

# LITTLE APPLE CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY CONSTITUTION

## **ARTICLE I - NAME**

The name of this organization shall be the Little Apple Chapter of the National Residence Hall Honorary (LAC NRHH) at Kansas State University.

## **ARTICLE II – PHILOSOPHY**

The Little Apple Chapter of the National Residence Hall Honorary is an organization dedicated to providing service by giving to the community, providing positive role models for leaders-in-training, and assisting in the diversification of future leaders. LAC NRHH is an organization devoted to promoting increased student participation by providing recognition to those individuals who have gone “above and beyond” in community involvement and academic excellence to contribute outstanding service and leadership to on campus housing at K-State. The organization has four purposes: to provide recognition in on campus housing; to encourage continual personal and professional development in its membership; to offer leadership, academic, and service opportunities to other on campus students; and to provide guidance to future leaders through philanthropic means.

## **ARTICLE III - MEMBERSHIP**

Section 1 – Qualifications for induction into LAC NRHH

- A. A minimum cumulative 2.500 GPA is required for induction into LAC NRHH.
- B. Candidates must have lived in on-campus housing for two semesters, including the semester of induction, and must not be in their final semester of on-campus living to be considered for induction.
- C. Transfer students from other colleges and universities who were members of the NRHH chapter at their previous school are eligible for membership upon providing verification of the previous membership in NRHH and if space exists within membership limits.

## Section 2 - Membership Requirements

The organization shall consist of four types of membership: Active, Early Alumni, Alumni, and Honorary Membership.

- A. An active member shall
  1. be enrolled at the University and live in K-State on-campus housing.
  2. attend general body meetings and chapter events.
  3. be an active member of a committee as determined by the committee chair or an executive board member.
  4. have a cumulative GPA of 2.500 or higher. If a member's GPA falls below 2.500, the member will be placed on warning for one semester.
  5. be placed on probation
    - a. if they fail to attain a GPA of at least 2.500 after a warning semester.
    - b. by a simple majority vote of the chapter because of a recommendation of their committee chair or an executive member due to lack of participation.
    - c. if they request to be on probation.
  6. lose voting privileges if they are placed on probation.
  
- B. An early alumni member shall
  1. be a member that is still living on campus but can no longer meet the chapter membership expectations of an active member. These members do not count toward the 1% membership cap and must not exceed 10% of the total active membership.
  2. be a member who has lost the privilege to vote at meetings because of a recommendation by their committee chair or an executive board member and a simple majority vote by the general body --OR--
  3. be a member who has requested to be placed on early alumni status.
  
- C. An alumni member shall
  1. be a member who is no longer living in K-State on-campus housing.
  2. not vote.
  3. have the option to attend meetings for life.
  
- D. An honorary member shall
  1. be a member who is selected by the members of LAC NRHH for their outstanding service to K-State on-campus housing.
  2. not be a student who is returning to K-State as an undergraduate student.
  3. be conferred upon people only by the discretion of the members of LAC NRHH. However, the members of LAC NRHH will hear petitions from other organizations for people who have provided outstanding service to K-State on-campus housing.
  4. hold the highest honor LAC NRHH members can bestow upon a non-member. This honor is intended to be used sparingly.

## **ARTICLE IV - SELECTION**

### Section 1 - Nomination

Those wishing to gain membership may be nominated in one of the following ways:

- A. Nomination by Residence Life Coordinators, Assistant Residence Life Coordinators, other Housing & Dining Employees, and other Housing and Dining Services student associations. These groups have the opportunity to nominate students who they feel should gain membership to LAC NRHH based on the qualifications stated in Article IV of the By-Laws.
- B. Self-nomination. Anyone shall have means available to request an application for membership if they have fulfilled the requirements stated in Article III, Section 1 of the Constitution.

### Section 2 - Selection

Active membership for each academic year shall not exceed one percent of the total numbers of students living in K-State residence on-campus housing on September 1<sup>st</sup> of each academic year.

### Section 3 – Selection Committee

Changes to the selection of new LAC NRHH members will be left up to the selection committee and/or LAC NRHH members.

## **ARTICLE V – TERMINATION OF OFFICERS AND COMMITTEE CHAIRS**

### Section 1 –

An officer or committee chair who fails to perform the duties of their position and/or incurs two unexcused absences from the General Body or Executive Board meetings may be removed from that position through means of impeachment, whereby the Executive Board shall, through discussion and a majority vote, decide whether or not to bring impeachment upon the individual in question. The General Body will then discuss and confirm impeachment by a two-thirds majority vote.

