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# CONSTITUTION OF THE MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY

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We, the students residing in Residential Life housing of the Missouri University of Science and Technology (Missouri S&T), do hereby establish this constitution for the National Residence Hall Honorary at the Missouri University of Science and Technology, for the advancement and general welfare of the students living in Residential Life housing.

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## ARTICLE I. NAME AND AFFILIATION

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The name of this organization shall be the Missouri University of Science and Technology's Chapter of the National Residence Hall Honorary which shall hereinafter be referred to as the Shamrock Chapter of the National Residence Hall Honorary (NRHH), affiliated nationally with National Association of College and University Residence Halls, Incorporated, (NACURH)

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## ARTICLE II. PURPOSE

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The purpose of the Shamrock Chapter of NRHH shall be to promote leadership and programming excellence, develop the skills and abilities within students, and recognize outstanding programming and service within the Residential Life system at Missouri S&T. These tenets are tools used to support the National Pillars of NRHH; leadership, recognition, scholastics, and service.

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## ARTICLE III. MEMBERSHIP

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### SECTION A. NEW MEMBER QUALIFICATIONS

Candidates for new member induction must have:

1. A minimum cumulative grade point average of 2.75, with a preferred 3.0, on a 4.0 scale and may not be on academic probation at the time of application.
2. Residence in Residential Life housing a minimum of two full semesters, not including their current semester, before the candidate may apply to be inducted into NRHH. The candidate must also reside in Residential Life housing during the semester in which they are applying.
3. Exhibited outstanding leadership and service within the Residential Life system.
4. A solid understanding of the purpose and goals of the Shamrock Chapter of NRHH as well as the ability to carry out and represent the pillars of NRHH appropriately.

## SECTION B. SELECTION AND INDUCTION PROCESS

1. The new member application for induction will be approved before each selection process by the voting membership of the Shamrock Chapter. The candidate will be evaluated based on the criteria approved by the body.
2. A timeline for induction will be presented and approved by the body. The timeline will include the:
  - a. Deadlines for the new member application.
  - b. Date for the New Member Selection Meeting.
  - c. Date for new member induction.
3. The selection committee will be comprised of the body's voting members and any alumni granted permission by the general body to sit in on discussion.
4. All eligible candidates will be reviewed and voted on during the new member selection meeting. The selection process is comprised of two sections, Initial Review and Final Justification.
  - a. During the Initial Review, each candidate will be individually reviewed and voted on, using simple majority, based on the criteria approved by the general body. A preliminary list will be generated of the candidates approved at this time. After all candidates have been initially reviewed, the body will move into Final Justification.
  - b. During Final Justification, the body will be allowed to discuss and reevaluate the approved preliminary candidate list with a two-thirds majority vote. When Final Justification is finished, the body will have selected, approved, and justified the applicants to be inducted based on the new member and chapter requirements.
5. All candidates will be notified whether or not they were accepted prior to induction.
6. The active membership of the Shamrock Chapter of NRHH may include up to, but no more than, either one percent of the total population living in Missouri S&T Residential Life housing or twenty members, whichever number is larger. New members may be inducted as long as open positions are available in the organization given these restrictions.
7. Induction may take place at anytime during the course of the semester; however, the inductees will not become members until the close of business at the end of each semester. If induction occurs before the close of business, the inductees will serve a period in which they transition from inductees to active members. This period will last for the duration of the semester, at the close of which they will receive their vote. Inductees have the right to attend meetings, comment on organizational business, and run for positions for the following semester. Inductees gain voting rights once they become active members
8. All members living in the residence halls will receive a vote. If an inductee chooses to reside in non-Residential Life housing the semester following their induction, they will be considered an alumni member but will be granted a vote for that semester only. For all following semesters voting rights must be approved by a majority vote by the active membership.

