

NRHH

— The 4400 Society —

Constitution of the American University
The 4400 Society
National Residence Hall Honorary

National Residence Hall Honorary (NRHH) is a leadership based honorary composed of exemplary residential students who value recognition and service.

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PREAMBLE:

We, the members of the 4400 Society, a chapter of the National Residence Hall Honorary, in order to honor and recognize outstanding members of our residential communities, and to promote a higher quality and standard of involvement and interaction in the residence halls, do hereby establish and uphold this constitution.

Article I: Name

The name of this organization shall be the 4400 Society, a chapter of the National Residence Hall Honorary at American University.

Article II: Purpose

The purpose of this organization shall be to provide recognition to those who have provided outstanding service or exceptional leadership in supporting the University's residential communities, through the two values Recognition and Service.

Article III: Membership

A. Minimum requirements for induction are as follows:

- a) Individuals shall be students who have lived in the residence halls for at least one full semester
- b) Individuals shall have exhibited outstanding leadership and service to the University's residential communities; and
- c) Individuals shall have a minimum grade point average of at least 2.5 on a 4.0 scale.

B. Membership Rules and Regulations

a) Membership Types:

i. Candidate Membership

1. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH Member.
 2. The Candidate member must submit a formal intent of pre-membership to the chapter.
 3. The Chapter must confirm the status of pre-membership to candidate members.
 4. The Chapter must educate the candidate on the following topics before the candidate can be inducted:
 - a. NRHH History
 - b. OTM's
 - c. Membership Qualifications
 - d. Membership Selection Process
 5. Before a Candidate Member can be inducted, they must meet the following requirements:
 - a. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
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- b. “Student” shall be defined by the chapter’s host institution.
 - c. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.
 - d. At the time of induction, the Inductee must be a student possessing at least a 2.5 GPA on a 4.0 scale, or its equivalent.
 - e. Candidate members must be living in institutionally owned or contracted housing and have lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.
 - f. Candidate Members must have made a positive contribution to the residence hall system through engagement with the values of service and recognition.
 - g. Additional requirements as deemed necessary by the chapter, if any
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 an NRHH Chapter is a member that lives in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
- 2. On-Campus members must meet the following requirements to maintain their membership:
 - a. The On-Campus Member must be a student of the college or university with which the chapter is affiliated
 - i. “Student” shall be defined by the chapter’s host institution.
 - b. The On-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalent.
 - c. On-Campus Member must be living in institutionally owned or contracted housing.
 - d. On-Campus Member continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.
 - e. These shall be the only members who hold voting rights.
 - f. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, or study abroad, will not affect the individual’s active status of NRHH. 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.
 - g. On campus membership also extends to the Executive Board for NRHH. All Executive Board members, excluding the Advisor(s), must live in on-campus housing for the entirety of the academic year in which they are serving on the Executive Board. Executive Board members also remain committed to their position for the entirety of the academic year to remain compliant with on-campus membership requirements.

iii. Off-Campus Membership

1. An Off-Campus member of an NRHH Chapter is a member that does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications.
 - a. The Off-Campus Member must be a student of the college or university with which the chapter is affiliated.
 - i. "Student" shall be defined by the chapter's host institution.
 - ii. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalent.
 - b. Off-Campus Members continue to make a positive contribution to their community through engagement with the values of service and recognition.
 - c. Additional requirements as deemed necessary by the chapter, if any
 - i. 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.
 1. An Off-Campus member must submit a NACURH written pledge for accountability approved by the chapter president and advisor.
 2. An Off-Campus Member with voting rights does count towards the membership cap, but an Off-Campus member that participates with no voting rights does not count towards the membership cap.

iv. Lifelong Membership

1. A Lifelong Member is a member of NRHH 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 life long 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
- b) New members will be selected every semester as outlined in the Chapter Bylaws.
 - c) No fees or dues shall be collected from NRHH members or applicants.
 - d) Outstanding Service Award Process
 - i. An Outstanding Service Award is designed to recognize those who have demonstrated outstanding support and service to the residence hall students. This may include, but is not limited to housing personnel, instructors, and college or university staff.
 - ii. Individuals who could qualify for membership including first term students, with the exception of those graduating in the current academic term, cannot be given an Outstanding Service Award.
 - iii. The maximum number of Outstanding Service Awards which may be given in a year is equal to the number of regional affiliates within NACURH.
 - iv. The Chapter must create a process to outline how an Outstanding Service Award can be given to individuals at their institution.