## **ARTICLE VI - OFFICERS AND MEETINGS**

### Section 1 - Leadership Structure

- A. Executive Officers
  - 1. The executive structure of LAC NRHH shall consist of:

- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. LAC NRHH Representative
  - f. Information Coordinator
  - g. Historian
2. Officers of LAC NRHH will be selected from the active membership by a simple majority vote of all active members present at a meeting prior to the leadership banquet of each school year. Run-off elections shall be held as deemed necessary by the active members present.
  3. A LAC NRHH Executive Board member shall not be a member of the K-State ARH Executive Board.
  4. Upon the resignation or vacation of an LAC NRHH Executive Board position, the President will accept open nominations from the current membership body to fill the vacated position. Each candidate shall prepare a statement of interest for the position, which will be shared at the following meeting, and an election, coordinated by the President, will be held. If the President happens to resign or vacate his or her position, the Vice President shall preside over the re-election process.
- B. Standing Committee Chairs
1. The standing committee chairs of LAC NRHH shall consist of the
    - a. Community Service Committee Chair
    - b. Of-The-Month Committee Chair
    - c. Awards and Banquets Committee Chair
    - d. Recognition/Programming Committee Chair
    - e. Bidding Committee Chair
  2. Standing committee chairs shall not hold a position on the LAC NRHH Executive Board.
  3. Standing committee chairs will be selected at a meeting after spring inductions and prior to the conclusion of each academic school year.
  4. All standing committee chairs' responsibilities are subject to the supervision of the President and Advisors.
  5. Upon the resignation or vacation of an LAC NRHH Standing Committee Chair position, the President will accept open nominations from the current membership body to fill the vacated position. Each candidate shall prepare a statement of interest for the position, which will be shared at the following meeting, and an election, coordinated by the President, will be held.

C. Advisors to LAC NRHH will be named by the Associate Director of Housing and Dining Services for Administrative Services and Residence Life or their designee each fall prior to the start of the school year.

#### Section 2 - Meetings

- A. LAC NRHH meetings shall be held weekly or at the discretion of the LAC NRHH President.
- B. Meetings will be held at the same time as the previous semester unless otherwise voted on by the majority consensus of the currently active members of LAC NRHH.
- C. Meetings will be conducted using Robert's Rules of Order when necessary.

### **ARTICLE VII – AMENDMENTS, BUSINESS AND ELECTIONS**

Amendments to and by-laws of this constitution may be adopted by a two-thirds majority vote of all currently active voting members of NRHH. All business transactions and elections shall be decided by a simple majority vote.

### **ARTICLE VIII - ENACTMENT**

This constitution shall go into effect immediately upon acceptance by a two-thirds majority vote of all active voting members of LAC NRHH.

# LITTLE APPLE CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY BY-LAWS

## ARTICLE I - DUTIES OF THE EXECUTIVE BOARD OFFICERS

### Section 1- Responsibilities of all Executive Board Officers

All Executive Board Officers shall

- A. attend regular one-on-one meetings with an assigned advisor.
- B. prepare thorough and organized transition documentation prior to the end of his or her term, and assist in the transition process.

### Section 2 – President

A. The President shall

- A. preside over all meetings.
- B. prepare an agenda for all meetings.
- C. coordinate with the Executive Board and Committee Chairs.
- D. call special meetings as necessary.
- E. be in charge of reaffiliation with the NRHH National Office by September 30 each year.
- F. supervise the responsibilities of the standing committee chairs.
- G. serve as election commissioner or appoint a proxy.
- H. coordinate the Honorary Member selection process.
- I. fulfill required weekly office hours as set at the beginning of the year.
- J. delegate additional responsibilities as needed.

### Section 3 – Vice President

The Vice-President shall

- A. act in the absence of the President.
- B. serve as the LAC NRHH Membership Selection Committee Chair.
- C. serve as Committee Chair for reviewing constitution yearly before LAC NRHH registers with the NRHH National Office.
- D. coordinate spring induction ceremony.
- E. fulfill required weekly office hours as set at the beginning of the year.
- F. perform duties as assigned by the President.

#### Section 4 – Secretary

The Secretary shall

- A. maintain a file of all current minutes for LAC NRHH.
- B. work with Housing and Dining to distribute LAC NRHH minutes to the appropriate persons and organizations.
- C. maintain the membership roster.
- D. maintain a record of members' meeting attendance.
- E. fulfill office hours as required by the President.
- F. perform duties as assigned by the President.

#### Section 5 – Treasurer

The Treasurer shall

- A. be responsible for drafting a budget to be approved by the general body.
- B. meet weekly with a member of the K-State Housing and Dining Services accounting department.
- C. maintain control of funds.
- D. report monthly budget status at the first meeting of every month.
- E. be in charge of all fundraisers.
- F. order all necessary supplies for the organization at the beginning of each semester, and as needed throughout the year.
- G. upon election, assist the outgoing Treasurer with the spring fundraiser.
- H. fulfill required, weekly office hours as set at the beginning of the year.
- I. perform duties as assigned by the President.

