Central Washington University
Tom Ogg Chapter of the
National Residence Hall Honorary

Article I – Affiliated Chapter

Section- A
“Values of NRHH: NRHH is a leadership based honorary comprised of exemplary residential students who value recognition and service.”

Section- B
The Tom Ogg Chapter shall be considered affiliated if they do the following prior to the NACURH Corporate Business Meeting:

1. Be from a fully affiliated NACURH member school.
2. Submit current chapter contact information including but not limited to the chapter’s NRHH representative and NRHH Advisor to the NIC.
3. Submit a list of their Chapter's current members to the NIC.
4. Submit an updated copy of their Chapter's Constitution in accordance with the NRHH Constitution Checklist, as found in the appendix section of this policy book. E. Maintain good standing with NACURH.

Article II – Name
The organization name shall be the “Tom Ogg” Chapter of Central Washington University (CWU) of the National Residence Hall Honorary, herein referred to as NRHH.

Article III – Purpose
The purpose of NRHH will share the national purposes of promoting leadership and the values of NRHH: recognition and service to the students and affiliates of CWU. NRHH will also promote safe and positive environments in university housing and leadership advancement throughout University Housing & New Student Programs (UH&NSP).

Article IV – Mission Statement
The “Tom Ogg” Chapter of the National Residence Hall Honorary will join together to encourage recognition, leadership, and service among the students of Central Washington University. We will continue to recognize the people whom make a difference in university housing and the community. We will work with other associations within the community in an effort to promote positive service and community. In addition, we will continue to inspire creativity and growth within the association and have an open mind to changes, which will further benefit university housing.

Article V – Executive Officers & Job Descriptions
Applicants for Executive Board positions must be Active members within the NRHH general body, as outlined in the rest of this document. The NRHH President will not be allowed to simultaneously hold Presidency in both RHA and NRHH. Executive Board Members of NRHH will count towards quorum in all NRHH General Body meetings but will have no vote. All Executive Board members will attend the weekly RHA meetings unless the member hall a class, meeting or substantial conflict.

Section A – President
The NRHH President will take an active role in the advancement of NRHH and oversee all aspects of the association. He or she will delegate responsibility as needed and communicate on behalf of the “Tom Ogg” Chapter at a regional and national level. The President will plan one major, campus-wide, program during the academic year. In addition, he or she will compile an agenda and proctor a weekly Executive Board meeting and proceed over all NRHH meetings–For at least one hour per week on a weekday from the hours of 8:00AM to 5:00PM the President will hold an Office hour in the NRHH Office.

Section B – Executive Vice-President
The NRHH Executive Vice-President will take an active role in the advancement of NRHH. He or she will plan one major, campus-wide, program during the academic year. He or she will stay apprised of progress and problems and step into the Presidential position as needed. He or she will have charge over membership drives, and elections. The Executive Vice-President will advocate for membership by holding one information session within the first two weeks of classes of each quarter. The Executive Vice-President will also continually update the member roster as needed. For at least one hour per week on a weekday from the hours of 8:00AM to 5:00PM the Executive Vice-President will hold an Office hour in the NRHH Office.
Section C – Administrative Vice-President
The NRHH Administrative Vice-President will take an active role in the advancement of NRHH. He or she will plan one major, campus-wide, program during the academic year. He or she will be responsible for the composition of notes and minutes for both executive and general meetings and sending meeting information via email. The Administrative Vice-President will be responsible for maintaining the historical artifact for the “Tom Ogg” Chapter of NRHH. The Administrative Vice-President will also advise the fundraising committee which will be facilitate during his or her officer report. He or she will be responsible for monitoring the financial resources of the association and all fiscal paperwork will be handled by the Administrative Vice-President. He or she will submit a projected budget at the beginning of the year. He or she will meet regularly with the financial advisors from UH&NSP to maintain the accuracy of the association’s financial state. He or she will receive adequate training in how to fill out all vouchers and paperwork involved with finances. He or she will be available to help others as needed or requested with fiscal paperwork. For at least one hour per week on a weekday from the hours of 8:00AM to 5:00PM the Administrative Vice-President will hold an Office hour in the NRHH Office.