9. Once an individual becomes a member of the Shamrock Chapter of NRHH, the individual becomes a member for life.

## SECTION C. MEMBER DEFINITIONS

1. Active members shall be defined as those who are enrolled at the Missouri S&T and live in Residential Life housing. Active members have the right to vote and hold office.
2. Early alumni members shall be defined as those members who are unable to fulfill the expectations and requirements of active members. Candidates for early alumni status must follow guidelines outlined in national NRHH policy. Active members may request or be recommended, by the executive board, for early alumni status. This status must be approved with a simple majority vote from the general body. To return to active membership, a petition must be brought before the general body and approved by a simple majority. Early alumni members do not have the right to vote.
3. Alumni members shall be defined as former active members who have moved off campus, or otherwise left Missouri S&T. Alumni members have the right to vote and hold office at the permission of the president and approval from the active membership by a majority vote.
4. Honorary members shall be defined as those who are not active, early alumni, or alumni members, but who have provided outstanding service to the Missouri S&T Residential Life system. Individuals who qualify for general membership, with the exception of graduating seniors, cannot be inducted as an Honorary Member. Honorary members do not have the right to vote or hold office.
5. Nominations and voting for honorary members will take place at the end of the new member selection meeting. Honorary members must be approved with a simple majority vote of the NRHH body. The chapter may select and induct up to two honorary members per academic year.

## ARTICLE IV. OFFICERS

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### SECTION A. OFFICER POSITIONS

1. The officer positions shall be that of a President, a Vice President, and a Secretary/Treasurer. All officer positions shall be for one semester in length, and when elected will be granted a vote.
2. The officers shall make up the executive board which will have regular meetings and any additional meetings as needed. The executive board will assume all duties not assigned to another member or committee.

### SECTION B. OFFICER DUTIES

The President of the Shamrock Chapter of NRHH shall:

- a. Preside over meetings, which will be held at least twice a month.
- b. Be responsible for compiling a calendar for the semester.

- c. Hold a weekly planning meeting with the chapter's advisor.
  - d. Meet on a monthly basis with the Residence Hall Association President to discuss, collaborate, and support joint initiatives within the residence halls.
  - e. Attend, or appoint a designee to attend, Residence Hall Association meetings when necessary.
  - f. Ensure reports are given at all hall government meetings.
  - g. Serve on the End of the Year Banquet committee. Duties include awarding Bronze pins and ensuring the completion and presentation of the "Of the Year" awards.
  - h. Manage the chapter's transitioning meetings.
  - i. Submit a yearly report at the close of each academic year to the Associate Director of NRHH of the region in which the Shamrock Chapter is affiliated within NACURH.
2. The Vice President shall:
- a. Preside over all meetings in the absence of the President.
  - b. Be charged with determining committee structure and assigning every active NRHH member to a committee.
  - c. Manage membership recruitment and the induction process.
  - d. Oversee recognition programs. This includes but not limited to encouraging "Of the Month" (OTM) submissions, managing the chapter's regional graders, compiling OTM certificates and write-ups, and ensuring the completion and distribution of the OTM door decorations.
3. The Secretary/Treasurer shall:
- a. Archive files on all activities and events of the Shamrock Chapter of NRHH.
  - b. Record and archive minutes of every meeting which will serve as the organization's official record.
  - c. Submit a budget at the beginning and end of each academic year to be approved by the body.
  - d. Continuously maintain an accurate record of the chapter's finances.
  - e. Coordinate the Up and Coming Leadership Scholarship application process, creating the NRHH phone list, and maintaining the official NRHH roster.

## ARTICLE V. COMMITTEES

Each member of the Shamrock Chapter of NRHH shall serve on one of the following committees: Promote, Develop, or Recognition. Each committee will select one chair responsible for organizing committee meetings and coordinating with the executive board. The NRHH officers and Leadership Trip Chair are ineligible to serve as official committee chairs or any other elected leadership position within NRHH. One NRHH officer shall serve as an E-board

Liaison on each committee for the purpose of assisting with overall chapter communication and coordination. The other duties of the committees are as follows:

