

NRHH By-Laws

Article I. NRHH Member Responsibilities:

- a. Shall fulfill all responsibilities as outlined in the constitution under article III, section A.
- b. Submit at least 2 OTMs per term, along with other forms of recognition.
- c. Complete at least 5 hours of volunteer leadership opportunities per term outside of traditional NRHH programs.
- d. Participate in buddy programs:
 1. Complete at least 5 hours of meeting with buddy per term.
 2. Meet with your buddy at least once every other week.
 3. Submit a schedule of meeting times for the term to the Vice President of Admin and Finance, no later than Thursday of week 2 of each term.
- e. Participate in event planning, advertising, and preparation.
- f. Attend at least three (3) area council meetings for fall term and at least five (5) between winter and spring term.
- g. Actively participate in all NRHH meetings, programs, activities, training, retreats and other functions Attend at least 8 general assembly meetings per term.
- h. Attend leadership training opportunities offered by University Housing and NRHH.
- i. Attend Residence Life Staff In-Services, when applicable.

Article II. Executive Structure

A. Executive Board

1. The Executive Board shall consist of the following offices: President, Vice President of NRHH Relations, Vice President of Core Values, & Vice President of Administration & Finance.
2. The Executive Board shall hold chapter and executive meetings during the academic year.
3. To hold an elected executive office, one must have been a current active chapter member for at least one term.
 - a. Exceptions will be made when there are fewer returning members running for a position than there are positions.

B. Election of Executive Board

1. Executive Board shall be elected by a majority vote of all voting members present at a regular scheduled NRHH Meeting and shall take office at the Spring Induction Ceremony.
2. Elections of executive board shall take place no later than the last general meeting of the spring quarter.
3. Nominations for Executive Board Officers shall be held at least one week prior to the day of elections.
4. All nominees must be in attendance on the day of elections in order to be elected, unless properly excused by the President.

C. Executive Board Resignation or Temporary Leave of Absence

1. In the event of a resignation or temporary leave of absence,

- nominations to fill the vacancy will be opened.
2. Nominations will remain open until the next scheduled meeting at which time a special election for the office can be held.
 3. If no person is nominated or elected, the President may fill the position by appointment(s) until it is filled by a special or regular election.
 4. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual's Executive Board Officer status. In the case of a temporary leave, the Executive Board Officer should notify the Chapter President in writing detailing the reason for and duration of the temporary leave. The President may fill the position by appointment(s) until officer returns.

D. General NRHH Executive Board Responsibilities:

1. Shall exemplify the NRHH Core Values.
2. Plan & host two (2) events per term (not to include Pancake Feed), with the help & assistance from chapter members.
3. Shall support chapter members.
4. Return early for fall training on the same day as residence hall staff members.
5. Plan and Implement one (1) Leadership Training/ Retreat per term with the help of NRHH Advisor.
6. Maintain two (2) office hours per week.
7. Meet every other week in one-on-ones with NRHH Advisor.
8. Meet every other week in one-on-ones with NRHH President.
9. Meet with NRHH Executive Board and NRHH Advisor prior to each weekly meeting to prepare succeeding meetings and events.
10. Attend NRHH General Assembly meetings.
11. Actively participate in all NRHH meetings, programs, activities, training, retreats and other functions.
12. Maintain open communication with the Executive Board and University Housing Staff.
13. Build and maintain positive relationships with other organizations on campus, including but not limited to University Housing Staff, Area Councils, Residence Hall Association (RHA), and Associated Students of Southern Oregon University (ASSOU).
14. Transition incoming NRHH Executive Board members.
15. Submit an end of the term(s) and an end of the year report.
16. With RHA, determine who will take a lead on writing and submitting bids to PACURH, No-Frills, and NACURH conferences.
17. Apply to at least one PACURH Committee or NACURH Committee.
18. Take on additional tasks and responsibilities as needed.

