The Constitution of the Jim Henson Chapter of the National Residence Hall Honorary at the University of Maryland

Preamble
We, the resident leaders at the Jim Henson Chapter of the National Residence Hall Honorary at the University of Maryland, in order to recognize individuals who contribute outstanding service and who provide important leadership in the improvement of the residence hall experience and to maintain a commitment to scholastic achievement, do hereby ordain and establish this constitution.

Article I: Purpose

Section I: Role and Purpose
1) The Jim Henson Chapter of the National Residence Hall Honorary at the University of Maryland (hereafter referred to as NRHH or the Jim Henson Chapter) shall undertake and serve the following purposes and roles on behalf of its members:
   a) To provide recognition to members of the University of Maryland community who have provided outstanding service and leadership, which benefits the lives of University of Maryland residents
   b) To serve the campus community and the surrounding area
   c) To provide networking opportunities from a diverse membership body
   d) To help members grow as students and as leaders

Section II: Values
1) The Jim Henson Chapter of NRHH will recognize and embody two primary values of campus life. These values are Recognition and Service.

Article II: Organizational Overview

Section I: Name
1) This organization shall be known as the Jim Henson Chapter of the National Residence Hall Honorary at the University of Maryland.

Section II: Affiliation
1) The Jim Henson Chapter shall maintain affiliation with the following organizations:
   a) National Association of College and University Residence Halls, Inc. (NACURH).
b) The Central Atlantic Affiliate of College and University Residence Halls (CAACURH).
c) The University of Maryland Residence Hall Association (RHA).

Section III: Sponsorship
1) NRHH shall be sponsored by the University of Maryland’s Department of Resident Life.
2) The University of Maryland’s National Communications Coordinator, as an Executive Officer of RHA, shall affiliate NRHH annually.

Section IV: Finances
a) The Jim Henson Chapter of NRHH shall remain in good standing with CAACURH, NACURH, and NACURH offices.
b) NRHH shall be funded annually through student room fees paid to the Department of Resident Life.
1) NRHH shall have the option of obtaining outside funding for additional initiatives approved by the Department of Resident Life.
c) The Executive Board shall determine all allocations in the annual NRHH budget.
d) NRHH shall not require any dues from its members.

Article III: Membership

Section I: Types of Membership
1) There shall be four recognized forms of NRHH Membership:
   a) Active Members
   b) Early Alumni Members
   c) Alumni Members
   d) Honorary Members
2) Once an individual has shown dedication and commitment to NRHH according to their chapter’s standards, he/she will become an NRHH member for life.
   a) The Jim Henson Chapter believes that after being an active member for at least one year, that individual has shown dedication and commitment to NRHH. Therefore, after one year of being an active member, the student earns Member for Life status.
3) Member for Life status may be recalled if a member is removed in accordance with the stipulations outlined in Article III, Section VI of this Constitution.

Section II: Active Membership
1) Inductee must have lived in on-campus housing for at least one academic term as defined by the affiliated institution
   a) Candidates must have resided in the University of Maryland residence halls or other Department of Resident Life sanctioned housing for one complete semester before applying.
2) Applicants seeking active membership in the Jim Henson Chapter must meet the
following criteria in order to apply for membership:

a) Inductee must have lived in on-campus housing for at least one academic term as defined by the affiliated institution
   i. Candidates must have resided in the University of Maryland residence halls or other Department of Resident Life sanctioned housing for one complete semester before applying.

b) Candidates must engage in outstanding service or possess exceptional leadership skills, which benefit the residence hall community.

c) Candidates shall possess a minimum cumulative grade point average of 3.0 on a 4.0 scale.

d) Candidates must be in good academic and judicial standing with the University of Maryland.

3) Active members of the Jim Henson Chapter shall be defined as University of Maryland students, residing in University of Maryland residence halls or Department of Resident Life sanctioned housing, that have been chosen by a selection committee:

4) Active members of the Jim Henson Chapter are expected to fulfill the following. If these expectations are not met, members will have a conversation with the Director of Membership, President and Advisor about the possibility of member removal.

   a) Participation in at least three (3) hours of approved service each semester, as determined by the Director of Service.

   b) Attend at least 75% of the meetings per semester.

   c) Attend that semester’s Induction Ceremony.

   d) Submit 1 Of the Month nomination per semester.

