

**Sample Constitution and Bylaws**  
(includes officer and member oaths)

**The Elisabeth Brooks Warren Chapter  
National Residence Hall Honorary  
Constitution**

**Preamble**

We, the members of the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary at the University of North Texas, in recognition of the need of a democratic system whereby maintain and improve our chapter, do hereby establish this constitution.

**Article I: Name**

The name of the organization shall be the Elisabeth Brooks Warren chapter of the National Residence Hall Honorary (NRHH) at the University of North Texas.

**Article II: Purpose**

**Section 1:** To recognize outstanding leadership, service and dedication to the Residence Hall System that went above and beyond the call of duty.

**Section 2:** To provide a leadership resource for the Residence Halls.

**Section 3:** To assist the needs of the UNT and Denton communities through quality service.

**Article III: Membership**

**Section 1:** Membership shall be limited to 15 active members or 1% of the Residence Hall population per year, whichever is greater.

**Section 2:** Membership shall be divided into three categories: Active, Alumni and Honorary.

A. Active

1. Lives on campus and attending classes
2. Receives one vote when present on all voting matters.
3. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

B. Alumni

1. Lives off campus.
2. Lives on campus, but is not attending school.
3. Receives one vote except in the selection of new members.
4. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 3).

C. Honorary

1. Lives on or off campus.
2. Does not vote.
3. Appointed by Executive Board.
4. Individuals who could qualify for active membership, with the exception of graduating seniors, can not be inducted as honorary members.
5. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter's membership cap.

**Section 3: Responsibilities of Active Membership**

- A. Members must attend all NRHH meetings (if they are unable to attend they should contact the President and inform them 24 hours prior to the meeting). Members are allowed one unexcused absence per semester.
- B. They must write no fewer than two OTMs per semester (fall and spring) in any category.

- C. Each member shall maintain a 2.5 cumulative G.P.A. each semester.
- D. Each member shall exhibit leadership, character qualities appropriate for representing NRHH and UNT in a consistent, willing and positive manner.
- E. Active participation in all projects volunteered for or assigned.
- F. An Active member of a chapter, who permanently leaves the residence hall system, shall become an alumni member. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When a member leaves the residence hall system, they must submit a letter to the chapter as to whether the leave is temporary or permanent. When a member submits a notice of temporary leave, they must indicate the duration of their leave to the chapter. If a member who has submitted a notice of permanent leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NRHH National Office Director 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 4: Transfer Members**

- A. If an NRHH member transfers to UNT they may submit a letter to the chapter to become affiliated with the Elisabeth Brooks Warren Chapter. The Executive Board shall review the letter and shall determine the acceptance of the member. The member shall be placed in the appropriate membership category.

**Article IV: Amendments**

Amendments to this Constitution and its by-laws may be made by a two-thirds vote of present active and alumni members during any chapter meeting.

**Article V: Ratification**

This Constitution shall become effective when a two-thirds vote of present active and alumni members is received; furthermore, upon ratification, this Constitution shall supersede any previous Constitution ruling this organization.

**Article VI: Officers**

The elected officers of this organization shall be President, Vice-President for Recognition, Vice-President for Selection and Induction, Secretary, and Treasurer.

**Article VII: Advisor**

The Coordinator for Residential and Judicial Affairs shall appoint this organization’s advisor at the beginning of each semester.

**The Elisabeth Brooks Warren Chapter  
National Residence Hall Honorary  
By-laws**

**Article I: Meetings**

**Section 1:** This organization shall follow *Robert’s Rules of Order* unless otherwise stipulated by the Presiding Officer and/or the Executive Board.

**Section 2:** Regular bi-monthly meetings shall be set by the Executive Board at the beginning of each semester.

**Section 3:** Additional meetings shall be called by the Executive Board as necessary.

**Article II: Duties of Officers**

**Section 1:** The President shall:

- A. Preside over all chapter meetings.
- B. Preside over all Executive Board Meetings.
- C. Preside over all “Of the Month” selections.
- D. Create special committees, as needed.