Section D – Vice-President of Recognition
The NRHH Vice-President of Recognition will take an active role in recognizing the Chapter’s members and other students around campus and in university housing. He or she will plan one major, campus-wide, program during the academic year. The Vice-President of Recognition will also be in charge of the “Of the Month” (OTM) awards and maintaining the OTM database. The Vice-President of Recognition will ensure that all Active members and Residence Halls have an OTM account. Back-dating of OTMs will be at the discretion of the Vice-President of Recognition. As well as, the Vice-President of Recognition will have charge over the “Of The Week” (OTW) awards. The Vice-President of Recognition will make sure there are ample copies of the award and nomination forms and will have the awards ready for presentation every week at RHA and NRHH General Body Meetings. The Vice-President of Recognition will also be responsible for putting on one (1) recognition program every week during the RHA meeting. In addition, the Vice-President of Recognition will advise the recognition committee. The Vice-President of Recognition will apply to participate in the regional and or National OTM voting committee. The Vice-President of Recognition will write at least one Bid to submit on the Regional level. For at least one hour per week on a weekday from the hours of 8:00AM to 5:00PM the Vice-President of Recognition will hold an Office hour in the NRHH Office.

Section E - Advisor(s)
The NRHH Advisor(s) will be appointed by UH&NSP and approved by the members of NRHH. The Advisor(s) has no voting privileges, but ensures the association follows and supports CWU policies and procedures and confirms GPA checks for all Active members as well as prospective Active members. The advisor(s) is the primary signatory authority for the association.

Article VI – Election Procedures

Section A – Timeline
1. Elections will be held before the National Association of College and University Residence Halls, Inc. (NACURH) conference to ensure that the President-Elect will attend the conference as the representative from the CWU “Tom Ogg” NRHH Chapter.

Section B – Applications
1. Election applications will be available for at least two weeks prior to the NRHH general body meeting where elections will commence.
2. Election applications will include instructions for the candidate. It will also include questions about the applicant’s involvement and experience with NRHH, contact information of the candidate, position descriptions and the “Tom Ogg” Chapter’s constitution upon request.
3. Applicants must submit a typed letter of intent, answers to the application questions and a recommendation letter from a past employer, CWU faculty, professional staff, or any University Housing Staff.

Section C- Eligibility of Officers
1. In order to be eligible to run for an executive board position applicants must be an Active member in good standing with the NRHH and CWU. For the qualifications of Active membership refer to Article VIII Section B.

Section D – Election Process
1. Each candidate will have a three-minute speech in front of the general body.
2. After the speech, there will be a five-minute question and answer period; this time may be extended once by five minutes.
3. Candidates will be asked to leave the room after their allotted time.
4. Candidates running for the same position cannot be present during one another’s speech question and answer, and discussion periods.
5. The general body then will begin a 10-minute discussion, which may be extended once by five minutes.
6. Active members will vote for a candidate, abstain, or give a no-confidence vote.
7. A majority vote of 50% + 1 is needed to elect a candidate into a position.
8. If a majority is not met, the general body can vote to either reopen the specific board position or revote using the single transferable method. If majority is not met, the position will be reopened for applications.
9. In the event that there is a vacant Executive Board position during the process of the election, nominations may take place on the floor. An Active member may be nominated for a position and will then accept or decline the position. The nominee will then go through the election process as described above.

Section E – Transitions
1. Elected members will be transitioned by the current executive board member in the given position.
2. Elected members will be transitioned in spring quarter of the academic year of the elections and will take office during the end-of-the-year RHA/NRHH Banquet.
3. Each outgoing Executive Officer will be responsible for creating an end of the year wrap up containing relevant files, information, and programs regarding the academic year and Executive position.

Article VII - Removal of an NRHH Executive Officer

Only active members may present a petition for removal of an Executive Officer.

Section A – Petition
1. In order to initiate the removal procedure, a petition must be set in motion and signed by a minimum of 20% of the current active members. The petition will be turned into the advisor. The names of the active members signing the petition for removal shall be kept confidential.
2. Advisor(s), Active members, and the general body must be notified within two business days after a petition for removal has been presented.
3. A quorum of 75% of the active membership is required at the meeting when the removal petition is presented.