Article III. Executive Board Positions

A. President (focus on legislation and representation)

1. Call and conduct NRHH Executive Board meetings and NRHH General Meetings.
2. Develop the General Meeting agendas with the assistance of the NRHH Executive Board.
3. Attend PACURH Regional Chats with the Vice President of NRHH Relations.
4. Attend Regional and National Conferences.
5. Plan and Implement Leadership Training/ Retreats with the help of the NRHH Advisor and NRHH Executive Board.
6. Interpret and enforce the Rules of Order, the Constitution and its By-Laws at all times.
7. Is a non-voting member, except in the case of a tie.
8. Cancel and call meetings with a (2/3) majority vote.
9. Plan, prepare and publicize the agenda 24 hours prior to, and preside over weekly NRHH Executive Board meeting.
10. Meet bi-weekly with NRHH Executive Board Members.
11. Act as Director of Elections for NRHH Executive Board Elections.
12. Make formatting changes to the constitution and By-Laws as necessary.

B. Vice President of NRHH Relations (focus on communication)

1. Assist the President in carrying out the executive duties of NRHH.
2. Serve as President in case of presidential vacancy until a new one is elected.
3. Plan the annual induction ceremonies.
4. Attend RHA Meetings.
5. Attend PACURH Regional Chats with the NRHH President.
6. Assist in taking advantage of all benefits and services offered by NACURH, including the National Information Center (NIC) and corporate contracts held by NACURH.
7. Coordinate the Executive Board transition processes.
8. Serve as a liaison between all on campus organizations and NRHH while actively networking to foster collaborations.
9. Keep the NRHH website updated and promoted campus wide.

C. Vice President of Core Values (focus on core values)

1. Organizes and leads two (2) service projects (not including Pancake Feed) per term.
2. Monitor the submission of Of The Months (OTM).
3. Facilitate two (2) Of The Month (OTM) writing sessions per term.
4. Participate in monthly regional service project.
5. Focus on recruitment and retention of the chapter & its members.
6. Act as parliamentarian at NRHH General Assembly meetings.
7. Participate in the monthly regional service project hosted by

PACURH.

D. Vice President on Admin and Finance (focus on admin tasks)

1. Advise NRHH on financial matters.
 2. Establish and adhere to the NRHH Budget.
 3. Aid the Executive Board in the preparation of the annual NRHH budget.
 4. Submit a financial status report at the end of every term to the NRHH Assembly.
 5. Organize and store NRHH monetary records for seven (7) years.
 6. Keep the NRHH files up to date.
 7. Aid the Executive Board in the preparation of the SFC budget proposal for the tri-annual Pancake Feed event.
 8. Establish guidelines and oversee the NRHH buddy program.
 9. Manages Monthly Member reports (3 per term) (document asking what members did during the week, volunteer leadership hours, area council meetings, etc.)
 10. Take minutes at Executive Board meetings and distribute to the NRHH Executive Board members and the NRHH Advisor.
 11. Distribute nameplates at the NRHH Assembly meetings.
 12. Take attendance at all General Meetings and publish attendance in the minutes.
 13. Type and distribute all minutes within 48 hours of meetings.
 14. Manage the NRHH Email account and respond to all emails within 48 hours.
 15. Keep NRHH events updated on the University master calendar.
- Responsible for overall Communication: Thank You Notes, Invitations, etc.

Article VI. Official Chapter Business

- A. A quorum, being needed to conduct any official Chapter Business, shall consist of two-thirds of the voting members.
- B. Only members with voting privileges may vote on official Chapter Business.
- C. Official chapter business is defined as any act that:
 1. Disburses funds.
 2. Elects, appoints, or selects a person or persons to an office, position, or honor.
 3. Amends the constitution.
 4. Amends, suspends, or creates By-Laws or the constitution.
- D. Any member present may vote on all motions not containing official chapter business.
- E. Each Chapter member shall receive only one vote.
- F. All Executive Board members, except the President, have one vote each.
- G. The President shall vote only in the event of a tie.

Article VII. Budget

NRHH receives money from the residence hall social fee as decided upon by the Director of University Housing. NRHH will submit a funds request to the Student Fee Committee to pay for Pancake Feed.

Article VIII. Bylaws

- A. Amendments to this constitution must be brought before the chapter any voting member.
- B. Amendments proposed by a member must be submitted within 48 hours of the meeting that they will be presented at.
- C. Amendments to this constitution may be adopted by a three-fourths majority vote of the active membership.