- E. Maintain correspondence with the SWACURH NRHH RAD.
- F. Maintain correspondence with the NRHH National Office.
- G. Assist with yearly affiliation process.
- H. Perform all other tasks normally associated with the position of the President as defined by *Robert's Rules of Order*.

**Section 2:** The Vice-President for Recognition shall:

- A. Be responsible for monthly recognition projects.
- B. Shall facilitate any programming events.
- C. Assume the President's duties in the absence of the President.
- D. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

**Section 3:** The Vice-President for Selection and Induction shall:

- A. Be responsible for soliciting suggestions for membership candidates
- B. Send out membership applications.
- C. Receive and prepare applications to be unanimous for members to vote on.
- D. Send letters notifying candidates of membership status.
- E. Facilitate the overall selection and induction process.
- F. Plan and organize the Induction reception each semester.
- G. Perform all other tasks normally associated with the position of the Vice President as defined by *Robert's Rules of Order*.

**Section 4:** The Secretary shall:

- A. Take minutes of all chapter or Executive Board meeting.
- B. Have presentable copies of minutes available by the next meeting.
- C. Maintain the "NRHH Chain Letter" newsletter.
- D. Send out the newsletter to member's bi-monthly.
- E. Perform all other tasks normally associated with the position of Secretary as defined by *Robert's Rules of Order*.

**Section 5:** The Treasurer shall:

- A. Prepare a budget request to be presented to the Coordinator for Residential and Judicial Affairs at the beginning of each semester.
- B. Keep accurate records of all moneys spent on a semesterly basis.
- C. Sign all NRHH Purchase Requests and keep copies of PO's.
- D. Be responsible for any fundraising events.
- E. Perform all other tasks normally associated with the position of Treasurer as defined by *Robert's Rules of Order*.

### **Article III: Duties of Advisor**

**Section 1:** The Advisor shall:

- A. Act as a liaison to the Coordinator for Residential and Judicial Affairs.
- B. Attend all meetings, either of the Chapter as a whole or of the Executive Board.

### **Article IV: Removal of Officers**

**Section 1:** If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

**Section 2:** Removal Procedures

- A. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
- B. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.
- C. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
- D. If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position.
- E. If there is a majority vote from the committee to remove the officer, then the NRHH chapter will be presented the situation by the committee.
- F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes.
- G. A three-minute question and answer period for both shall follow with no discussion afterwards.
- H. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

## **Article V: Election Code**

### **Section 1: Requirements for Candidacy**

- A. All candidates must have been an Active member with voting rights for the semester prior to which they will hold office.
- B. All candidates must be an Active member for the year in which they intend to hold office.

### **Section 2: Election Procedure**

- A. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
- B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the President. If the President wishes to run for an office, they must submit their letter of intent to the Advisor.
- C. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
- D. A three-minute question and answer period will follow each candidate's speech.
- E. Winners will receive 50% plus one of the votes cast in the election of the office.
- F. In the event of a tie, and immediate run-off election shall be held between the top two vote receivers.
- G. Each officer shall be elected to a one-year term.
- H. Officers shall take office immediately after induction.

### **Section 3: Officer Oath**

- A. The Officer Oath is as follows:  
 "I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. I solemnly swear, as an executive officer, to serve the Elisabeth Brooks Warren Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, and the NRHH National Office, as well as, the well-being of the chapter."

## **Article VI: Vacancy of Office**

**Section 1:** Should the office of President become vacant, the Vice-President for Recognition shall assume the office of the President.

### **Section 2: Presidential Appointments**

- A. In the event that an Officer leaves office, the President shall appoint an Active member with voting rights to finish that office's term.
- B. This appointment shall be made at the meeting following the office's vacancy.
- C. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.
- D. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.

- E. This election shall be governed by the election code in Article IV.