5) The total active membership of a chapter may include up to, but not more than, 1% of the total residence hall population that year, or 20 members, whichever is larger. The total 1% membership does not include alumni, early alumni, or honorary members.

Section III: Early Alumni Membership

1) An Early Alumni of the Jim Henson Chapter is a member that is still living in Department of Resident Life sanctioned housing but can no longer meet the chapter membership expectations. Early Alumni members do not count toward the 1% membership cap.

2) The following guidelines apply to the procedure of applying for early alumni membership status:

   a) The member and/or chapter must complete the early alumni membership application which shall include the signatures of: NRHH President, Chapter Advisor, and chapter member for whom the form is being completed.

   b) The completed early alumni membership application shall be submitted to the Regional AD-NRHH for approval.

   c) It is the right of the Regional AD-NRHH to deny requests for reasons including, but not limited to:

      i. The application form is incomplete.
ii. The Regional AD-NRHH does not believe that sufficient measures were taken by the chapter to address the member’s inactivity with chapter business before submitting the application.

iii. The chapter has exceeded its allotted early alumni membership approvals for the year.

d) If the member and/or Jim Henson Chapter wish to appeal the decision of the Regional AD-NRHH, they may appeal to the entire NACURH NRHH Board (NNB). The decision of the NNB shall be final.

i. Each AD-NRHH shall have one vote

ii. A simple majority shall be necessary, with the NRHH President casting the tie-breaking vote when necessary.

3) The number of early alumni members the Jim Henson Chapter shall be granted per academic year will not exceed fifteen (15) percent of the chapter’s membership cap.

Section IV: Alumni Membership

1) An alumni member of the Jim Henson Chapter is a member that has moved out of University sanctioned housing or is no longer a student.

   a) Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad

   b) When members leave the on-campus community, they must submit a letter to the chapter stating whether the leave is temporary or permanent. When members submit a notice of temporary leave, they must indicate the duration of their leave to the chapter.

   c) 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 NAN 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 V: Honorary Membership

1) Honorary members of NRHH shall be defined as a staff or faculty member of a department of the University who directly affects resident students.

   a. Individuals who could qualify for active membership, with the exception of graduating seniors, cannot be inducted as an “honorary member.”

   b. 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 VI: Membership Removal Process

1) A member may be removed if they have not met member expectations for two consecutive semesters.

2) After the first semester of unmet expectations, the Director of Membership will
reach out to the member, in order to notify that they have one semester to fulfill membership expectations.

3) If, after the second semester, the student did not make a visible effort to meet active member expectations, the Director of Membership will begin the removal process as follows:
   a) The member and/or Director of Membership will complete the NRHH Member Removal Application, which can be obtained from the region’s Associate Director of NRHH (hereafter AD-NRHH)
      i. This form must include the electronic signatures of the chapter president and chapter advisor
   b) The completed Member Removal Application shall be submitted to the region’s AD-NRHH for approval

4) It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:
   a) The application form is incomplete
   b) The region’s AD-NRHH does not believe that sufficient effort has been taken by the chapter to address the members inactivity or ineligibility prior to submission of the application

5) A removed member loses all benefits and privileges that they received upon induction and no longer count towards the 1% membership cap.

Section VII: Membership Transfer Policy
1) NRHH members that are transferring schools at any educational level are able to apply to have their NRHH membership transferred from their outgoing institution to the University of Maryland

2) The following guidelines apply to the procedure of applying to transfer chapter membership:
   a) The student applying to transfer their membership must be fully matriculated at the University of Maryland.
   b) The student seeking to transfer their membership must contact the Jim Henson Chapter President and Advisor in writing, detailing why they want to transfer their membership, how they benefitted their previous chapter and residence hall system, and how they hope to be involved in the Jim Henson Chapter.

3) The University of Maryland chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of its chapter.

4) If approved, the student and/or University of Maryland chapter must complete the membership transfer application.
   a) The membership transfer application may be obtained from the region’s AD-NRHH.
   b) The membership transfer application shall include signatures from the following individuals:
      i. The University of Maryland chapter President.
      ii. The University of Maryland chapter Advisor.
      iii. The NRHH member who is seeking to transfer their membership.
c) The completed application shall be submitted to the region’s AD-NRHH for approval.

