

National Residence Hall Honorary Constitution

We the members of the Ruth Peters Chapter of the National Residence Hall Honorary of Ball State University, in reason to provide recognition for those students living in the residence halls who have shown outstanding service, recognition, commitment, and who have provided important leadership in the advancement of the residence halls, do install and establish this Constitution for the Ruth Peters Chapter of the National Residence Hall Honorary.

Mission Statement:

The Ruth Peters Chapter of the National Residence Hall Honorary, the top 1% of leaders in University Housing, is committed to leadership development, service to community, and recognition in Housing and Residence Life.

Article I: Membership

Section I: Qualifications for Membership

- A. Reside in a residence hall during the time of selection
- B. Have resided in a residence hall for at least one semester prior to the time of the selection
- C. Be a student in good standing with the university
- D. Maintain a minimum of a 2.5 accumulative grade point average

Section II: Members

- A. Active
 1. Undergraduate or graduate level students currently living in the residence halls at Ball State University
 2. The rights of active members shall be:
 - i. To vote
 - ii. Serve on one of the four active committees
 - iii. Participate in chapter meetings, functions, leadership conferences, and social events
- B. Alumni
 1. Members who permanently leave the residence halls
- C. Honorary
 1. Those who do not meet the criteria to be an active member, but have shown outstanding service and devotion to the interests of residence hall program aside from his or her official capacities or regular duties. In order to qualify for honorary membership a person must:
 - i. Be a faculty member, staff member, or fellow student who does not reside in a residence hall, or another contributing volunteer
 - ii. Must not be a member of NRHH at Ball State University or any other institution.
- D. Early Alumni
 1. Members who still reside in the residence halls and cannot participate actively in NRHH due to circumstances beyond their control.

2. Early alumni status is coordinated by the Vice President and confirmed by the Regional Associate Director of NRHH.
3. Early alumni members do not count toward chapter numbers.

Article II: Nomination

Section I: The Nomination Form

- A. Forms may go out as early as the second week of the fall and/or spring semester
- B. The people that have the privilege of nominating persons they feel deserve the recognition of being nominated to membership of the Ruth Peters Chapter shall be:
 1. Residence Hall Council Executive Board Members
 2. Residence Hall Association (RHA) Executive Board Members
 3. Student Action Team (SAT) Executive Board Members
 4. Community Association of Scheidler and Anthony (CASA) Executive Board Members
 5. Ruth Peters Chapter Members
 6. Housing and Residence Life Leadership
 7. Residence Hall Directors/Assistant Residence Hall Directors
 8. Resident Managers
 9. Community Aides
 10. Resident Assistants
 11. Multi-Cultural Advisors

Section II: The Application Form

- A. The Application Form for NRHH will consist of questions that allow the applicant to express:
 1. Why he or she is among the “top 1% of residence hall students”
 2. Information about the outstanding service, commitment, recognition, and leadership skills of the applicant at Ball State University
- B. The application form must go out no later than the sixth week of the fall and/or spring semester

Article III: Selection

Section I: Selection Procedures

- A. The selection procedures allow seven persons to serve as members of the selection committee with the presence of an Advisor(s) at all meetings
- B. The committee shall consist of the following seven people
 1. Chairperson
 - i. The Chairperson shall be the Vice President of NRHH
 - ii. Shall only vote in the case of a tie
 2. Four Active members who are elected by a simple majority of the membership
 3. The Commitment Committee Induction Representative

4. A Housing and Residence Life Staff or Ball State Faculty member shall be appointed by the Chairperson based on the recommendation from the membership
- C. Active membership of the Ruth Peters Chapter shall not exceed one percent (1%) of the total residence hall capacities (per NACURH Policy).
- D. Each nominee may attend the selection social, which will be held no later than the eighth week of the fall and/or spring semesters, during a membership meeting.
- E. The nominee shall submit his or her application for membership no later than the Friday of the eighth week of the semester during which he or she was nominated.
- F. Any current Resident Assistant must have contributed beyond his/her capacities or regular duties.
- G. In conjunction with the nomination letter each voting member of the selection committee will review each application and at the discretion of the committee will develop a system of selection that best suits the needs of that selection committee.
- H. Any active member of the Ruth Peters Chapter shall make honorary membership nominations no later than the tenth meeting of the fall and/or spring semester. An explanation explaining why the potential honorary member should be selected will follow their nomination.
 1. On the tenth meeting, voting members shall vote on all honorary membership nominations
 2. The membership may choose to induct one person per academic school year.

