

**THE CONSTITUTION OF  
THE UNIVERSITY OF ARKANSAS' CHAPTER  
OF THE NATIONAL RESIDENCE HALL HONORARY**

REVISED FALL 2017

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ARTICLE I: Name

This organization will be entitled the Tau Alpha Epsilon Chapter of the National Residence Hall Honorary of NACURH, Incorporated (henceforth "NRHH").

ARTICLE II: Values & Purpose

1. The National Residence Hall Honorary is a leadership-based organization comprised of exemplary residential students who value recognition and service.
2. The purpose of this organization shall be to provide recognition of those students living in residence halls who have shown outstanding service to on-campus life and who have provided important leadership in the advancement of the residence hall system at the University of Arkansas. It shall also promote activities, which encourage leadership qualities in residents and act as a resource for students desiring information about leadership in residence halls. We the members do ordain and establish this constitution for the Tau Alpha Epsilon Chapter of the National Residence Hall Honorary.

ARTICLE III: Membership

Section 1 Qualifications for nomination membership

- 1.1 The student shall be an exhibitor of outstanding leadership and service in the residence hall system.

Section 2 Nomination

- 2.1 Nominations must be made on the nomination form approved by the NRHH Executive Board.
- 2.2 Nominations of others may be made by:
  - 2.2.1 National Residence Hall Honorary members holding Active Status.
  - 2.2.2 Residents' Interhall Congress Executive Officers.
  - 2.2.3 Housing officials, Coordinators for Residence Education, Graduate Coordinators for Residence Education, and Resident Assistants.
- 2.3 Self-nomination may be made by:
  - 2.3.1 Any student who meets the eligibility requirements for membership.

### Section 3 Selection

- 3.1 The Selection Committee will consist of active NRHH members appointed by the President.
- 3.2 The process of evaluation of the nomination forms will be left to the discretion of the Selection Committee.
- 3.3 The Selection Committee will meet to select new members at any time agreed upon by the committee.
- 3.4 Formal invitations into the Honorary will be delivered in a timely manner following the selections by the Selection Committee.
- 3.5 The Chapter's induction ceremony process can take place twice per year, one in each Semester.

### Section 4 Memberships

- 4.1 Once an individual has shown dedication and commitment to Tau Alpha Epsilon Chapter of NRHH, they will become an NRHH member for life.
- 4.2 Candidate Membership
  - 4.2.1 The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
  - 4.2.2 The Candidate Member must submit a formal intent of pre-membership to the president.
  - 4.2.3 The president will confirm status of pre-membership to candidate within a timely manner.
  - 4.2.4 The Tau Alpha Epsilon Chapter will educate the candidate on the following topics before the candidate is inducted:
    - 4.2.4.1 NRHH History
    - 4.2.4.2 OTM's
    - 4.2.4.3 Membership Qualifications
    - 4.2.4.4 Membership Selection Process
  - 4.2.5 Before a Candidate Member can be inducted, they must meet the following requirements:
    - 4.2.5.1 Must be a student of the University of Arkansas.
      - 4.2.5.1.1 "Student" shall be defined by University of Arkansas.
      - 4.2.5.1.2 Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
    - 4.2.5.2 At the time of induction, the Inductee must be a student possessing at least a 2.75 GPA on a 4.0 scale, or its equivalency.
    - 4.2.5.3 The Candidate Member must be living in institutionally owned or contracted housing and have lived in institutionally owned or contracted housing for at least one academic semester, upon induction.
    - 4.2.5.4 The Candidate Member must have made positive contribution to the residence hall system through engagement with the values of service and recognition.
    - 4.2.5.5 Must attend all general body meetings.
      - 4.2.5.5.1 To have an absence counted as "excused" members should notify the president of their absences prior or reasonably soon after the meeting in question. Excuses that are accepted are conflicting obligations and family and health reasons.
  - 4.2.6 Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.
- 4.3 On-Campus Membership
  - 4.3.1. An On-Campus member of an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
  - 4.3.2 On-Campus members must meet the following requirements to maintain their membership:
    - 4.3.2.1 Must be a student of the University of Arkansas.
      - 4.3.2.1.1 "Student" shall be defined by the University of Arkansas.
    - 4.3.2.2 Must maintain at least a 2.75 GPA on a 4.0 scale, or its equivalency.
    - 4.3.2.3 Must be living in institutionally owned or contracted housing.

