

The Sheila Ryan Chapter of  
National Residence Hall Honorary  
Constitution

1. Purpose

- a. The purpose of the Sheila Ryan Chapter of National Residence Hall Honorary at the University of California, San Diego (hereafter referred to as “NRHH”) shall be to recognize outstanding contributions, within the UCSD University housing system and its community, to promote leadership and pride among campus residents and to enhance the residential atmosphere at UCSD.
- b. The Sheila Ryan Chapter of National Residence Hall Honorary at UCSD is a non-profit student organization.
- c. Once one is inducted into the Sheila Ryan Chapter of NRHH and therefore a member of the institution’s NRHH chapter and graduates from UCSD, one is a member for life.

2. University Registered Requirements

- a. Only registered UCSD students may hold office in the organization.
- b. Only registered UCSD students may vote in elections for the selection of the organization’s officers’ officer eligibility.
- c. Risk Management
  - i. National Residence Hall Honorary at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.
  - ii. National Residence Hall Honorary at UCSD understands that the University does not assume legal liability for the actions of the organization.

3. NRHH Values

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

4. Bylaws

- a. Current Executive Board members will be able to create and modify Bylaws seen fit for academic year.
- b. Any changes made to Bylaws must be made aware to General Body Members at following General Body Meeting for their input.

5. Membership of NRHH

- a. There shall be four types of membership within NRHH at UCSD: Candidate Membership, On-Campus Membership, Off-Campus Membership, and Lifelong Membership.
  - i. **On-Campus Membership**
    - 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.
    - 2. On-Campus members must meet the following requirements to maintain their membership:

- a. The On-Campus Member must be a student of the college or university with which the chapter is affiliated.
  - b. The On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalent.
  - c. On-Campus Member must be living in institutionally owned or contracted housing.
  - d. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
3. Shall be full-time, enrolled undergraduate students, who were inducted during an academic year.

## **ii. Candidate Membership**

- 1. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
- 2. The Candidate member must submit a formal intent of pre membership to the chapter.
- 3. The Chapter must confirm status of pre-membership to candidate member.
- 4. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
  - a. NRHH History
  - b. OTM's
  - c. Membership Qualifications
  - d. Membership Selection Process
  - e. Additional requirements as deemed necessary by the chapter, if any
- 5. Before a Candidate Member can be inducted, they must meet the following requirements:
  - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
  - b. "Student" shall be defined by the chapter's host institution.
  - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
  - d. 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 equivalency.
  - e. 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.

- f. Candidate Member must have made positive contributions to the residence hall system through engagement with the values of service and recognition.
  - g. Additional requirements as deemed necessary by the chapter, if any
6. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

### **iii. Off-Campus Membership**

- 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.
- 2. Off-Campus members must meet the following requirements to maintain their membership:
  - a. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
    - i. "Student" shall be defined by the chapter's host Institution.
  - b. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalency.
  - c. Off-Campus Member continue to make a positive contribution to their community through engagement with the values of service and recognition.
  - d. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member.
    - i. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
  - e. 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.
- 3. Shall not count toward 1% membership cap.

### **iv. Lifelong Membership**

- 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.
- 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.
- 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. Lifelong Members shall be granted all the rights and privileges of other NRHH members except:
    - a. Voting rights.
    - b. Eligibility for office.
  5. Lifelong Members are not eligible for active membership.
- b. Selection of Members
- i. **Active Members**
    1. An Active Member is a current On-Campus or Off-Campus Member.
    2. They must maintain active membership status as stated by the chapter's bylaws.
      - a. Active Members will have benefits as stated in the chapter's bylaws.
    3. Shall be allowed to vote.
    4. Shall be allowed to run for offices within UCSD NRHH.
  - ii. Outstanding Service Award Process
    1. 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 college or university staff.
    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.
    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.
    4. The process of selecting candidates for the Outstanding Service Award is stated in the chapter's bylaws.
  - iii. Induction of Members
    1. Induction of members shall occur at the chapter's discretion.
    2. Induction process shall be performed through informal voting as stated in the chapter's bylaws.
    3. Newly accepted candidate members may be formally inducted as On-Campus members once they have been educated on the topics listed in Article 5 Section A-ii-4.
      - a. This education may be through a group presentation or a presentation made during office hours hosted by an executive board member.
    4. New inductees are not considered active members the quarter of their induction and therefore do not have active membership benefits until active membership requirements are fulfilled.
    5. New On-Campus and Off-Campus Members shall receive the minimum:
      - a. Membership Certificate