#### Section 6 – LAC NRHH Representative

The LAC NRHH Representative shall

- A. attend all K-State ARH general body meetings.
- B. be the main communication link between K-State ARH and LAC NRHH.
- C. facilitate cooperative efforts between K-State ARH and LAC NRHH.
- D. represent LAC NRHH at the annual NACURH, MACURH, and No Frills conferences.
- E. be responsible for communications with the disbursement of information from NACURH, MACURH and other college and university NRHH Chapters.
- F. attend the NACURH conference immediately following the conclusion of his or her term for the purpose of providing a thorough transition to the newly elected LAC NRHH Representative.
- G. fulfill office hours as required by the President.
- H. perform duties as assigned by the President.

## Section 7 – Information Coordinator

The Information Coordinator shall

- A. be responsible for the publicity of NRHH sponsored events.
- B. help facilitate the internal communication of NRHH.
- C. coordinate meeting locations.
- D. be responsible for updating the website or delegating the responsibility to someone else.
- E. maintain the chapter bulletin board.
- F. maintain a file of all Bronze Pin Recipients.
- G. maintain a file of Honorary Members and Chapter Members to be used for future reference.
- H. fulfill office hours as required by the President.
- I. perform duties as assigned by the President.

## Section 8 – Historian

The Historian shall

- A. keep a copy of all Bronze Pin Recipients.
- B. keep a copy of Honorary Members and Chapter Members to be used for future reference.
- C. maintain a file of past LAC NRHH minutes (for the past 5 years), constitutions, regional and national bids, OTY winners, goals, and other pertinent information.
- D. keep a visual record of LAC NRHH by taking photographs and/or delegating the responsibility.
- E. fulfill office hours as required by the President.
- F. perform duties as assigned by the President.

## **ARTICLE II – COMMITTEES**

### Section 1 – Responsibilities of all Standing Committee Chairs

All Standing Committee Chairs shall

- A. fulfill office hours as required by the President.
- B. attend regular one-on-one meetings with an assigned advisor.
- C. prepare thorough and organized transition documentation prior to the end of
- D. his or her term, and assist in the transition process.
- E. promote the development of leadership within the chapter members.

## Section 2 – Community Service Committee

The Community Service Committee shall

- A. coordinate community service activities for the chapter.

## Section 3 – Recognition/Programming Committee

The Recognition/Programming Committee shall

- A. coordinate activities for the chapter to recognize students and staff throughout K-State Housing and Dining Services or any group as deemed necessary.
- B. coordinate programs such as social, educational, or diversity.

## Section 4 – Awards and Banquets Committee

The Awards and Banquets Committee shall

- A. coordinate fall induction ceremony.
- B. coordinate the leadership banquet along with the support of K-State ARH.
- C. organize the Of-The-Year awards process.

## Section 5 – Bidding Committee

The Bidding Committee shall

- A. work in conjunction with K-State ARH and coordinate the writing of award bids for the MACURH, No Frills, and NACURH conferences.
- B. coordinate the writing of LAC NRHH submissions for Of-The-Year bids for the Program of the Year, Advisor of the Year, and Outstanding Service categories.

## Section 6 – Of-The-Month Committee

The Of-The-Month Committee shall

- A. facilitate the operation of the Of the Month (OTM) program at K-State. This includes
  1. promotion of OTM writing on campus through presentations, attendance at other organizations' meetings, etc.
  2. collection, grading, and submission of OTMs to the Regional Associate Director for NRHH.

3. feedback and recognition to those individuals, groups, and programs that nominate or are nominated for an OTM on the campus, regional, and national level within a month of selection.
- B. Have the discretion to determine the operation of the OTM program.
  - C. coordinate the election of a chapter member to the Regional OTM Committee.

### **ARTICLE III – TERMS OF OFFICERS**

The terms of all elected officers shall begin at the conclusion of the academic year and continue until the conclusion of the following academic year unless otherwise noted.

### **ARTICLE IV – MEMBERSHIP SELECTION**

The current LAC NRHH membership selection system will always be included in this article of the by-laws to the LAC NRHH constitution. It shall be reviewed every spring before spring recruitment begins.

- A. The current membership selection system consists of:
  1. An application for membership, which includes two essays and one letter of recommendation not written by a student member or current advisor of LAC NRHH.
  2. An interview process for those who pass the application screening.
- B. The LAC NRHH shall have a membership selection process each spring semester and in the fall semester if deemed necessary by the members.
- C. New member induction must take place prior to the leadership banquet.
- D. The exact timeline for membership selection for each semester is to be determined by the currently active members of LAC NRHH.
- E. The one-percent membership cap can be exceeded during a membership selection period if the active membership is back beneath one percent at the beginning of the following academic semester.
- F. The selection system may be altered upon the discretion of current LAC NRHH members.

### **ARTICLE V – AMENDMENTS TO THE BY-LAWS**

Amendments to these by-laws must be presented in written form at a regularly scheduled LAC NRHH meeting. Any amendment will be adopted after passage by a simple majority vote of all active voting members of LAC NRHH. Upon passage, by-laws immediately take affect.