4.3.2.4 Must continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.

4.3.2.5 Must attend all general body meetings.

4.3.2.5.1 To have an absence counted as “excused” members should notify the president of their absences prior or reasonably soon after the meeting in question. Excuses that are accepted are conflicting obligations and family and health reasons.

4.3.2.5.2 Members that have three unexcused general body meeting absences may be subjected to an early removal process.

4.3.2.5.3 To accompany absences, the Executive Team will follow a “3-Strike” policy. Upon the second absence, the president will follow up with the member and discuss options. Upon the third absence, the member may be removed from the organization at the discretion of the Executive Team.

4.3.2.6 Must write at least one (1) OTM per month.

4.3.2.7 Must obtain five (5) service hours per academic semester through NRHH or other service pre-approved group.

4.3.2.7.1 At least three (3) of the five (5) hours must be through NRHH.

4.3.2.8 Members who fail to meet these requirements at the end of each academic year will go through the Membership Removal Process.

#### 4.4 Off-Campus Membership

4.4.1 An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.

4.4.2 Off-Campus members must meet the following requirements to maintain their membership:

4.4.2.1 Must be a student of the University of Arkansas.

4.4.2.1.1 “Student” shall be defined by the University of Arkansas.

4.4.2.2 Must maintain at least a 2.75 GPA on a 4.0 scale, or its equivalency.

4.4.2.3 Must continue to make a positive contribution to the residence hall community through engagement with the values of service and recognition.

4.4.2.4 Must attend all general body meetings.

4.4.2.4.1 To have an absence counted as “excused” members should notify the president of their absences prior or reasonably soon after the meeting in question. Excuses that are accepted are conflicting obligations and family and health reasons.

4.4.2.4.2 Members that have three unexcused general body meeting absences may be subjected to an early removal process.

4.4.2.4.3 To accompany absences, the Executive Team will follow a “3-Strike” policy. Upon the second absence, the president will follow up with the member and discuss options. Upon the third absence, the member may be removed from the organization at the discretion of the Executive Team.

4.4.2.5 Must write at least one (1) OTM per month.

4.4.2.6 Must obtain five (5) service hours per academic semester through NRHH or other service pre-approved group.

4.4.2.6.1 At least three (3) of the five (5) hours must be through NRHH.

4.4.2.7 Members who fail to meet these requirements at the end of each academic year will go through the Membership Removal Process.

4.4.3 Up to 15% of the Tau Alpha Epsilon membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.

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

4.4.4 An Off-Campus member must submit a NACURH written pledge for accountability

approved by the chapter president and advisor.

#### 4.5 Lifelong Membership

4.5.1 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.

4.5.2 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.

4.5.3 By becoming a Lifelong Member, a member would have to uphold the life-long commitment to the NRHH Values of recognition and service.

4.5.4 Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and the Tau Alpha Epsilon Chapter, respectively.

### Section 5 NRHH Meetings and Guidelines

5.1 Meetings times, dates, and locations are to be decided upon by the executive officers within the first week of the academic school year.

5.2 The organization must meet twice per month unless stipulated otherwise by the president.

5.3 Legislation and or agenda items for additional for meetings must be sent with the notification of the meeting.

5.4 Any documents presented before the general body are to be dated, typed and archived for a period of five years.

5.5 Only Active NRHH members on the official roster may sponsor legislation.

### Section 6 Membership Capacity

6.1 The total active membership of the Tau Alpha Epsilon 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 alumni, early alumni or honorary members.

6.1.1 The member capacity will be figured from the total occupancy of 6,100 available in Adohi Hall, Duncan Avenue, Founders Hall, Futrall Hall, Gibson Hall, Gregson Hall, Holcombe Hall, Hotz Honors Hall, Humphreys Hall, Maple Hill East, South, and West Halls, The Northwest Quad, Pomfret Hall, Reid Hall, Walton Hall, and Yocum Hall.