Section B – Removal Process
1. During the meeting, both the officer in question and the presenter of the petition shall have 10 minutes each for both opening and closing statements. Only the advisor(s), Active members, and current NRHH Executive Board may have a chance to speak on the issue at hand, for no more than two minutes each. The aforementioned bodies may yield their turn to any present individuals.
2. The speaking order during the meeting shall be as follows
   a. For opening statements, the active member instituting the removal procedure shall speak first, and the Executive Board member in question shall speak second.
   b. Each Active member shall speak in alphabetical order on issues pertaining to the removal procedure on the table.
   c. For closing statements, the Active Member initiating the removal procedure shall speak first, and the Executive Board member in question will speak second.
3. Voting will be done by confidential vote, and then counted by the advisor(s).
4. A 75% majority vote of present Active members constitutes removal of the Executive Officer.
5. Within a two-week period, after removal, the election process needs to be initiated for the vacant position, according to the election procedures found in Article V.

Article VIII – Membership Types

The organization shall consist of four types of members: Active, Alumni, Early Alumni, and Honorary. Once a member has shown dedication and commitment to NRHH according to their chapter’s standards, they will become an NRHH member for life. Once an individual is inducted as an NRHH member, that person is an NRHH member for life.

Section A - Active members
1. Active Members shall be defined as students currently living on-campus at CWU. Temporary leave from on-campus housing such as, but not limited to, study abroad and internships will not affect the individual’s active status of NRHH. In the case of a temporary leave, the active member should notify the NRHH President in writing detailing the reason for and the duration of the temporary leave.
2. They shall fulfill all the expectations laid out in their interest in the rest of this document and will be the only members with voting privileges.

Section B – Alumni members
1. Alumni Members shall be defined as former Active members that no longer live on campus or have graduated from the University.
2. When members leave the on-campus community, they must submit a letter to the chapter’s President stating whether the leave is permanent or temporary and the duration of the leave.
3. If a member who has submitted a letter of permanent leave returns to the university housing and the membership
cap has been reached, the NRHH executive board shall contact the NACURH Associate of NRHH to request a temporary increase in their membership capacity until the next membership drive, at which time the capacity size of the chapter must return to it’s correct membership capacity. In this case, the returning member will not receive voting rights until a position becomes available within the chapter.

4. Alumni members are welcomed to come to general body meetings and events

Section C - Early Alumni members
1. Early Alumni Members are students who still reside on campus, but have forfeited their Active membership status or no longer meet the chapter’s expectations. Therefore, they will no longer count towards the membership cap. The number of Early Alumni members a chapter shall be able to induct per academic year will not exceed 15 percent (four members) of the Chapter’s membership cap.

Section D – Honorary Members
1. Chapters may choose to induct “Honorary Members.” This membership designation is used to recognize people including, but not limited to the following: housing personnel, instructors, college or university staff and those who have demonstrated outstanding support and service to students living on campus. Individuals who could qualify for Active membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.” The number of honorary members a chapter shall be able to induct per academic year will not exceed 10 percent (three) of the Chapter’s membership cap.

Article IX – Membership Qualifications
Any application for Active membership within NRHH must receive a 60% +1 vote from present Active members. This vote must be taken at an NRHH general body meeting

Section A - Honorary
1. Shall be a recommendation for any CWU community member and will be voted on by the general body.
2. Honorary members of NRHH must contribute outstanding service, leadership and involvement

Section B – Active
1. Be a current student at CWU
2. Shall have resided in any housing offered by CWU for at least two quarters, including the quarter of application/selection.
3. Shall be in good disciplinary standing and have at least a 2.70 cumulative GPA.
4. Shall have demonstrated positive contributions in their on campus housing community at CWU.
5. RHA Executive Board members shall not be excluded from applying for or maintaining Active membership within NRHH

Section C - Alumni
1. Shall have resided in the residence halls for at least three quarters and acted as an Active member of the organization.
2. Shall be placed at alumni status if they do not live in on campus housing or graduate from the University.
3. Shall receive e-mails regarding meeting times as well as the general body minutes as a courtesy.
4. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When members leave the on-campus community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit a notice of temporary leave, they must indicate the duration of their leave to the chapter.
5. If a member who has submitted a notice of permanent leave returns to the on campus housing and the chapter membership cap has been reached, the chapter shall contact the NAN to request a temporary increase in their capacity until the next membership drive, at which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.

