The Cardinal and Gold Chapter of NRHH at the University of Southern California

Constitution

Preamble

We, the members of the Cardinal and Gold Chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of the residence hall system, and to promote a higher quality and standard of involvement and interaction in the residence hall community do hereby establish and uphold this constitution.

Article I - Name

A. The name of this organization shall be the Cardinal and Gold Chapter of the National Residence Hall Honorary at the University of Southern California.

Article II - Purpose

A. The purpose of this organization shall be to induct members of the residential community at the University of Southern California who have demonstrated a commitment to building an academically oriented, social engaged, and respectful on-campus living environment. Membership in the Cardinal and Gold Chapter will serve as recognition for these residential community members and provide opportunities to collaborate for future growth.

Article III- Pillars of NRHH

A. The Cardinal and Gold Chapter of the National Residence Hall Honorary will strive to promote, encourage, and foster the growth of the Four NRHH Pillars, which are: Leadership, Recognition, Scholastics, and Service.

Article IV – Types of Membership

A. Types of Membership
   1. Active
      a. Members that have fulfilled the above requirements and currently live in the residence halls.
   2. Alumni
      a. Members that no longer live in the residence halls or no longer attend the University of Southern California.
   3. Early Alumni
      a. Members that have completed the necessary paperwork to step-down as Active members and have been confirmed by the PACURH Associate Director for NRHH.
   4. Honorary
      a. Members that do not live in the residence halls or are otherwise ineligible to be considered for Active membership (specifically, non-students).

B. Membership Capacity
   1. The total active membership of this chapter is 1% of the total residence hall population.
   2. Quorum will be set at 50% of the active members.
Article V - Selection of Members

Section I: Nominee Requirements
A. Nominees must currently reside in the USC Housing Services system.
B. Nominees must have resided in the residence halls for at least one semester (including the present semester).
C. Nominees must have a cumulative GPA of at least 3.0 on a 4.0 scale.
D. Nomination must be submitted by the deadline set each semester, as coordinated by the Vice-President for Membership.
E. All NRHH members, USC Housing Services staff, USC Office for Residential Education staff, and current residents can make nominations.
   1. Self-nominations are allowed.

Section II: Voting Procedure
A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
B. To be inducted, nominees must receive a majority (half, plus one) of the vote.

Section III: Voting Members
A. Voting members for selection shall consist of all Active members present with voting rights.

Section IV: Induction Oath
A. The Induction Oath is as follows:

I, (state your name), agree to uphold and honor the four pillars of the National Residence Hall Honorary, and the principles, values, and beliefs of the Cardinal and Gold Chapter of the National Residence Hall Honorary at the University of Southern California. In my efforts to serve this chapter, I will, to the best of my ability, uphold the constitution of my chapter of the National Residence Hall Honorary.

Article V - Executive Structure

Section I: The President shall:
A. Preside over all chapter meetings.
B. Preside over all Executive Board Meetings.
C. Establish special committees, as needed.
D. Maintain correspondence with the PACURH Associate Director for NRHH.
E. Maintain correspondence with the NACURH Services & Recognition Office (NSRO).
F. Complete the yearly affiliation process in collaboration with the University of Southern California NCC.
G. Prepare a budget request for the following academic year to be presented to the RSG Advisor on, or before, the eighth week of each spring semester.
H. Keep updated and accurate records of all money spent on a semester and yearly basis.
Section II: The Vice-President for Membership and Administration shall:

A. Facilitate the general selection process.
B. Be responsible for soliciting nominations for membership candidates
C. Disseminate the membership nomination form.
D. Receive and prepare completed nomination forms for voting members to vote on during selection.
E. Send letters notifying nominees of membership status.
F. Facilitate an Induction Ceremony and Reception each semester.
G. Take minutes of all chapter and Executive Board meetings.
H. Have presentable copies of minutes available by the next meeting for approval.
I. Assume the President’s duties in the absence of the President.

Section IV: The Vice-President for OTMs shall:

A. Facilitate the general OTM selection process
B. Collect OTM nominations monthly via a publically-accessible online form.
C. Prepare OTM nominations for voting members to vote on during monthly OTM selection.
D. Serve as the University of Southern California Campus Administrator for the National OTM Database (otms.nrhh.org).
E. Promote Campus Winner OTMs to the regional selection process.
F. Perform all other tasks assigned by the President and tasks normally associated with the position of the Vice President as defined by Robert’s Rules of Order.
G. Serve on the regional OTM committee.

Section VII: The Advisor shall:

A. Act as a liaison to the RSG Advisor and the USC Office for Residential Education.
B. Attend all chapter and Executive Board meetings.
C. Advise the Executive Board in all matters related to the Cardinal and Gold Chapter and its leadership.
D. Not have a vote in any matter of the chapter and refrain from unduly influencing the decisions of the Executive Board.