### Section 7 NRHH Member Removal Policy

7.1 The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations.

7.2 If an Active member is removed, they no longer count towards the 1% membership cap.

7.3 The following guidelines apply to the procedure for the removal of an Active Member.

7.3.1 The member and/or chapter must complete the NRHH Member Removal Application.

7.3.1.1 This form can be obtained from the NACURH NRHH website.

7.3.1.2 The form must include the electronic signatures of the chapter president and chapter advisor.

7.3.1.3 The form must be submitted electronically.

7.3.2 The completed Member Removal application shall be submitted to the SWACURH AD-NRHH for approval.

7.3.3 The amount of members for removal is up to the discretion of the chapter.

7.3.4 It is the right of the SWACURH AD-NRHH to deny requests for removal for reasons including, but not limited to:

7.3.4.1 Submission of an incomplete application form.

7.3.4.2 The SWACURH AD-NRHH 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.

- 7.3.5 If the member and/or chapter wish to appeal the decision, they may appeal to the SWACURH AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

## Section 8 NRHH Membership Transfer Policy

- 8.1 NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.
- 8.2 The Tau Alpha Epsilon chapter is able to accept/reject transfer members at the chapter's discretion. If accepted, these members shall become active members of the new chapter.
- 8.3 Members transferring into the Tau Alpha Epsilon chapter must complete the following requirements to be considered for membership:
  - 8.3.1 The student applying to transfer their membership must be fully enrolled at the University of Arkansas.
  - 8.3.2 The student seeking to transfer their membership must contact the chapter president and advisor in writing detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
  - 8.3.3 Letters will be read and evaluated by the Executive Board and advisors. A decision will be reached by a majority vote.
- 8.4 If approved, the chapter secretary will complete the membership transfer application. The membership transfer application may be obtained from the SWACURH AD-NRHH and must include signatures from the following individuals in order to be completed:
  - 8.4.1 The Tau Alpha Epsilon President
  - 8.4.2 The Tau Alpha Epsilon Advisor
  - 8.4.3 The NRHH member who is seeking to transfer their membership to the University of Arkansas
- 8.5 The completed application shall be submitted to the SWACURH AD-NRHH for approval. It is the right of the SWACURH AD-NRHH to deny requests for reasons including, but not limited to:
  - 8.5.1 The application form is incomplete.
  - 8.5.2 Adding new member(s) puts the chapter over its member cap.
- 8.6 If the member and/or chapter wish to appeal the decision of the SWACURH AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
  - 8.6.1 Each AD-NRHH shall have one vote
  - 8.6.2 A simple majority shall be necessary, with tie-breaking vote when necessary

## Section 9 Outstanding Service Award Process

- 9.1 The 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 college or university staff.
- 9.2 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.
- 9.3 The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
- 9.4 The Tau Alpha Epsilon Chapter will accept nominations for the Outstanding Service Award throughout the year and will present nominations at the earliest general body meeting possible to be approved by a two-thirds (2/3) vote of those present.

## Section 10 Annual Chapter Awards

10.1 The Annual Chapter Award (ACA) process shall take place in the spring semester and will consist of the Diamond in the Rough Award, Diamond Award, Value of Recognition Award, Value of Service Award, Outstanding Member Award.

10.2 The nomination form for the ACAs will open two weeks prior to the beginning of Spring Break and will close on the Friday before Spring Break begins.

10.3 The nomination form can be reopened for a period of two weeks after Spring Break, if it is deemed necessary.

10.4 Diamond in the Rough Award should be presented to an incoming member who has exemplified the values of leadership.

10.5 Value of Recognition Award should be presented to an individual who goes out of their way to recognize others within our on-campus community.

10.6 Value of Service Award should be presented to an individual who goes out of their way to serve others within our on-campus community.

10.7 Outstanding Member Award should be presented to a current member who has made significant contributions to our organization over the past year.

10.8 Diamond Award should be presented to a graduating member who has made significant contributions to our organization over the past year.

## **ARTICLE IV: Executive Structure**

Section 1 The executive officers of NRHH shall be the following: president, director of administration and finance, vice president of recognition, vice president of service, and advisor(s).

Section 2 The duties and powers of the president shall be:

2.1 To serve as the chief spokesperson for Tau Alpha Epsilon, promoting the interests of Tau Alpha Epsilon and the on-campus student leadership body by representing their interests to all members of the University community and others as necessary.