Section D – Early Alumni
1. In the case of an Active member unable to fulfill their Active member responsibilities and want to forfeit their position as an Active member, they can request an early alumni application from the Executive Board.
2. When the application is completed the President, Advisor(s), and member in question will sign the document.
3. The application for early alumni status will then be sent to the Associate Director of the National Residence Hall Honorary (ADNRHH) of Pacific Affiliate of Colleges Universities and Residence Halls (PACURH) for approval. The number of early alumni members a chapter shall be granted per academic year will not exceed fifteen percent of the chapter's membership cap
4. It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to: The application form is incomplete. The region’s AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member’s inactivity with chapter business before submitting the application. The chapter has exceeded its allotted early alumni membership approvals for the year. If the member and/or chapter 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. Each AD-NRHH shall have one vote. A simple majority shall be necessary, with the NAN casting the tie-breaking vote when necessary.

Section E – Transfer Students
Transfer students who have resided on campus at a previous institution for at least one quarter are eligible for Active membership upon completion of their first quarter at CWU. With this exception, their application process shall comply with all other requirements necessary to become an Active member, as outlined in this document.

Article X - NRHH Member Removal Policy

Section A – Removal
The Removal Policy may be enacted if an Active member can no longer meet the chapter membership expectations. If an Active member is removed, they no longer count towards the 1% membership cap. The following guidelines apply to the procedure for the removal of an Active member:

1. The member and/or chapter must complete the NRHH Member Removal Application.
2. This form can be obtained from the region’s ADNRHH.
3. The form must include the electronic signatures of the chapter President and chapter advisor.
4. This form must be submitted electronically.
5. The completed Member Removal application shall be submitted to the region’s AD -NRHH for approval.
6. The amount of members for removal is up to the discretion of the chapter.
7. It is the right of the region’s AD-NRHH to deny requests for removal for reasons including, but not limited to: Submission of an incomplete application form or the region’s 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.
8. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD -NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

Article XI – Application and Selection Procedures

Section A - Application process
1. Residents of CWU on campus housing can apply for Active membership throughout each quarter.
2. Applications will be available at all times in the Residence Life Office, the NRHH office and General Body meetings.
3. Members must complete and turn in all parts of the application prior to the next NRHH Executive Board Meeting in order to be considered at the next General Body Meeting.

Section B - Selection Process
1. The general body of the “Tom Ogg” Chapter shall be the selection committee for all new members.
2. All members can participate in discussion about the application set forth by the resident, but only Active members may vote on the application.
3. The applicant must receive 60% + 1 from Active members during the selection process to become an Active member within NRHH. The applicant will be allotted two minutes for a speech to the general body. Following the speech, there will be a five minute question and answer period from the general body to the applicant. The applicant will leave the room while the general body has a discussion for five minutes, more or less if needed. The general body will then vote using Single Transferable Vote Method.
4. The announcement of new members will be made after the selection process is completed.
5. At the end of each quarter an induction ceremony will take place where new members will be sworn in. Date, place, and time will be determined by the executive board.

Section C – Active Membership Requirements
1. All members will pay a membership fee to join the Tom Ogg Chapter. Active members will pay $40 and this will pay for an NRHH T-shirt, an NRHH Active Membership pin, a certificate, and honor cords. This membership fee will be a one-time fee at the beginning of the lifetime membership within the Chapter Membership fees will be evaluated on a yearly basis and are subject to change to accommodate the changes merchandise prices. Membership fees will be due two weeks after a member has been voted into the Chapter or members must talk to the Administrative Vice-President for a later due date if needed.
2. The Chapter will have bi-monthly meetings, dates and time will be determined by the NRHH executive board, for the NRHH members. Active members will be expected to notify an Executive Board member if they are unable to attend general body meetings at least 24 hours prior to the meeting unless an emergency arises. All members are expected to attend all (100%) of the general body meetings throughout the year, unless the member has a class, meeting or substantial conflict and has notified the Executive Board.

3. All members are expected to attend at least three Residence Hall Association meetings every quarter.

4. All Active members are to vote on all OTM campus wide categories for each month by the designated due date set by the Vice President of Recognition.

Article XII – Nomination and Selection of Honorary Members
Any CWU campus community member can nominate a person including, but not limited to, housing personnel, instructors, college or university staff and those who have demonstrated outstanding support and service to student in the CWU university housing. Nominators will use the NRHH Honorary Membership Nomination Form. The general body will then vote on the nomination form with the name of the nominated person revealed. A 50% +1 vote from Active members is needed to induct the nominee into honorary membership. Honorary Members will be inducted at an Induction Ceremony determined by the Executive Board. At the Induction Ceremony, Honorary Members will receive a NRHH Membership pin, an NRHH T-shirt, and certificate. The number of honorary members will not exceed 10% of the membership cap.