1. Promote Committee—The promote committee shall:
  - a. Be responsible for maintaining alumni relations and alumni related events.
  - b. Issue an Alumni Newsletter at least once a semester.
  - c. Handle all chapter advertising and promotion.
  - d. Maintain and hold the body accountable for the photo archive.
  - e. Assist the Concession Coordinator, or when needed, take responsibility for organizing and running the concession stands.
  - f. Organize a fundraiser each semester.
  - g. Promote the chapter by executing at least one resident focused event a year.
  - h. Assist the Webmaster, if needed, in the chapter website maintenance.
  - i. Be responsible for any other item which falls within the purpose of the Shamrock Chapter of NRHH.
2. Develop Committee—The develop committee shall:
  - a. Implement at least two developmental programs a semester focused on developing the professional and interpersonal skills of the NRHH body.
  - b. Execute at least one developmental program a semester for both hall government members and resident assistants.
  - c. Sponsor, host, and support programming in the residence halls.
  - d. Assist the Fridge Coordinator, or when needed, organize fridge replacement in the Residence Halls.
  - e. Hold the general body accountable for the Program Historian position. This position entails assisting in the set-up and tear-down of each program within the residence halls, taking and archiving photographs of each program, supporting the program facilitator when needed, and representing the values of NRHH. This position is a shared responsibility within the NRHH general body. NRHH should send a representative to all residence hall programs whenever feasible. Arrange a spring fundraiser or community service project to be decided by the committee based on the needs of the Chapter.
  - f. Coordinate the NRHH membership retreat each semester.
  - g. Be responsible for any other item which falls within the purpose of the Shamrock Chapter of NRHH.
3. Recognition Committee—The recognition committee shall:
  - a. Be responsible for all recognition efforts of the Shamrock Chapter.
  - b. Coordinate OTMs and OTM presentations for hall government meetings.

- c. Coordinate and oversee all regional and national bids.
- d. Maintain the four NRHH bulletin boards located in each residence hall.
- e. Assist in the execution of the NRHH membership drive.
- f. Host Recognition Days roughly once a month.
- g. Coordinate NRHH Finals Kits.
- h. Complete a fall fundraiser or community service project to be decided upon by the committee based on the needs of the chapter.
- i. Be responsible for any other item which falls within the purpose of the Shamrock Chapter of NRHH.

## ARTICLE VI: ADDITIONAL MEMBERSHIP DUTIES

### SECTION A. LEADERSHIP TRIP CHAIR AND LEADERSHIP TRIP CHAIR IN-TRAINING

NRHH is responsible for sponsoring and hosting Leadership Trip and Leadership Lock-In. These two events shall be coordinated by the Leadership Trip Chair (LT Chair) and the Leadership Trip Chair-In Training (LT-IT). The LT Chair is a continuation of the LT-IT position. In total, LT-IT and LT Chair positions require a one and a half year commitment.

1. The LT Chair coordinates all Leadership Trip planning, executing, and advertising initiatives. The LT Chair is a one year term beginning at the close of Leadership Trip and continuing until the conclusion of the following year's Leadership Trip.
2. The LT Chair position will be held by the previous LT-IT. If there is no LT-IT, the LT Chair will be elected using simple majority.
3. The LT-IT will assist the LT Chair in planning Leadership Trip. At the conclusion of Leadership Trip, the LT-IT will automatically assume all Leadership Trip and Leadership Lock-In responsibilities as the LT Chair. The LT-IT is elected by simple majority and will extend for a semester term from Leadership Lock-In through Leadership Trip.

### SECTION B. OTHER ELECTED LEADERSHIP POSITIONS

Other elected leadership positions available are Develop, Recognition, and Promote Committee Chairs, Webmaster, Concessions Coordinator, and Fridge Coordinator. These positions will be elected by the committee responsible for the position and then must be approved by the general body with a majority vote. These positions are filled on an as needed basis. The position holders do not need to be from the committee associated with their elected position; however, they must be able to handle and coordinate all position duties with the committee responsible as well as their assigned committee responsibilities.

## ARTICLE VII. ADVISOR

The advisor shall be the Director of Residential Life at Missouri S&T or their designee.

## ARTICLE VIII. ELECTIONS

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### SECTION A. OFFICIER ELECTIONS

1. Officers of the Shamrock Chapter of NRHH shall be elected by a simple majority vote of all voting members present at a meeting following the induction of new members but before the end of the semester in which the induction took place.
2. Newly elected officers shall begin serving as an apprentice to the out-going officers after the meeting in which the elections take place. Each officer shall assume full responsibilities for their office at the close of the semester in which they were elected.
3. Inductees may run for officer positions and other leadership positions; upon gaining NRHH membership at the close of the semester they will assume full responsibility of their newly elected position.
4. All elected positions, excluding LT Chair and LT-IT, serve a semester term.