## **Article VII: General Voting**

**Section 1:** General voting is considered to be any voting except in new member selection voting.

### **Section 2:** Executive Board

- A. Each officer, excluding the President shall receive one vote in each voting matter.
- B. The advisor shall receive one vote in each voting matter.
- C. The President shall only vote to break a tie.

### **Section 3:** Chapter Members

- A. Each Active member shall receive one vote in each voting matter, unless they have lost their voting rights for the semester.
- B. Alumni members receive one vote except in new member selection matters, unless they have lost their voting rights for the semester.
- C. Honorary members do not vote.

### **Section 4:** Voting Procedure

- A. All votes shall be a simple majority of the Active and Alumni members present with voting rights unless otherwise specified by the Executive Board.
- B. Tie Breaking Procedures:
  - 1. All tie ballots shall be immediately re-cast.
  - 2. In the event of a second tie, the President shall break the tie.

## **Article VIII: Absences**

### **Section 1:** Excused/ Unexcused

- A. Absences may be excused by the President in the following manner:
  - 1. A reason for the absence must be submitted to the President 24 hours prior to the meeting.
  - 2. The President may then accept the statement and excuse the absence if the President believes the circumstances call for such an action.
- B. Absences may be considered unexcused by the President if the reason is not justifiable.
- C. The member may appeal the decision of the unexcused absence in writing to the Executive Board.

## **Article IX: Selection and Induction**

### **Section 1:** Nominee Requirements

- A. Nominees must currently reside on campus.
- B. Nominees must have resided in Residence Halls for at least a two semesters (including the present semester).
- C. Nominees must have a cumulative G.P.A. of at least 2.5 on the UNT scale.
- D. Nomination must be given to the Vice President of Selection and Induction by the deadline set each semester.
- E. All NRHH members, housing staff and residents can make nominations. This includes self-nominations.

### **Section 2:** Voting Procedure

- A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
- B. Nominees must receive 50 % plus one vote of those active members present with voting rights to be inducted.

**Section 3:** Voting Members for the selection shall consist of active members with voting rights.

### **Section 4:** Induction Oath

A. The Induction Oath is as follows:

“I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary at the University of North Texas. I promise to continue the tradition of recognition and service. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”

## **Article X: Affiliations**

**Section 1:** A representative shall:

- A. Be sent to the Residence Hall Association General Assemblies.
- B. Be sent to the Residence Life Advisory Council Meetings.
- C. Be sent to the Eagle’s Nest Inter-Organizational Council Meetings

**Section 2:** This chapter shall remain in good standing with the National and Regional Offices of the National Residence Hall Honorary.

## **Article XI: Mascot**

This chapter shall pick a mascot at the beginning of each year. This mascot should reflect the chapter’s vision for the year.

## **Article XII: Chapter Traditional Functions**

**Section 1:** This chapter shall continue its work with Adopt-a-spot. The chapter will maintain the Adopt-a-spot project by cleaning it at least six times a year.

**Section 2:** This chapter shall give out Writer’s Cramp Awards for those individuals who write OTMs and submit them to our chapter.

**Section 3:** This chapter shall continue its monthly recognition of individuals, systems, or whatever they deem necessary that deserves to be appreciated. This recognition is inclusive to, but not limited to Housing.

## **Article XIII: Chapter Pin-Awarding Procedures**

**Section 1:** The requirement for the “diamond” pin is membership induction into the Elisabeth Brooks Warren Chapter of the National Residence Hall Honorary.

**Section 2:** The requirement for the white “leadership” pin is a prominent display of leadership ability here at UNT (as assessed by the current NRHH executive board) or placement on the NRHH executive board.

**Section 3:** The requirements for the eight “bronze” pins are at the discretion of the NRHH and RHA President. These pins are to recognize individuals who have demonstrated outstanding service to RHA, NRHH, SWACURH and NACURH. UNT can only give out eight bronze pins a year.

Revised by the NRHH assembly on 7/16/01