University as part of the Student Activity Fee.

Affiliation Clause

8.4: This organization shall be affiliated with the National Association of College and University Residence Halls, Inc. – National Residence Hall Honorary (NACURH-NRHH) and shall abide by its constitution and by-laws in all cases where there is not conflict between their constitution and by-laws and this constitution and/or rules, regulations, or policies of The Ohio State University. In instances of conflict, this constitution and/or rules, regulations or policies of The Ohio State University shall take precedence over the constitution or by-laws of NACURH-NRHH.

SECTION NINE: MEMBERSHIP CAPACITY

Membership Capacity

9.1 : The total membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership does not include lifelong members, off-campus members (who do not have voting rights) or honorary members.

9.2 : The number of beds in all of these halls will contribute towards the membership cap (i.e., 1% of that number, or 20 members, whichever is greater), but the constitution itself need not include the number of beds, either in each unit or in total.

In order to maintain On-Campus Member status, the individual must be living in University Housing as defined herein:

Archer House, Baker Hall East, Baker Hall West, Barrett House, Blackburn House,

Bowen House, Bradley Hall, Busch House, Canfield Hall, Drackett Tower, Fechko House, Gateway A, Gateway B, Gateway F North, Gateway F South, German House, Halloran House, Hanley House, Haverfield House, Houck House, Houston House, Jones Tower, Lawrence Tower, Lincoln House, Mack Hall, Mendoza House, Morrill Tower, Morrison Tower, Neil Avenue, Norton House, Nosker House, Park-Stradley Hall, Paterson Hall, Pennsylvania Place, Pomerene House, Raney House, Scholars East, Scholars West, Scott House, Siebert Hall, Smith- Steeb Hall, Taylor Tower, The Residence on Tenth, Torres House, Veteran's House, and Worthington Building, and all other regional campus residence halls.

SECTION TEN: AMENDING FORMULA & ENACTMENT

Amending Formula

10.1 : All amendments to the Constitution require a 2/3 supermajority of present members.

10.2 : Any amendments arising from the dictation of NACURH or CAACURH shall be assumed approved by the Chapter upon notification, unless a member brings up an official request for vote.

Legislation

10.3 : The chapter may pass legislation that does not contradict the Constitution with a simple majority of present members.

Enactment

10.4 : This document shall be enacted immediately upon a 2/3 supermajority from the General Body.