5) It is the right of the region’s AD-NRHH to deny requests for reasons including, but not limited to:
   a) The application form is incomplete.
   b) Adding new member(s) puts the chapter over its member cap.

6) If the member and/or chapter wish to appeal the decision of the region’s AD-NRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
   a) Each AD-NRHH shall have one vote.
   b) A simple majority shall be necessary, with tie-breaking vote when necessary.

Section VIII: Selection of Members

1) Members of the University community can nominate residence hall leaders for membership by the established deadline.

2) Applicants shall submit an application to the National Residence Hall Honorary by the established deadline. Applications shall be approved by the Executive Board and advisor(s), and then voted on by chapter members. Applicants must receive a 2/3 vote of approval.

3) The members of the Jim Henson Chapter will meet to select new members during the fall and spring semesters.

4) Members of the Jim Henson chapter can nominate faculty and staff for honorary members by the established deadline.
   1. The executive board will review all nominations.
   2. An individual must receive a 4/5 vote of approval from the executive board to be selected for honorary membership.

Article IV: Executive Board

Section I: Purpose

1) The executive board shall exist to guide the organization and serve all members by fulfilling the following purposes:
   a) To provide leadership and guidance for the organization
   b) To provide opportunities for the Membership to remain Active Members

Section II: Selection of Officers

1) The officers of NRHH shall be selected at the end of the spring semester
2) Candidates for office shall be nominated
3) Candidates must receive a majority vote of all present members in order to become an officer

Section III: Qualifications

1) Any member seeking to hold on officer position must have been formally inducted into NRHH prior to accepting any nomination.
Section IV: Executive Board Members
1) The executive board for NRHH shall be comprised of the following:
   a) President
   b) Director of Recognition
   c) Director of Service
   d) Director of Membership
   e) Director of Administration
2) The Roles and Duties of the Executive Board shall be outlined in the NRHH Bylaws.
3) Executives may appoint ad hoc positions necessary for the organization and may appoint ad hoc committees.

Section V: Terms of Office
1) The term of office for the executive positions of the Jim Henson Chapter shall be one year from the spring induction ceremony to the next spring induction ceremony.
2) If an officer is unable to complete their term, the Executive board and Advisor(s) shall follow the procedure set forth in the NRHH Bylaws.

Article V: Advisor(s)

Section I: The Role of the Advisor(s)
1) The Advisor(s) shall provide guidance and context for NRHH.

Section II: Qualifications
1) NRHH shall be advised by at least one staff member of the Department of Resident Life.

Article VI: Amendments

Section I: Amendment Process
1) Amendments to this Constitution may be presented in a resolution form to the General Body and must be approved by a four-fifths majority of those present.
2) Amendments to the NRHH Bylaws may be presented in a resolution form to the General Body and must be approved by a three-fourths majority of all present voting members.

Section II: Dates of Amendment
1) Sep. 20, 2014
2) Oct. 12, 2014
3) September 20, 2015
4) December 6, 2015
The Bylaws of the Jim Henson Chapter of the National Residence Hall Honorary at the University of Maryland

Article I: Affiliation

Section I: Dues to the National Office
1) NRHH will pay the required dues per year to the National Office of the National Residence Hall Honorary in order to retain membership.

Section II: Chapter Reports
1) On behalf of NRHH, the National Communications Coordinator shall submit to the National Office of the National Residence Hall Honorary:
   a) A list of members
   b) The name(s) of the advisor(s)
   c) A copy of the current constitution
   d) An affiliation form
   e) And any other pertinent information as requested by the National Office of the National Residence Hall Honorary.

Section III: Affiliation Deadline
1) Affiliation shall be completed by the first day of the CAACURH Regional Conference

Article II: Executive Board

Section I: The President
1) The President of NRHH shall be the official spokesperson and liaison for the chapter and will facilitate all communication and publicity functions for the organization.

2) (S)he shall also be responsible for the successful communication between all members of NRHH.

3) (S)he will also preside over General Body Meetings and Executive Board Meetings.

