

CONSTITUTION

LITTLE APPLE CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY

ARTICLE I – NAME, PURPOSE, VALUES and CLASSIFICATION

1. Name and Abbreviation Standards

- a. Institution's Name: Kansas State University (K-State)
- b. Chapter's Name: Little Apple Chapter (LAC NRHH)

2. Purpose

- a. The Little Apple Chapter of the National Residence Hall Honorary is an organization dedicated to providing service by giving back 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 individuals who have gone "above and beyond" to contribute outstanding service and leadership to on campus housing at K-State. The organization has four purposes: to provide and promote recognition in on campus housing; to encourage continual personal and professional development in its membership; to offer leadership, academic, and service opportunities to on campus students; and to provide guidance to future leaders through philanthropic means.

3. NRHH Values

- a. The LAC NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service.

4. Classification of LAC NRHH

- a. The LAC NRHH is classified as a Departmental Student Organization (DSO) through the Center of Student Involvement at Kansas State University. As outlined in PPM 8540.030, a Departmental Student Organization is a Registered Organization having a purpose that is critical to the mission of the University and that is sponsored by a Department. A DSO directly furthers the mission of the sponsoring Department, and the Department has supervisory responsibility—through a designated departmental employee—over the officers, operations, and activities planned by the organization. As such, the Department of Housing and Dining Services at Kansas State University (the sponsoring department of LAC NRHH) has final say over matters of the organization, which includes, but is not limited to: membership, officers, finances, and activities. The advisor(s) of the LAC NRHH will consult with the LAC NRHH membership before making final decisions that impact the organization.

ARTICLE II – MEMBERSHIP

1. Membership Qualifications

- a. A minimum cumulative 2.500 GPA on a 4.000 GPA scale 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, or follow any national policy changes.
- c. Transfer students from other colleges and universities who were members of the NRHH chapter at their previous school are eligible for membership into LAC NRHH upon providing verification of the previous membership in an NRHH chapter and if space exists within membership limits in LAC NRHH.
- d. The number of members must not exceed the 1% cap of those living on campus.
- e. Members must have made a positive contribution to the on-campus living community.
- f. Once a member is inducted, they will be considered a member for life if they remain in good standing with the chapter through continued attendance and participation while they are an active member.

2. Membership Types

- a. This organization shall consist of four types of membership: *Candidate Membership, On-Campus Membership, Off-Campus Membership, and Lifelong Membership.*

i. Candidate Membership

1. A candidate member of LAC NRHH is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
2. The candidate must submit a formal intent of pre-member to the chapter vice president.
3. LAC NRHH must confirm status of pre-membership to candidate member.
4. LAC NRHH must educate the candidate on the following topics before the candidate can be inducted:
 - a. NRHH History
 - b. OTMs
 - c. Membership Qualifications
 - d. Membership Selection Process
5. Before a Candidate Member can be inducted, a Candidate Member shall:
 - a. Be a student of the college or university with which the chapter is affiliated.
 - b. Be living in on-campus housing (for at least one academic semester at the time of induction.)

- c. Attend all general body meetings and chapter events (see attendance policy)
 - d. Have a cumulative GPA of 2.500 or higher at the time of induction.
 - e. Have made a positive contribution to the on-campus living community through engagement with the values of recognition and service.
6. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

ii. On-Campus Membership

1. An on-campus member of LAC NRHH is a member that lives in an on-campus living community and meets the chapter and NACURH membership qualifications.
2. On-Campus members shall:
 - a. Be a student of the college or university with which the chapter is affiliated.
 - b. Be living in on-campus housing for at least one academic semester.
 - c. Attend all general body meetings and chapter events (see attendance policy)
 - d. Maintain a cumulative GPA of 2.500 or higher
 - e. Continue to make a positive contribution to the on-campus living community through engagement with the values of recognition and service.

iii. Off-Campus Membership

1. An off-campus member of LAC NRHH is a member that does not live in an on-campus living community and meets the chapter and NACURH membership qualifications.
2. On-Campus members shall:
 - a. Be a student of the college or university with which the chapter is affiliated.
 - b. Be living in on-campus housing for at least one academic semester.
 - c. Attend all general body meetings and chapter events (see attendance policy)
 - d. Maintain a cumulative GPA of 2.500 or higher
 - e. Continue to make a positive contribution to the on-campus living community through engagement with the values of recognition and service.
 - f. At the discretion of the chapter, up to 15% of the chapter's membership cap may have the same voting rights and ability to serve on campus-level executive boards as an on-campus member
3. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.

4. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights do not count towards the membership cap.

iv. Lifelong Membership

1. A lifelong member of LAC NRHH is a member that is no longer affiliated with their host institution as a student due to either graduation or a discontinuation of education.
2. Anyone who leaves the chapter and institution in institutional good standing and meets the chapter's requirements for membership for life would become a Lifelong Member.
3. By becoming a Lifelong Member, a member would have to uphold the lifelong commitment to the NRHH Values of recognition and service
4. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively.

3. Probation

- a. On-campus and off-campus member shall be put on probation (lose voting privileges) if:
 - i. If they fail to attain a GPA of at least 2.500 after a warning semester.
 - ii. 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.
 - iii. If they request to be on probation.

4. Temporary Leave

- a. In the case of a temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave.

5. Honorary Membership

- a. An honorary member shall:
 - i. Be a member who is selected by the members of LAC NRHH for outstanding service to K-State on-campus housing.
 - ii. Not be a student who is returning to K-State as an undergraduate student.
 - iii. 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.
 - iv. Hold the highest honor LAC NRHH members can bestow upon a non-member. This honor is intended to be used sparingly.

6. Membership Capacity

- a. 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.
- b. On-campus housing units contributing to the membership cap:
 - i. Boyd Hall, Ford Hall, Goodnow Hall, Haymaker Hall, Honors House, Jardine Apartments, Marlatt Hall, Moore Hall, Putnam Hall, Smurthwaite Scholarship House, Van Zile Hall, Wefald Hall, and West Hall.

7. Member Removal

- a. The removal policy may be enacted if an on-campus or off-campus can no longer meet the chapter membership expectations.
- b. If an Active member is removed, they no longer count towards the 1% membership cap.
- c. The following guidelines apply to the procedure for the removal of an Active member:
 - ii. The member and/or chapter must complete the NRHH Member Removal Application.
 - iii. This form can be obtained from the region's AD-NRHH.
 - iv. The form must include the electronic signatures of the chapter President and chapter advisor.
 - v. This form must be submitted electronically
 - vi. The completed Member Removal application shall be submitted to the region's AD-NRHH for approval.
- d. The number of members for removal is up to the discretion of the chapter.
- e. It is the right of the region's AD-NRHH to deny requests for removal for reasons including, but not limited to:
 - vii. Submission of an incomplete application form.
 - viii. The region's AD-NRHH does not believe that sufficient measures have been taken by the chapter to address the member's inactivity or ineligibility within the chapter prior to submission of the application.
- f. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional AD-NRHH through written request as to why the Candidate deserves to continue as a member of NRHH.

8. Membership Transfer Policy

- a. NRHH members that are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, are able to apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.

- b. Each NRHH chapter is able to accept/reject transfer members at their own discretion. If accepted, these members shall become active members of the new chapter. The Membership Transfer Policy must be outlined according to the following:
 - i. The student applying to transfer their membership must be fully matriculated at the new institution.
 - ii. The student seeking to transfer their membership must contact the 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 new chapter.
 - iii. Each chapter is able to come up with their own process detailing how letters will be evaluated.
- c. If approved, the student and/or new chapter must complete the membership transfer application.
- d. The membership transfer application may be obtained from the region's AD- NRHH.
- e. The membership transfer application shall include signatures from the following individuals:
 - i. The incoming chapter's President.
 - ii. The incoming chapter's Advisor.
 - iii. The NRHH member who is seeking to transfer their membership.
- f. The completed application shall be submitted to the region's AD-NRHH for approval.
- g. It is the right of the region's AD-NRHH to deny requests for reasons including, but not limited to:
 - i. The application form is incomplete
 - ii. Adding new member(s) puts the chapter over its member cap.
- h. 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:
 - i. Each AD-NRHH shall have one vote. A simple majority shall be necessary, with tie-breaking vote when necessary.

ARTICLE III – SELECTION

1. Nomination

- a. Those wishing to gain membership may be nominated in one of the following ways:
 - i. Nomination by Community Coordinators, Assistant Community Coordinators, other Housing & Dining Services Employees, and other on campus residents.
 - 1. These groups can nominate students who they feel should gain membership to LAC NRHH based on the qualifications stated in Article IV of the By-Laws.

- i. Self-nomination.
 - 2. 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.

2. Selection

- a. Active membership for each academic year shall:
 - i. Not exceed one percent of the total numbers of students living in K-State residence on-campus housing on September 1st of each academic year.
 - ii. Be run by an interview process headed by the Vice President each semester.
 - iii. Interviews will consist of no less than two LAC NRHH members, one LAC NRHH executive board member, and the candidate.