Article IV: Executive Board

Section I: General Requirements

- A. The Executive Board shall consist of:
 1. President
 2. Vice President
 3. Secretary
- B. A member of the Executive Board must:
 1. Be a student in good standing with the university
 2. Attend all meetings called on by the president and called upon when needed by the chapter.
 3. Have and maintain a 2.5 GPA
 4. Be an active member of NRHH
- C. The Executive Board has the power to create ad-hoc committees

Section II: Positional Requirements

- A. President
 1. Preside over all chapter meetings
 2. Act as official spokesperson for the organization
 3. Vote only in the case of a tie
 4. Create an agenda for all chapter and executive board meetings

5. Shall attend GLACURH, NACURH, and the No Frills conferences as well as any organizational meeting where NRHH is requested to represent itself.
 6. Be the Liaison from the chapter to the Region and the Nation
 7. Will hold bimonthly communication with the GLACURH Associate Director of NRHH
 8. Will assist with the facilitation of bid writing in conjunction with the Vice President
 9. Shall be the liaison to the Residence Hall Association.
 10. Shall have the power to appoint all vacancies that can not be filled by special election with the approval of the executive board.
 11. Shall re-affiliate the chapter during the NACURH conference
 12. Shall sit on the LeaderShape selection committee
- B. Vice President
1. Preside over meetings in the absence of the President
 2. Sit as chairperson of the selection committee
 3. Advise all committee chairs and hold a monthly meeting with the chairs (via. E-mail or in person)
 4. Coordinate the NRHH office (supplies, letterhead, communication, and technology)
 5. Be the Parliamentarian during business and committee meetings.
 6. Facilitate bid writing with the president
 7. Coordinate updates in the constitution
 8. Chair all Ad-Hoc Committees
 9. Formulate a budget at the beginning of the year
 10. Take care of all financial transactions for the organization
 11. Provide an account of all financial transactions for the organization at least twice a semester.
 12. Submit the books for review to the advisors monthly
 13. Give a detailed report to the executive board and chapter twice per semester
 14. Chair the LeaderShape selection committee
 15. Coordinate LeaderShape fundraising
- C. Secretary
1. Take minutes at Executive Board and chapter meetings
 2. Distribute minutes to the appropriate members
 3. Preside over meetings in the absence of the President and the Vice President
 4. Maintain and update a directory of active, honorary, and alumni member's email addresses
 5. Assist the Vice President in coordinating office functions
 6. Maintain and updated the chapter website
 - i. Minimum requirements for the website:
 1. Chapter Minutes
 2. Committee Descriptions
 3. Executive Board Contact Information

4. Active Membership List
7. Maintain and update the following files:
 - i. Constitution
 - ii. Executive Board Minutes
 - iii. Minutes of chapter meetings
 - iv. Current budget
 - v. Contact list for members
 - vi. Calendar of events
8. Maintain contact and communication with Alumni members.

Article V: Committee Chairpersons

Section I: General Committee Chairperson Requirements

1. Attend all meetings
2. Maintain communication with the Vice President
3. Maintain their respective committees
4. Attend executive board meetings when called upon to do so by the executive board.
5. Committee Chairpersons shall not have executive board voting rights, nor shall they be required to hold office hours.

Section II: Specific Duties of Committee Chairpersons

A. Recognition

1. Shall select Of the Months (OTM) and Of the Years (OTY) with the help of the committee
2. Send winning OTMs to regional level
3. Notify all winners and nominees of OTMs and OTYs
4. Recognize outstanding members and leaders on campus
5. Opening Committee Awards
6. Spotlights and Monthly Recognition

B. Commitment

1. Shall coordinate NRHH apparel for members
2. Create door decorations for members at least twice a semester
3. Organize NRHH Pride Week
4. Publicize all Ruth Peters Chapter events to the campus and individual members
5. Facilitate the Big Pillar/Little Pillar Program
6. Plan and implement the Fall and/or Spring Induction Ceremony
7. Facilitate Pillar Points Program
8. Shall sit on the Fall and/or Spring Selection Committee or appoint a proxy in their absence