- b. NRHH Pin
- c. Membership Capacity
  - i. The total active 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.
- d. NRHH Member Removal Policy
  - i. The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations, which include:
    - 1. Academic disqualification, as defined by the University of California, San Diego.
    - 2. Removal from university and/or housing based on:
      - a. Academic disqualification and/or
      - b. Residential life policies violations and/or
      - c. Disciplinary reasons
  - ii. After 2 of attempts in reaching out to member, the individual will be considered for removal.
    - 1. Contacting people for means of communicating the consideration for removal:
      - a. First contact via in person.
      - b. Second contact via email and/or letter.
    - 2. Informing individual of consideration of removal from chapter:
      - a. Via scheduled one on one with NRHH Chair to discuss reasons for removal within 2 weeks of notification of consideration for removal.
      - b. At the scheduled one on one, NRHH Chair shall present to member in question the NRHH Member Removal application that is to be sent to AD-NRHH.
  - iii. If an Active member is removed, they no longer count towards the 1% membership cap.
  - iv. The amount of members for removal is up to the discretion of the chapter.
  - v. Appeals
    - 1. Member in question may appeal the claim for membership removal:
      - a. First, via scheduled one on one with NRHH Advisor to discuss and contest the appeal in question within two weeks of one on one with NRHH Chair.
      - b. Second, member in question may submit a written appeal to the AD-NRHH contesting the chapter's consideration for member removal.
    - 2. If a member and/or chapter wishes to appeal the decision of membership removal, the member and/or chapter may via written requests as to why the candidate deserves to continue as a member of NRHH.

- e. NRHH Membership Transfer Policy
  - i. 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.
  - ii. Transfer members are accepted/rejected at the NRHH Chair's own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
    - 1. The student applying to transfer their membership must be fully matriculated at the new institution.
    - 2. The student seeking to transfer their membership must contact the NRHH Chair 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.
  - iii. If approved, the student must complete the membership transfer application
  - iv. The membership transfer application may be obtained from the region's AD-NRHH
  - v. The membership transfer application shall include signatures from the following individuals:
    - 1. The incoming chapter's President
    - 2. The incoming chapter's Advisor
    - 3. The NRHH member who is seeking to transfer their membership
  - vi. The completed application shall be submitted to the region's AD-NRHH for approval
  - vii. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
    - 1. The application form is incomplete.
    - 2. Adding new member(s) puts the chapter over its member cap.
  - viii. If the member and/or NRHH wish to appeal the decision of the region's 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:
    - 1. Each AD-NRHH shall have one vote.
    - 2. A simple majority shall be necessary, with tie-breaking vote when necessary.
- 6. Executive Membership
  - a. Executive Board Membership Responsibilities
    - i. All NRHH executive board member responsibilities are stated in the bylaws.
  - b. Advisor responsibilities
    - i. The Advisor is the Residence Life Liaison for Housing\*Dining\*Hospitality.
    - ii. The Advisor's responsibilities are stated in the bylaws.