4) (S)he shall be responsible for effective leadership to ensure that the roles and functions of the organization are carried out.

5) (S)he shall also be recognized as the official liaison for NRHH to the Residence Hall Association (RHA) and all other student groups, organizations and administrative bodies at the University of Maryland, College Park and abroad;

6) (S)he shall be charged with the power of upholding the image and dignity of NRHH according to the NRHH Constitution.

7) (S)he shall handle finances for NRHH in conjunction with other executive board members.

Section II: The Director of Recognition

1) The Director of Recognition will work as a liaison with other campus groups, specifically the Residence Hall Association, to coordinate, collaborate, and support campus activities designed mainly for the students living in the residence halls.

2) (S)he will also direct the Of-the-Month program and create systems of recognition for the University of Maryland campus.
   
   a) It is the responsibility of the Director of Recognition to have typed nominations on the NACURH OTM official forms and send campus winners to the Regional NRHH Executive Officer on a monthly basis.

Section III: The Director of Service

1) The Director of Service shall coordinate service activities and programs to benefit the campus community and surrounding communities

2) (S)he shall also provide monthly service opportunities for members to complete their community service requirement.

Section IV: The Director of Membership

1) The Director of Membership shall coordinate the recruitment efforts of new membership.

2) (S)he will be responsible for the application and acceptance process

3) (S)he shall coordinate any induction ceremonies

4) (S)he has the option of hosting informational sessions or meetings for membership recruitment efforts.

Section V: The Director of Administration

1) The Director of Administration shall keep minutes at General Body Meetings and Executive Board meetings to be filed for future reference

2) (S)he shall also keep the website up to date and handle all room
reservations/logistics/AV requirements for NRHH related events
3) (S)he shall also develop promotional materials for NRHH

Section VI: Impeachment of an Executive Board Member
a) Any NRHH member may submit a formal complaint on the constitutionality of a matter to the NRHH Advisor
b) For questions of impeachment, the Jim Henson Chapter shall adhere to the following process:
a) A charge is brought forward to the NRHH Advisor by a chapter member, which could qualify an executive board member for impeachment
b) The NRHH Advisor will schedule a time in which the following will be presented to the General Body:
   i. Evidence of the charge, as assembled by the accuser
   ii. At least one testimony from witnesses
   iii. An interview of the accuser
   iv. An interview of the accused
c) The General Body would vote on a decision for or against removal from office
a) A majority ruling in favor of removal from office shall result in immediate expulsion of the member in question
b) The member will be barred from holding future office in the Jim Henson Chapter following a separate affirmative vote of the General Body

Section VII: Vacancies on the Executive Board
1) If an executive position becomes vacant during the semester, the Executive Board and advisor(s) may appoint a replacement to complete the remainder of the semester.
2) If a vacancy lasts more than one semester, an election will be held during that semester’s induction ceremony to elect a new Executive Board member.
3) At the beginning of each academic year, the Executive Board and Advisors will select the order of succession if the President is indisposed.

Article III: Meetings and Membership

Section I: Quorum
1) Quorum shall be determined as 50% plus 1 of currently active membership for the Jim Henson Chapter.

Section II: Meetings
a) At least one general body meeting will be held for every full month of the academic year
1) The Executive Board will determine when and where these meetings will be held

Section III: Induction Ceremony
1) There shall be an Induction Ceremony during the Fall and Spring semesters.
2) The Director of Membership shall be in charge of planning the Induction Ceremony with the help of the Executive Board and Advisors.
3) Absences from inductees must be pre-approved by the Director of Membership.
4) Attendance at the induction ceremonies is a requirement for Active Membership status by old and new members.

Section IV: Active Membership Rewards

1) To recognize active members for their continued service, several tiers of rewards have been established:
   a) All new inductees receive the National Residence Hall Honorary membership certificate lapel pin and their name will be engraved on the National Residence Honorary recognition plaques.
2) After no less than one full year of active service, active or alumni graduating members will receive either a National Residence Hall Honorary stole or cord for graduation.
   i. Exceptions will be made for early alumni and senior inductees on a case-by-case basis.

1) If a senior is inducted in their second to last semester, then they will receive the appropriate rewards as long as they meet the active member requirements for one semester.