C. Leadership

1. Promote Leadership in the halls
2. Facilitate the Building Blocks Program
3. Work collaboratively with the Executive Board and membership in organizing, planning, and the implementation of both the Fall and Spring Leadership Conferences

D. Service

1. Organize and plan the annual Ruth Peters Chapter Alumni Social
2. Provide service opportunities for NRHH members within campus and beyond
3. Offer service and manpower to residence halls
4. Plan three socials per semester
5. Plan and implement a large service project during the semester that Koins for Kids is not occurring.
6. The Chairperson shall serve as the chair for the Koins for Kids fundraiser by planning and implementing programs within NRHH acting as the official, NRHH spokesperson to the Make-A-Wish Foundation and shall serve as the resource to campus organizations regarding fundraisers for Koins for Kids

Article VI: Special Working Committees

A. Rug Burn

1. The Rug Burn Committee Chair will be responsible for the annual carpet sale held opening weekend of the fall semester.
2. Elections for the Rug Burn Committee Chair will take place during the spring semester.
3. The chair will be responsible for communicating with On Campus Marketing, getting volunteers, and the process of delivery.
4. The chair should be available during the previous summer.

Article VII: Election and Terms of Office

Section I: Election of Officers

- A. Elections shall be held in the spring semester following the induction of new members with the exception of President.
- B. Nominations shall follow the following format in order:
 1. Nominations will be taken for two weeks
 2. Nominations will close on the second week with presentations following this criteria:
 - i. Nominees may give a three minute presentation.
 - ii. A five minute question and answer session will be held.
 - iii. Discussion on candidates for each position will occur after all nominees have presented.
- C. All members elected will serve one year from the date of the election.
- D. In result of a midyear election, all vacant positions will be up for election at the same time.
- E. Nominations for the President will be taken the meeting prior to Spring Break with the election being held the first meeting after Spring Break.

Section II: Appointment of Committee Chairpersons

- A. Any member of NRHH may apply for a Committee Chairperson position outlined in Article V.
- B. Interested parties must submit a written platform to the Executive Board by a time and date determined by the Executive Board.

- C. The Executive Board shall review all submitted platforms and decide from those the most qualified person for each position.
- D. The President shall present the chosen candidate to the chapter for appointment.
- E. The chapter will vote to approve or deny the appointment.

Section III: Impeachment

- F. In the event of behavior unbecoming of an officer or chairperson, the Executive Board (after consulting with the advisors) will make a recommendation to the body.
- G. To be removed from a position requires a 2/3 majority vote of active members present at the meeting.
- H. A special election will be held at the next meeting to fill any such vacancy with the exception of the President and shall be held following the process in Article VII, Section 1, Letter B.
- I. In the case of the President's resignation or removal from office the Vice-President will assume the position of President. A special election will then be held to fill the vacancy of the Vice President.

Section IV: The Advisors

- A. Be an Assistant Director of Housing and Residence Life and a Residence Hall Director/Assistant Residence Hall Director as appointed by the Housing Department
- B. Attend all chapter and committee meetings as necessary
- C. Meet with his or her designated advisees as deemed necessary

Article VIII: Chapter Meetings

- A. NRHH meetings will be held weekly
- B. Special meetings may be called by the Executive Board
- C. The official meeting time shall be Monday at 5:15 p.m.
- D. Robert's Rules of Order shall serve as a guideline for business procedures at all meetings and will be enforced by the Vice President.

Article IX: End of the Year Awards

- A. Nominations for the following awards should be taken the first week in April.
 - 1. A written reason should be presented to the selector(s) by the nominator.
 - 2. The people that have the privilege of nominating persons they feel deserve the recognition by the following awards shall be:
 - i. Residence Hall Council Executive Board Members
 - ii. Residence Hall Association (RHA) Executive Board Members
 - iii. Student Action Team (SAT) Executive Board Members
 - iv. Community Association of Scheidler and Anthony (CASA) Executive Board Members
 - v. Ruth Peters Chapter Members
 - vi. Housing and Residence Life Leadership