2.2 To set the agenda and preside over all meetings of NRHH in accordance with the most recent edition of *Roberts' Rules of Order* as needed, and this constitution.

2.3 To serve as the liaison between the NRHH and the Residents' Interhall Congress as the Volunteer Coordinator.

2.4 To veto any action, bill, or resolution of the NRHH at his/her discretion within six calendar days of the general bodies vote.

2.4.1 A veto may be overridden by a 2/3 vote from the general body.

2.4.2 A general body meeting is to be called to order within six business days, allowing the body to exercise its' right to overturn any action, bill or resolution vetoed by the president.

2.5 To pursue through all legitimate means the implementation of acts made by the general NRHH body.

2.6 To engage members and both create and continue traditions.

2.7 To register NRHH as a Registered Student Organization under University Housing.

2.8 To delegate tasks to other NRHH officers which correspond to the duties of their offices.

2.9 To perform any duties assigned by the NRHH constitution, code or legislation.

2.10 To serve as, or appoint, the NRHH-Communications Coordinator (CC).

2.10.1 The NRHH-CC is to serve as the official liaison to the SWACURH region, and NACURH Inc.

2.10.2 The NRHH-CC will attend all scheduled NRHH-CC chats, SWACURH, No Frills, and NACURH conferences on behalf of the Tau Alpha Epsilon chapter of NRHH.

2.10.3 The NRHH-CC will have speaking rights at NRHH in SWACURH regional and national boardrooms.

2.10.4 The NRHH-CC is responsible for communicating with the SWACURH AD-NRHH with any transitions in the position.

2.10.5 The NRHH-CC cannot serve concurrently as the Residents' Interhall Congress (henceforth, RIC) National Communications Coordinator.

2.11 To collect funding requests and present them to the executive board for approval.

2.12 To oversee the organization and distribution of care packages.

2.13 To send out the Agenda as created by the president to all active members within three days of the general body meeting.

Section 3 The duties and powers of the vice president of service shall be:

3.1 To oversee all philanthropic efforts in accordance with the NRHH value of service.

3.2 To set all goals and traditions involving service activities each semester.

3.3 To oversee and facilitate the recruitment and selection of new membership.

3.4 To oversee and maintain yearly transition materials for the vice president of service position.

Section 4 The duties and powers of the vice president of recognition shall be:

4.1 To oversee the OTM (Of the Month) submission, voting and awards process via the NACURH OTM database.

4.2 To oversee the Tau Alpha Epsilon social media outlets and update them regularly.

4.3 To apply to serve on the SWACURH OTM voting committee annually.

4.4 To initiate the bidding process for SWACURH awards in accordance with regional policies and by-laws.

4.5 To chair the OTM committee and oversee all sub-committees of the OTM committee.

4.6 To oversee and maintain yearly transition materials for the vice president of recognition position.

Section 5 The duties and powers of director of administration and finance shall be:

5.1 To pay chapter dues.

5.2 To submit a yearly budget to be approved by a two-thirds (2/3) vote of those present.

5.3 To keep records of the budget for five years and may eliminate any record after that period of time.

5.5 To provide the president with all information pertinent to the treasurer's office.

5.7 To oversee all other fundraising initiatives.

5.8 To oversee the planning of induction banquets and ceremonies.

5.9 To record, provide, and archive minutes of NRHH meetings.

5.10 To send notifications of chapter meetings including but not limited to the time date and place.

5.11 To keep an official roll of all NRHH members (active and alumni).

4.4.1 To be assessed at the beginning of each semester.

4.4.2 Roll includes participation in membership mandatory events.

5.13 To make all chapter reports as required by Article VII.

5.14 When registering the organization as Registered Student Organization, this position must fill the treasurer position.

Section 9 Office Requirements

9.1 All executive officers shall be required to meet university requirements for participation in co-curricular activities for their term of office.

Section 10 Election Procedure

10.1 All members holding active status are eligible to run for office.

10.2 Elections are to take place during the spring semester and will be set by the NRHH Executive Board.

10.3 Nominations may be made for the position of all executive offices by the appointed date.

10.4 Intent to run for a position is to be given in writing to the advisor by the appointed date.

10.5 In the event of a tie, an immediate run off will be held between the top two candidates.

10.6 Officers of NRHH shall be selected by a majority vote of all active members present at the last meeting held in the spring semester.