3. Selection Committee

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

ARTICLE IV – OFFICERS AND MEETINGS

1. Leadership Structure

- b. LAC NRHH consists of five executive members, three committee chairs, and general body members advised by one graduate professional and one professional staff members

2. Executive Officers

- c. **The executive structure of LAC NRHH shall consist of:**
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. LAC NRHH Representative
- d. Under extreme circumstances, the executive structure of LAC NRHH shall consist of:
 - i. President
 - ii. Vice President / AIR Chair
 - iii. Secretary / Recognition Chair
 - iv. Treasurer / Community Service Chair
 - v. LAC NRHH Representative
- e. 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 end of each school year. Run-off elections shall be held as deemed necessary by the active members present.
- f. A LAC NRHH Executive Board member shall not be a member of the K-State ARH Executive Board.

- g. 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 resigns or vacates his or her position, the Vice President shall preside over the re-election process.

3. Executive Officer Responsibilities

- h. All Executive Board Officers shall:

- i. Attend regular one-on-one meetings with an assigned advisor.
- ii. Prepare thorough and organized transition documentation prior to the end of his or her term, and assist in the transition process.

i. President

- i. The President shall:

1. Preside over all meetings.
2. Prepare an agenda for all meetings.
3. Coordinate with the Executive Board and Committee Chairs.
4. Call special meetings as necessary.
5. Be in charge of re-affiliation with the NRHH National Office by September 30 each year.
6. Supervise the responsibilities of the standing committee chairs.
7. Serve as election commissioner or appoint a proxy.
8. Coordinate the Honorary Member selection process.
9. Delegate additional responsibilities as needed.

j. Vice-President

- i. The Vice-President shall:

1. Act in the absence of the President.
2. Serve as the LAC NRHH Membership Selection Committee Chair.
3. Serve as Committee Chair for reviewing constitution yearly before LAC NRHH registers with the NRHH National Office.
4. Coordinate spring induction ceremonies.
5. Under Article IV Section 1-A-2 serve as the Awards, Inductions, and Reception (AIR) Chair.
6. Perform duties as assigned by the President.

k. Secretary

- i. The Secretary shall:

1. Maintain a file of all current minutes for LAC NRHH.
2. Work with Housing and Dining to distribute LAC NRHH minutes to the appropriate persons and organizations.
3. Maintain the membership roster.
4. Maintain a record of members' meeting attendance.
5. Be responsible for updating the website or delegating the responsibility to someone else.
6. Maintain a list of all Bronze Pin Recipients.
7. Maintain a list of all Honorary Members and Chapter Members.

8. Maintain a file of past NRHH minutes, constitutions, region and national bids, OTY winners, goals and other pertinent information (for the past five years).
9. Take visual record of LAC NRHH by taking photographs and/or delegating the responsibility to someone else.
10. Under Article IV Section 1-A-2 serve as the Recognition Chair.
11. Perform duties as assigned by the President.

I. Treasurer

- i. The Treasurer shall:
 1. Be responsible for drafting a budget to be approved by the general body.
 2. Meet as needed with a member of the K-State Housing and Dining Services accounting department.
 3. Maintain control of funds.
 4. Report monthly budget status at the first meeting of every month.
 5. Be in charge of all fundraisers.
 6. Order all necessary supplies for the organization at the beginning of each semester, and as needed throughout the year.
 7. Upon election, assist the outgoing Treasurer with the spring fundraiser.
 8. Under Article IV Section 1-A-2 serve as the Community Service Committee Chair.
 9. Perform duties as assigned by the President.

m. LAC NRHH Representative

- i. The LAC NRHH Representative shall:
 1. Connect with an ARH representative monthly to provide updates on LAC NRHH's upcoming events and campus initiatives.
 2. Be the main communication link between K-State ARH and LAC NRHH.
 3. Facilitate cooperative efforts between K-State ARH and LAC NRHH.
 4. Represent LAC NRHH at the annual NACURH Conference, Regional Leadership Conference, and Regional Business Conference.
 5. Be responsible for communications with the disbursement of information from NACURH, MACURH and other college and university NRHH Chapters 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.
 6. Perform duties as assigned by the President.