### SECTION B. OTHER LEADERSHIP POSITION ELECTIONS

1. Committee chair positions must be elected by each committee and then approved by the general body by a majority vote at the beginning of each semester once the committee members have been determined.
2. All other leadership positions, excluding committee chairs, within the chapter may be elected at any time during the semester. These positions must be elected by the committee members and approved by the general body with a majority vote.

### SECTION C. SPECIAL ELECTIONS

If for any reason a vacancy occurs outside the stated timeline of election for any officer or other leadership position, the chapter may decide to hold a special election during any meeting in which they can elect an individual into the open position by a simple majority vote of all voting members present. All other leadership positions, excluding the officers, will still be elected by the committee members and approved by the body.

## ARTICLE IX. OFFICER SUCCESSION

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### SECTION A. OFFICER REMOVAL

1. An officer may be removed from office if, at any time, they fail to uphold the values, ethics, and duties set forth by the Shamrock Chapter of NRHH.
2. Any elected official of NRHH may be removed from office with a two thirds vote from the voting membership. Immediately upon approval by the body, the officer is relinquished of all duties, responsibilities, and privileges associated with the position.
3. Any officer who was removed from their position will assume all general member responsibilities and expectations immediately following their removal.

## SECTION B. OFFICER VACANCY

If a vacancy occurs within the Executive Board all other executive board officers will temporarily assume the responsibilities of the vacant position until the general body can hold a special election and elect a replacement. All members, including officers, may run for the replacement position.

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## ARTICLE X. MEETINGS

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### SECTION A. MEETINGS

1. The time and date of meetings are to be decided at the first the Shamrock Chapter of NRHH meeting of each semester, with regular meetings at least twice a month.
2. Special meetings may be called by the President or by petition to the President by one-fourth vote of the voting membership of the Shamrock Chapter of NRHH. All members must be notified three days prior to each meeting.
3. The Shamrock Chapter of NRHH may act on business via campus mail or electronic mail. Any member may initiate this action. All voting through campus or electronic mail follows general voting practices.

### SECTION B. QUORUM

A quorum shall consist of one-third of the voting membership.

### SECTION C. ABSTENTIONS

A vote to abstain shall be treated as if the voting member were not present.

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## ARTICLE XI. FUNDING

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### SECTION A. BUDGET

The Shamrock Chapter of NRHH shall budget its funds in a timely manner as prescribed below:

1. At the first Shamrock Chapter of NRHH meeting of the fall semester, the Secretary/Treasurer shall present a budget for the ensuing year.
2. A final working budget for the year will be adopted at said meeting.
3. A closing financial report will be presented by the Secretary/Treasurer at the last meeting of the year and must be approved by the body at that time.
4. A two-thirds vote of the active membership of the Shamrock Chapter of NRHH is required for approval of any budget.

## SECTION B. FUNDING

Funds used by the Shamrock Chapter of NRHH shall be obtained through fundraisers by the organization and any donations to the organization.

## ARTICLE XII. APPROVAL

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### SECTION A. APPROVAL OF THE CONSTITUTION

This constitution shall be effective immediately and shall supersede all previous constitutions upon approval by a two-thirds vote of the voting membership of the Shamrock Chapter of NRHH, pending approval by the Student Affairs Committee and the Faculty Senate or their designated representatives.

## ARTICLE XIII. AMENDMENTS

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### SECTION A. AMENDMENT SUBMISSION

Proposed amendments may be submitted by any member of the Shamrock Chapter of NRHH while in session, or to the President while not in session.

### SECTION B. AMENDMENT APPROVAL

Adoption of an amendment shall be effective upon approval by two-thirds of the voting members of the Shamrock Chapter of NRHH, subject to the approval by the Student Affairs Committee and the Faculty Senate or their designated representatives.

## ARTICLE XIV. PARLIAMENTARY AUTHORITY

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All meetings of this organization shall be conducted according to parliamentary rule as set forth in Robert's Rules of Order, Newly Revised or at the designation of the president or their appointee.

## ARTICLE XV. CODE OF ETHICS

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### SECTION A. CODE OF CONDUCT

This organization will follow all federal, state, and local laws and rules of the University, including the Residential Life Policy and the Missouri S&T Standard of Conduct.

### SECTION B. NON-DISCRIMINATION

NRHH shall not discriminate on any basis, which includes but is not limited to age, creed, national origin, race, color, disability, sex, gender identity, affectional orientation, current or past military status, dietary restrictions, or graduation date.