Article VI: Removal of Officers

Section I: Cause for Removal

A. Should an officer not perform their designated duties or fail to meet each of the requirements as described in the constitution, they may be eligible to be removed from office.

Section II: Removal Procedures

A. A member of the Cardinal and Gold Chapter must submit a written complaint and to the Advisor.
B. The Advisor will let the defending officer know that a written complaint was received and allow said officer adequate time to submit a rebuttal.
C. The Advisor will select a committee of two (2) officers and three (3) members to review the written complaint.
D. If a majority vote (half, plus one) from the committee to remove the officer IS NOT REACHED, the officer is excused of all charges and maintains their position.
E. If there a majority vote from the committee to remove the officer IS REACHED, then the
committee will present the case to the Cardinal and Gold Chapter at the next general meeting.

F. The committee’s presentation will be five (5) minutes, followed by a presentation by the defending officer for five (5) minutes.

G. A three (3) minute question and answer period shall follow both presentations, with no discussion.

H. The defending officer shall be removed from office if two-thirds (2/3) of members present with voting rights vote in favor of removal.

Article VII: Election Code

Section I: Requirements for Candidacy

A. All candidates must be Active members with voting rights for the semester prior to which they intend to hold office.

B. All candidates must remain Active members for the academic year in which they intend to hold office.

Section II: Election Procedure

A. Elections shall be held each spring semester at a regularly scheduled meeting of the Trojan Chapter.

B. Each candidate must declare their intentions to run no later than two weeks prior to elections by submitting a letter of intent to the Advisor.

C. The day of elections, each candidate will receive five (5) minutes in which to speak to the chapter.

D. A three (3) minute question and answer period will follow each candidate’s speech, extendable up to three (3) times.

E. To win, a candidate must receive a majority (half, plus one) of the votes cast in the election of the office.

F. In the event of a tie, an immediate run-off election shall be held between the two candidates that received the most votes in the initial voting period.

G. Each officer shall be elected to a one-year term

Section III: Officer Oath

A. The Officer Oath is as follows:

I, (state your name), pledge to execute the duties of the office of the (state your position) to the best of my ability, in service to the Cardinal and Gold Chapter of the National Residence Hall Honorary and its members.

Article VIII: Vacancy of Office

Section I: Presidential Vacancy

A. Should the office of President become vacant, the Vice-President for Membership and Administration shall assume the office of the President.

Section II: Presidential Appointments

A. In the event that an office is vacated, the President shall appoint an Active member with voting rights to complete the vacating officer’s term.

B. This appointment shall be made at the next regularly scheduled meeting of the Cardinal and Gold Chapter following the office’s vacancy.

C. Approval of the appointment shall be made by the membership, with a majority vote (half, plus one) of the Active members present with voting rights.

D. In the event that approval is not granted, the floor shall be opened for nominations, and an election shall be held, governed by the election code in Article VII.
Article XI: Meetings

Section I: Meeting Procedures
A. Meetings shall be used to conduct and discuss NRHH related business
B. Quorum will be set at 50% of the Active Members
C. Attendance is mandatory for all meetings unless excused by the President

Section II: Meeting Frequency
A. The Executive Board shall set regular weekly meetings at the beginning of each academic year.
B. For the 2013-2014 Academic Year, meetings will be every Wednesday at 6:00 pm.

Section III: Additional Meetings
A. The Executive Board shall call additional meetings, as necessary.
B. If a member is unable to attend a meeting they must make up the absence by attending the President’s office hours from 11 am - 2 pm on Fridays.

Article XII: General Voting

Section I: General Voting
A. General voting is considered to be any voting except in new member selection voting.

Section II: Voting Rights
A. All Active members in compliance with attendance policies are granted voting rights.

Section III: Executive Board
A. Each officer, excluding the President and the Advisor, shall receive one vote in each voting matter.
B. The President shall only vote to break a tie.

Section IV: 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, Early Alumni, and Honorary members do not receive votes.

Section V: Voting Procedure
A. All votes shall be a majority (half, plus one) of the Active members present with voting rights.
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 X: Absences

Section I: 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 no less than twenty-four (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 XI: Affiliations

This chapter shall remain in good standing with the National Association of College and University Residence Halls, Inc. (NACURH, Inc.) and the National Residence Hall Honorary (NRHH).

Article XII - Amendments

Amendments may be enacted by a vote of two-thirds (2/3) of the Active Members with voting rights, present at the meeting at which the amendment is presented.

Article XII- Finances

The chapter will receive our finances from the Student Housing Activity Fee and will be accounted for by the President. All projects, programs, and development activities will be funded by this money.

Article XIV - Enactment

This constitution shall become effective immediately upon a two-thirds (2/3) vote of the Active members with voting rights, present at the meeting in which this constitution is presented.

Revised by the general assembly of the Cardinal and Gold Chapter of the National Residence Hall Honorary at the University of Southern California on 10/18/2013.