- vii. Residence Hall Directors/Assistant Residence Hall Directors
 - viii. Resident Managers
 - ix. Community Aides
 - x. Resident Assistants
 - xi. Multi-Cultural Advisors
 - xii. Ball State University Affiliate
3. In the case that the President is nominated, the next eligible executive board member in the line of succession shall take their place in selection.
- B. Matthew Stovcsik Award
1. Selected by the Advisor(s) and President before the end-of-the-year banquet
 2. Criteria for choosing nominees are, but not limited to
 - i. Involvement for more than one year, not consecutive
 - ii. Must be an active or alumni member of the Ruth Peters Chapter of NRHH
 - iii. Be involved in their respective committee
 - iv. Have good attendance
 - v. Takes advantage of outside opportunities
- C. Outstanding Member Of the Year Award
1. Selected by the Executive Board one week after nominations are due.
 2. Criteria for choosing nominees are, but not limited to
 - i. Must not be a current Executive Board Member of the Ruth Peters Chapter of NRHH
 - ii. Be involved in their respective committee
 - iii. Have good attendance
 - iv. Takes advantage of outside opportunities
 - v. Must be an active or alumni member of the Ruth Peters Chapter of NRHH
 - vi. Has gone above and beyond what is expected from an NRHH member
- D. Leadership and Service Pins
1. Selected by the Advisor(s) and President, with recommendations from any active member, before the end-of-the-year banquet
 2. The President is not eligible to be awarded a Leadership and Service Pin
 3. Can be awarded up to eight (8) active members
 4. Criteria for choosing nominees are, but not limited to
 - i. Has shown commitment to NRHH through the residence hall system
- E. Ruth Peters Achievement Award
1. Selected by the Advisor(s) and President before the end-of-the-year banquet
 2. Criteria for choosing nominees are, but not limited to

- i. Must live in the Residence Halls when nominated
 - ii. Must have completed 30 credit hours
 - iii. Must have at least a 2.5 GPA
 - iv. Must have residence hall involvement
 - v. If a RA is nominated, must go above the duties of the RA position
- F. Senior Cords
- 1. Anyone that is graduating from the Chapter shall receive a set of Honors Cords, as a gift, from the Chapter.

Article X: Of The Year Awards (OTYs)

- A. OTYs will be due in April with the exact date chosen by the Recognition Committee.
- B. An individual is ineligible to nominate themselves.
- C. Those who have the privilege of nominating persons they feel deserve the recognition shall follow the guidelines in Article II, Section 1, part b.
- D. OTY Categories:
 - 1. Academic Achievement
 - i. Is for a person who has shown the positive promotion of academics, encourages academic success, helped others in their academics, done something additional that stands out academically, and shown growth in their academics over the past year.
 - ii. The award is for a combination of any of these attributes.
 - 2. Advisor
 - i. Is for an individual who recognizes student involvement, positively impacts students, has made outstanding accomplishments relative to advising, and motivated others to achieve great things.
 - ii. Only an advisee can nominate for this category
 - 3. Desk Staff Member
 - i. Is for an individual that consistently supported residence hall staff (i.e. RAs, RHD, ARHD, Hall Council, and Desk Staff), supported and role modeled residence hall policies both on and off duty, contributed to a team environment, contributed above and beyond the expectations of the positions, and served to motivate others.
 - 4. Excellence in Diversity
 - i. Is for a nominee or group that has worked to positively promote diversity, educated others on the importance of diversity, shown support towards others in regard to diverse issues, encouraged others to be diverse, and incorporated diversity into their floor community.
 - 5. First Year Student

