

The Sheila Ryan Chapter of  
National Residence Hall Honorary  
Constitution  
Updated on October 14th, 2024

1. Purpose
  - a. The Organization shall be called National Residence Hall Honorary at UC San Diego (hereafter referred to as “NRHH”) shall be to recognize outstanding contributions, within the UC San Diego University housing system and its community, to promote leadership and pride among campus residents and to enhance the residential atmosphere at UC San Diego.
  - b. The Sheila Ryan Chapter of National Residence Hall Honorary at UC San Diego 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 UC San Diego, one is a member for life.
2. University Registered Requirements
  - a. Only registered UC San Diego undergraduate students may hold office in the organization.
  - b. Only registered UC San Diego undergraduate students may vote in elections for the selection of the organization’s officers.
  - c. Risk Management
    - i. National Residence Hall Honorary at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
    - ii. National Residence Hall Honorary at UC San Diego 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. Hazing Prevention
  - a. NRHH is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents’ policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or

psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

5. 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.

6. Membership of NRHH

- a. There shall be four types of membership within NRHH at UC San Diego: 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. Must have been a candidate member to become an on-campus member.
3. 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.
  - e. Must meet service and recognition requirements as determined by the NRHH executive board.
4. 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.
7. Must meet service and recognition requirements as determined by the NRHH executive board.

**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.
  - a. Must have been inducted as an on-campus member.
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 chair 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.
  - f. Must complete the off campus membership pledge.
  - g. Must meet service and recognition requirements as determined by the NRHH executive board.
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 UC San Diego NRHH.
- ii. Outstanding Recognition Pin
    1. Description

This pin is the highest individual honor an NRHH Chapter can award to its members.
    2. Purpose

The Outstanding Recognition Pin shall be awarded to NRHH members that have provided outstanding leadership to their NRHH Chapter by embodying the values of service and recognition.
    3. Eligibility

Any NRHH member is eligible for this award.
    4. Vendor

Outstanding Recognition Pins may be purchased from the NCO.
    5. Maximum Award Per Year

The maximum number of pins which may be given in a year is equal to the number of regional affiliates within NACURH.
  - iii. Outstanding Leadership Award
    1. Purpose

The Outstanding Leadership Award is designed to recognize those who have demonstrated outstanding support and leadership Service to an NRHH chapter and residence hall students. This may include, but is not limited to, chapter members, housing personnel, faculty, and college or university staff.
    2. Eligibility

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 Leadership Award.
    3. Selection

The maximum number of Outstanding Leadership Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
    4. Vendor

Outstanding Leadership Award certificates can be purchased through the NCO.
  - iv. 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
  6. In the event of an empty executive board, the advisor may induct candidates through the same process as outlined in the bylaws.
- 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 Chair
    - 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.
- f. NRHH Membership Reinstatement
  - i. The NRHH Membership Reinstatement may be enacted if a member, in good standing with the chapter, has left and completed the NRHH Member Removal process would like to return to their chapter.
  - ii. The NRHH Membership Reinstatement may also be enacted if a Lifelong member is moving to a new chapter.
  - iii. The following guidelines apply to the procedure for the reinstatement of an NRHH membership:
    1. The member that has left their chapter in good standing that is wishing to have their membership reinstated must have completed a membership reinstatement form.
      - a. The membership reinstatement form can be obtained from the region's ADNRHH.
      - b. The form must include the electronic signatures of the chapter Chair and chapter advisor
      - c. The form must be submitted electronically
    2. The completed membership reinstatement form shall be submitted to the region's ADNRHH for approval
    3. It is the right of the region's ADNRHH to deny requests for removal for reasons including, but not limited to:
      - a. Submission of an incomplete application form
      - b. The region's ADNRHH does not believe that the individual applying for membership reinstatement has provided sufficient evidence of their ability to serve the NRHH chapter or fulfill the requirements of the honorary if membership is reinstated.
    4. If the individual wishes to appeal the decision of the region's ADNRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
      - a. Each ADNRHH shall have one vote
      - b. A simple majority shall be necessary, with tie-breaking vote when necessary.
    5. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRHH through a written request as to why the Candidate deserves to continue as a member of NRHH.

- iv. A member that is a lifelong member from a chapter at an institution and decides to join another chapter from another institution must follow the guidelines outlined in (Title 2 Article 2 Section 7: Membership Transfer Policy of the NACURH NRHH Policy Book).
- v. An individual that wishes to get their membership reinstated must meet the eligibility requirements (in Sections 3 or 4 of the NACURH NRHH Policy Book).
- vi. An individual that has left their NRHH Chapter in an “early alumni” status prior to NRHH’s membership changes are eligible for membership reinstatement.

## 7. Executive Membership

- a. Only registered UC San Diego undergraduate students may hold office in the organization.
- b. Executive Board Membership Responsibilities
  - i. All NRHH executive board member responsibilities are stated in the bylaws.
- c. Order of Succession
  - i. In the event of vacancies in the offices of Chair, the powers and duties of Chair shall fall upon the line of succession.
    1. Administration and Marketing Coordinator
    2. Values Coordinator
    3. Membership and Development Coordinator
    4. OTMs Coordinator
    5. Rezzies Coordinator
- d. Advisor responsibilities
  - i. The Advisor is the Special Program Coordinator for Residential, Retail, and Supply Chain Services
  - ii. The Advisor’s responsibilities are stated in the bylaws.

## 8. 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 Inter-College Residents' Association 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. The election process will follow the order of succession. In the absence of applications for a position, the Chair may decide to hold an election for the vacant position(s) at a later date, and continue with the voting process.
  - v. In the event that an individual submits an application for more than one executive position, the candidate's primary application must be for the highest ranking position based on order of succession.
  - vi. In the event that an individual is not elected for their primary position, the application(s) for the next highest position(s), based on order of succession, remain eligible.
  - vii. 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.
  - viii. Elections shall be held on the same day as nomination, and after each candidate has made a speech to the membership.
  - ix. 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 their 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.
  - 1. The Chair shall meet and discuss the situation with the officer in question.
  - 2. If the Chair is not fulfilling responsibilities, then the Advisor meets with the Chair to discuss the concerns.
  - 3. If there is no improvement within an established time frame, the Advisor will then meet with the officer in question.
  - 4. If there is still no improvement, the decision will be referred to the general body and must be approved by a 2/3 vote.
- iii. In cases of negligence, the Advisor has the authority to remove the officer in question regardless of a general body vote.
- d. Office vacancies
  - i. In the case of vacancy in the position of NRHH Chair, the position will be filled following the order of succession.
  - 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.

## 9. 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.

## 10. Finances

- a. Affiliation Fee
  - i. NRHH will be affiliated with NACURH through UC San Diego'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 are maintained by RRSS and the NRHH Advisor.
    - 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.

## 11. Enactment

- a. This constitution shall be enacted after receiving a minimum 2/3 vote of current NRHH Active members.

## 12. 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.