## 7. Selection of NRHH Executive Board

### a. Eligibility for all NRHH Executive Board Members

- i. Must live in on--campus housing throughout the academic year of their term of office.
- ii. Eligibility for Room Selection is provided with this position if the selected candidate does not already have a housing guarantee.
- iii. Must be eligible to work in the United States as this person receives a quarterly stipend.
- iv. Cannot serve in more than one Executive Board position within an academic year.
- v. Must submit an application for the position of interest before the stated deadline.
- vi. By submitting an application, candidates agree to prioritize NRHH over others, such as, but not limited to:
  1. Resident Assistant/Housing Assistant applications
  2. Orientation Leader applications
  3. Other responsibilities that directly conflict with NRHH executive board member responsibilities, as stated in the chapter's bylaws
- vii. Must be prepared to make a short presentation at an NRHH meeting during the election process about their candidacy for this position.
- viii. On-Campus, Off-Campus, and Candidate members who are currently not active but on track to fulfill active membership status as deemed by the chapter's bylaws are eligible to apply for NRHH Executive Board
  1. The application will be rescinded if active membership requirements are not met by the end of the academic year.
- ix. Must have a minimum cumulative grade point average of 2.5 on a 4.0 scale and in good standing with the university in every regard.
- x. Must participate in the training of the ICRA and NRHH executive boards, prior to beginning of Fall Quarter. This requires that the executive board move in early and have no other conflicts to participating fully in this training.
  1. However, if there is a vacant position in the executive board, training will not be required for anyone who fills the position thereafter.

### b. Officer Elections

- i. During annual elections, all active members shall be allowed to vote.
- ii. Nominees for offices are limited to Active NRHH members.
- iii. Nominees have the right to decline a nomination.
- iv. Active members absent from the meeting in which officers are selected may be nominated as long as that member provided the Chair with a written speech to be read following the nomination.
- v. Elections shall be held on the same day as nomination, and after each candidate has made a speech to the membership.

- vi. Office appointments become official with a plural majority vote of the active members present.
  - c. Officer Impeachment
    - i. In the event that an officer does not fulfill his or her duties and responsibilities on a regular basis, that officer may be impeached by a 2/3 vote by The active members present
    - ii. Intervention prior to impeachment.
    - iii. The Chair shall meet and discuss the situation with the officer in question.
    - iv. If the Chair is not fulfilling responsibilities, then the Advisor meets with the Chair to discuss the concerns.
    - v. If there is no improvement within an established time frame, the Advisor will then meet with the officer in question.
    - vi. If there is still no improvement, the decision will be referred to the general body and must be approved by a 2/3 vote.
    - vii. In cases of negligence, the Advisor has the authority to remove the office in question regardless of a general body vote.
  - d. Office vacancies
    - i. In the case of vacancy in the position of NRHH Chair, the NRHH Vice Chair shall act as Chair until an election can be arranged.
    - ii. In the case of a vacancy of another officer, the NRHH Chair may appoint a temporary replacement, or take the duties upon themselves, until an election can be arranged.
    - iii. Elections shall take place in accordance with the previously stated guidelines in this section.
8. Meetings
- a. General Body meetings shall be held at least seven times per academic quarter.
  - b. Executive Board meetings shall be held at least 6 times per quarter.
  - c. Time and location of meetings will be determined by the Chair and Advisor.
  - d. Special meetings may be called by the Chair, the Advisor, or as requested by an Active member.
  - e. Members must be notified of the meeting at least one day prior to the meeting.
9. Finances
- a. Affiliation Fee
    - i. NRHH will be affiliated with NACURH through UCSD's affiliation with the organization. ICRA is responsible for completing the affiliation process with NACURH.
  - b. General Funds
    - i. Definition - all funds received for the operation of NRHH, including, but not limited to funds received from ICRA. These funds shall be held in the ICRA checking account until needed.
      - 1. General funds allocated by ICRA will be used for general programming and supply costs.
    - ii. General funds will be tracked by the NRHH Advisor and Chair.
10. Enactment



- a. This constitution shall be enacted after receiving a minimum 2/3 vote of current NRHH Active members.
11. Ratification
- a. Amendments and bylaws to this Constitution may be adopted by a plural majority vote of Active Members present.
  - b. Unless otherwise specified, other decisions shall be ratified by a plural majority vote of Active Members present.