- i. Is for a first year student that has made outstanding involvements and contributions within the residence halls, Ball State's campus, on his/her floor, and motivated others.
6. Community
 - i. Is for a community of students that have made accomplishments for the community, established and maintained a level of responsibility within the community, assisted in developing an inclusive and positive environment, and promoted the academics of the individuals in the community.
7. Hall Council Executive Board Member
 - i. Is for an individual who has made outstanding contributions in his/her hall council, motivated and recognized others, supported floor/hall/campus activities, positively promoted academics within the hall council, and positively promoted their hall council within and outside their hall.
8. Community Service Program
 - i. Is for a community service program that had dramatic effects of the participants, met the intended goals of the program, was overall a quality community service program, was different from other available community service programming, and benefited the floor/hall/campus/community in a dramatic way.
9. Diversity Program
 - i. Is for a diversity program that had dramatic effects on the participants, met the intended goals of the program, was overall a quality diversity program, was different from other available diversity programming, and benefited the floor/hall/campus/community in a dramatic way.
10. Educational Program
 - i. Is for an educational program that had dramatic effects on the participants, met the intended goals of the program, was overall a quality educational program, was different from other available educational programming, and benefited the floor/hall/campus/community in a dramatic way.
11. Social Program
 - i. Is for a social program that had dramatic effects on the participants, met the intended goals of the program, was overall a quality social program, was different from other available social programming, and benefited the floor/hall/campus/community in a dramatic way.
12. Student
 - i. Is for a non-first year student that has made outstanding involvements and contributions within the residence halls, Ball State's campus, on his/her floor, and motivated others.

13. Cheers

- i. Is an award judged through NOVA submissions and is awarded to the hall that has provided the most diverse, well attended, weekend programming that serves as an alternative to off-campus drinking.

Article XI: Of The Month Awards (OTMs)

- A. All Of The Month Nominations (OTMS) are due by 11:59pm on the 1st of every month to the database (otms.nrhh.org). They will be judged by the Recognition committee and submitted regionally by the 10th of every month.
- B. All OTMs shall follow the Of The Month National Policy

Article XII: LeaderShape

A. Timeline

1. The LeaderShape application will be a bi-annual application process.
2. All LeaderShape materials will be distributed the Monday following Fall Induction during the respective selection year.
3. LeaderShape applications will be due the first Monday of the spring semester.
4. The LeaderShape recipient shall be announced by the second chapter meeting in February

B. Selection Requirements

1. Any active NRHH member may apply.
2. All applicants should be aware of the additional chapter requirements after returning from LeaderShape.

C. Selection Committee

1. LeaderShape selection committee members will be elected two weeks prior to the end of the fall semester.
2. The selection committee shall consist of the following:
 - i. The chapter President
 - ii. Four active NRHH members
 - iii. The chapter Vice-President as a non-voting member
 - iv. One chapter Advisor as a non-voting member

D. Financial Support

1. The Ruth Peters chapter will support the LeaderShape recipient by paying \$500 towards the cost of registration.
2. The recipient of the award will be required to pay \$200 towards the cost of LeaderShape to display their investment and commitment to the experience.
3. The chapter Vice President in conjunction with the LeaderShape recipient will plan and implement fundraisers in order to raise the remaining \$750 required for registration.
4. The recipient will be responsible for providing their own transportation to LeaderShape.

Article XIII: Conferences

- A. All costs incurred by the President or delegated chapter representative for NACURH or GLACURH conferences shall be taken from the Chapter budget.
- B. Any active member who attends a conference may request financial sponsorship for travel or registration costs by a simple majority vote of the chapter.

Article XIV: Finances

- A. The organization is responsible for holding fund raising projects with the proceeds going to either the organization or a charitable cause, or scholarship. All proceeds must be line-itemized in the budget.
- B. The budget must reflect a carry-over line of at least 25% of the total budget each year
- C. Any reallocation of money must be approved by 2/3 of the membership present at the chapter meeting
- D. Any line item that is over spent must be approved by the chapter by 2/3 of the membership present at the chapter meeting.

Article XV: National Affiliation

- A. This honorary is a university affiliate of the National Residence Hall Honorary. In order to remain a member of the NRHH, this chapter must follow the rules and by-laws of the NRHH Constitution.

Article XVI: Amendments to the Constitution

- A. Amendments must be submitted to the Executive Board in writing two weeks prior to voting by active members.
- B. Two readings of the amendment must occur before the amendment is voted upon
- C. No discussion is permitted after the first reading of the amendment. Amendments to this constitution may be ratified by a 2/3 vote of the active membership present at the first reading meeting.
- D. Any active or alumni member of NRHH can submit legislation.

Article XVII: Nondiscrimination Clause

- A. The National Residence Hall Honorary shall not discriminate on the bases of race, creed, national origin, ancestry, sex, age, religion, ability, or sexual orientation in the selection of its members, its awards, or in its programs unless federal or state laws allow for such exceptions.