Article XIII - Membership Cap
At no time shall the Active membership of the “Tom Ogg” Chapter of CWU exceed one percent of the total population of the residence halls. This is also known as the 1% cap. This will vary from year to year based on the number of students living in the residence halls. Alumni, Early Alumni and Honorary members do not count toward the 1% cap.

Article XIV-General Body Meeting
General body meetings will be inclusive to everyone. Anyone is welcomed to attend general body meetings and participate in activities and discussion, but only active members will be able to vote on business presented to the body.

1. General Body Meetings will be held bi-monthly.
2. Place, time, and dates will be determined be the current executive board and announced at the beginning of the quarter.
3. Quorum for general body meeting will be 60% +1

Article XV – Committees
When the NRHH general body or executive board has a need that can be appropriately met by a committee, such as research, event planning and/or execution, or fundraising, an ad hoc committee will be formed to meet that need by the following process:
1. The need or idea will be brought to the floor by a motion
2. Someone will then move to refer said motion to an ad hoc committee consisting of a stated number of members to be appointed by the committee chair with the function of either gathering information and reporting back to the general body at the next scheduled general body or executive board meeting or the power to act, which would allow them to plan and execute events etc.
3. The President of NRHH will then appoint a chair, or two co-chairs, to the ad hoc committee, which will always involve at least one executive board member
4. If a committee concerning fundraising is formed, the Administrative Vice President will chair/advise that committee, and any committee that directly relates to recognition will be chaired by the Vice President of Recognition. Committees dissolve after their appointed task has been completed.

Article XVI – Historical Artifact
The historical artifact for the “Tom Ogg” Chapter of CWU will be in the form of what the Administrative Vice-Presidents seems fit. The artifact will include the following: 1) information about that year’s Executive Board 2) updated membership list 3) an entry for every program that NRHH hosted during that academic year. The Administrative Vice-President will be responsible for maintaining the artifact.

Article XVII – Finances
The National Residence Hall Honorary Tom Ogg Chapter will reside in good standing with the region, NACURH, and NACURH offices.
1. At the beginning of each academic year, $1000 will be placed in the General account.
2. The remaining balance of the fundraising fund account from the previous year will be rolled over to the NRHH Fundraising account the following academic year.
3. Every other year NRHH will pay the cost of Affiliation for both NRHH and RHA.

**Article XVIII – Parliamentary Procedure**

Meetings will be conducted using the round table discussion method. During membership application voting, honorary membership nomination, Executive Board elections, and funding request a form of parliamentary procedure will be used.

**Section A – Single Transferable Vote Method**

1. The Single Transferable Vote Method should follow the following steps when selecting new NRHH members:
   a. Each Active member will receive a ballot where they rank the applicant in order of preference with first being the most desired outcome.
   b. Each applicant needs a majority of 60% +1 to be voted in as an Active member.
   c. If, after all the votes have been transferred, an applicant achieves a clear majority, the applicant is then selected.

**Section B – Funding Request Voting Procedures**

1. The person who is requesting money from NRHH will be allotted three minutes to present.
2. The Executive Board will state the Board’s recommendation and open up a five minute question and answer period.
3. There will then be a five minute discussion period between all Active Members.
4. Active members will receive a ballot to which they will write their vote; yes, no, or abstain. The Executive Board will then tally the results. There must be a 50% +1 vote for funding to pass.

**Article XIX – Amendment Process**

In order to revise the NRHH constitution there needs to be a 50% +1 vote from the current NRHH Active members. The guidelines for voting are as follows:

1. The Executive Board member or Active member(s) will bring forth the current constitution with the said amendments written out and clearly marked.
2. The President will move through the said changes during a general body meeting.
3. The members of the NRHH will read through each wanted change. This will be followed by a question and answer period, a discussion period, and then Active members will use the straw-poll voting method to amend said changes.
4. These steps will be followed for all changes beyond grammatical, structure, spelling, and punctuation errors.

“Tom Ogg” Chapter of Central Washington University

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April 2007
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