4. Standing Committee Chairs

- n. The standing committee chairs of LAC NRHH shall consist of the following:
 - i. Community Service Committee Chair
 - ii. Awards, Inductions, and Reception Committee Chair
 - iii. Recognition Committee Chair
- o. Standing committee chairs shall not hold a position on the LAC NRHH Executive Board, unless acting under Article IV Section 1-A- 2.
- p. Standing committee chairs will be selected at a meeting after spring inductions and prior to the conclusion of each academic school year.
- q. All standing committee chairs' responsibilities are subject to the supervision of the President and Advisors
- r. 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.
- s. Advisors to LAC NRHH will be named by the Housing and Dining Services Associate Director for Student Living or their designee each fall prior to the start of the school year.

5. Standing Committee Chair Responsibilities

- t. All Executive Board Officers shall:
 - i. Attend regular one-on-one meetings with an assigned advisor.
 - ii. Prepare thorough and organized transition documentation prior to the end of his or her term, and assist in the transition process.
- u. Community Service Committee Chair**
 - i. Work to establish a legacy community service project; maintain legacy program
 - ii. Create a list of contacts in the community for community service opportunities; maintain list
 - iii. Search for established community service opportunities for our membership to take part in
 - iv. Think of new ideas of ways our membership can uphold our service value
 - v. Maintain communication with the president and VP on all scheduled and tentative programs and initiatives set by your committee
 - vi. Plan at least one active program per semester
 - vii. Perform duties as assigned by the President
- v. Awards, Inductions, and Reception Chair**
 - i. Oversee and plan all fall and spring
 - ii. Oversee and plan leadership reception
 - iii. More information soon on a timeline for this year
 - iv. Be the main point of contact for all inductions, receptions, and formal events
 - v. Maintain a list of awards given out at all inductions and receptions
 - vi. Maintain a good working relationship with our vendors

- vii. Maintain communication with the president and VP on all scheduled and tentative programs and initiatives set by your committee
- viii. Perform duties as assigned by the President.

w. Recognition Committee Chair

- i. Work to establish a legacy recognition service project; maintain legacy program
- ii. Think of new ideas of ways our membership can uphold our recognition value
- iii. Maintain a list of campus and regional winning OTMS going 5 years back
- iv. Maintain the OTM website as needed (maintaining users, approving accounts, voting on OTMs)
- v. Email OTM writers and senior staff with OTM news and updates (as needed, generally monthly)
- vi. Supervise the OTY process (maintain updated OTY requirements, oversee the grading process) (yearly)
- vii. Present at student staff and student leader trainings on OTMs and recognition
- viii. Maintain communication with the president and VP on all scheduled and tentative programs and initiatives set by your committee
- ix. Provide passive recognition programming for a set audience
- x. Plan at least one active program per semester
- xi. Delegate (you are a student, too)
- xii. Perform duties as assigned by the President.

6. Meetings

- x. Meeting Structure
 - i. LAC NRHH meetings shall be held bi-weekly or at the discretion of the LAC NRHH President.
 - ii. Meetings will be held at a time decided by a majority vote at the beginning of each semester.
 - iii. Meetings will be conducted using Robert's Rules of Order when necessary.
- y. Meeting Attendance
 - i. Attendance policy
 - 1. General body members are allowed two absences from general body meetings per semester. If a member is going to be absent, the member should provide an email explaining the scheduled absence 24 hours in advance to the president, vice president and advisors.
 - 2. In addition to the general body member's meeting attendance, executive members are granted one absence from executive board meetings. The same email procedure follows but a 72 hour advance notice is required.
 - 3. The attendance policy is for ideal situations. If an emergency occurs, the advisors and president will work to support the member in need.

7. Elections

- z. Unless acting under Article IV Section 1-A-2, elections for the executive board positions will take place in the spring semester of each academic year.
- aa. Candidates for each executive board position must be nominated and seconded from active members during the meeting in which elections are held.
- bb. All voting will be by secret ballot.
- cc. Candidates must receive a simple majority vote from all active members in attendance at the meeting in which elections are held.
- dd. Run-off elections will be held, if deemed necessary.

ARTICLE V – TERMINATION OF OFFICERS

- 1. An officer who fails to perform the duties of the office and/or incurs two unexcused absences from the General Body or Executive Board meetings may be removed from that office through means of impeachment by the Executive Board and confirmed by a two-thirds majority vote of the General Body.

ARTICLE VI – FINANCES

- 1. The LAC NRHH is currently in good standing with the region and NACURH offices.
- 2. The LAC NRHH funds projects with money allocated through Housing and Dining Services and through personal fundraisers.

ARTICLE VII – AMENDMENTS, BUSINESS, AND ELECTIONS

- 1. 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

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