Section 11 Terms of Office

11.1 The term of office for executive officers shall be from the National Association of College and University Residence Halls (henceforth "NACURH") conference after their election in the spring to the following NACURH conference the next year.

11.2 Officers Elect are required to attend all executive meetings following election. Both incoming and outgoing officers are to collaboratively run the organization and fulfill their elected roles to the best of their ability.

Section 12 Impeachment

12.1 Any Executive Officer of NRHH may be impeached by a 2/3 vote of all Active Members of NRHH.

12.2 The Accused member and the Active Membership must be presented with the specific instances where he/she has violated the Constitution.

12.2.1 The accusation is to be read or presented by the most senior member of the active membership, excluding executive officers, before impeachment proceedings are to follow.

12.3 A written document citing the direct violations of this constitution is to be provided to the Advisor of the organization.

12.4 Upon notification from the advisor of impeachment the executive officer may write a rebuttal and present it during their impeachment proceedings.

Section 13 Vacancy of Office

13.1 In case of the vacancy of the office of president, the director of administration and finance shall assume the office of president.

13.2 In case of the vacancies of the offices of president, and director of administration and finance, the advisor shall appoint a president subject to a two-thirds (2/3) vote of the members on roll.

13.3 In the case of the vacancy of any executive office excluding that of the president, the president shall appoint a replacement to fill that vacancy subject to a majority vote of the members on roll.

Section 14 Advisor(s)

14.1 NRHH will be advised by an appointed employee of University Housing.

14.2 The advisor shall initiate ideas for discussion when he/she believes they will be helpful to the group.

14.3 The advisor shall take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.

14.4 The advisor shall, at the discretion of the President, have "Advisor Privilege," the duty of making sure that activities follow University policy, state law, and federal law.

## ARTICLE V: Committees

Section 1 There shall be two NRHH committees: The Service Committee and the OTM Committee.

1.1 The Service Committee will be chaired by the vice president of service and the OTM Committee will be chaired by the vice president of recognition.

Section 2 The President may appoint *ad hoc* committees as needed.

## ARTICLE VI: Finances



- Section 1 NRHH must stay in good standing with the region and NACURH/NACURH offices.
- Section 2 NRHH will pay yearly dues to the NACURH Information Center in order to retain the chapter's membership.
- Section 3 At the initiation of new members into NRHH, the member may be required to pay a one-time five-dollar (\$5) initiation fee in the event the executive team deems it a fiscal necessity.
- Section 4 The Tau Alpha Epsilon chapter will fund projects, programs, events, and affiliation with the money raised through the SWAKU college care package sales.  
4.1 This money shall be deposited into the RSO account.
- Section 5 A yearly budget must be created and presented at the first general body meeting of the academic year to be approved by a two-thirds (2/3) vote of those present.  
5.1 The executive officers shall be in charge of creating the budget.  
5.2 The director of administration and finance shall be in charge of maintaining the budget.  
5.3 An agreed percentage shall be set aside as savings within the yearly budget.
- Section 6 Spending of NRHH funds must be approved by the president and the director of administration and finance.

## ARTICLE VII: Chapter Reports

- Section 1 At the beginning of each academic year, a revised list of active members and chapter goals shall be submitted to the NACURH Information Center.
- Section 2 At the termination of the academic year, the following shall be submitted to the NACURH Information Center and is also to be stored on the Tau Alpha Epsilon Dropbox and HogSync system.  
2.1 The report of the outgoing officers.  
2.2 A list of new officers, active members and initiates.  
2.3 Other pertinent information requested by the NACURH Information Center.

## ARTICLE VIII: Relationships with Other Organizations

The Tau Alpha Epsilon Chapter of the National Residence Hall Honorary shall be considered and recognized as an organization separate and apart of the University of Arkansas' Residents' Interhall Congress, yet cooperatively working toward common goals of promoting and improving residence hall life.

## ARTICLE X: Amendments

Amendments to this constitution may be adopted by a two-thirds majority vote of the active membership.

## ARTICLE XI: Enactment

The Constitution will go into effect after a two-thirds majority vote of the NRHH chapter membership.