1. Members of the University community can nominate residence hall leaders or the Outstanding Service Award
 - a. Nominators shall submit an application to the National Residence Hall Honorary by the established deadline.
 - b. Nominations shall be approved by the Executive Board and advisor(s), and must receive a 4/5 vote of approval from the Executive Board.
- e) Membership Capacity
- i. 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 45 members, whichever is larger.
 1. The total 1% membership does not include alumni, early alumni or honorary members.
 2. Up to 10% of all members may live in off-campus housing, but this policy may be suspended for one full academic year at a time with a unanimous vote of the Executive Board, including the Chapter Advisor(s).
 - ii. Definition of on-campus housing units that contribute to the membership cap
 1. Residential Housing Units
 - a. Anderson Hall
 - b. Cassell Hall
 - c. Centennial Hall
 - d. Constitution Hall
 - e. Duber Hall
 - f. Federal Hall
 - g. The Frequency Apartments
 - h. Hughes Hall
 - i. Letts Hall
 - j. Leonard Hall
 - k. McDowell Hall
 - l. Nebraska Hall
 - m. Roper Hall
- f) Member Removal Policy (This policy is only required if members of the chapter do not become eligible for Lifelong Membership at the time of induction)
- i. The Removal Policy may be enacted if a member can no longer meet the chapter membership expectations.
 - ii. If a member is removed, they no longer count towards the 1% membership cap.
 - iii. The following guidelines apply to the procedure for the removal of a member:
 1. The member and/or chapter must complete the NRHH Member Removal Application.
 2. This form can be obtained from the region's ADNRRH.
 3. The form must include the electronic signatures of the chapter President and chapter Advisor.
 4. The number of members for removal is up to the discretion of the chapter.
 5. It is the right of the region's ADNRRH to deny requests for removal for reasons including, but not limited to:

- a. A. Submission of an incomplete application form.
 - b. The region's ADNRRHH 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.
 - c. If the member and/or chapter wish to appeal the decision, they may appeal to the Regional ADNRRHH through written request as to why the Candidate deserves to continue as a member of NRHH.
- g) NRHH Membership Transfer Policy
- i. 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
 - ii. 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.
 - iii. The Membership Transfer Policy must be outlined according to the following:
 1. The student applying to transfer their membership must be fully matriculated at the new institution.
 2. 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 benefited from their previous chapter and residence hall system, and how they hope to be involved in the new chapter.
 3. Each chapter must create their own process detailing how applications will be evaluated.
 4. If approved, the student and/or new chapter must complete the membership transfer application.
 5. The membership transfer application may be obtained from the region's ADNRRHH.
 6. The membership transfer application shall include signatures from the following individuals:
 - a. The incoming chapter's President.
 - b. The incoming chapter's Advisor.
 - c. The NRHH member who is seeking to transfer their membership.
 - d. It is the right of the region's ADNRRHH 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.
 - iii. If the member and/or chapter wish to appeal the decision of the region's ADNRRHH, they may appeal to the entire NNB. The decision of the NNB shall be final. In the event of an appeal to the NNB:
 1. Each ADNRRHH shall have one vote.
 2. A simple majority shall be necessary, with tie-breaking vote when necessary.
- h) Selection Procedure
- i. Candidate Member Selection Procedure

1. Members of the University community can nominate residence hall leaders for membership by the established deadline.
 2. Applicants shall submit an application through Qualtrics to the National Residence Hall Honorary by the established deadline.
 - a. Applications shall be approved and voted on by the Executive Board, including the advisor(s), at the regularly scheduled Executive Board meeting following the application closure.
 - b. No interviews shall be conducted as a component of the application process.
 - c. Applicants must receive a 4/5 vote of approval.
 3. The members of the 4400 Society, American University chapter of the NRHH, will meet annually to select new members during October and November of the fall semester.
 - a. Recruitment may begin in September of the fall semester. However, the primary recruitment period will be October and November, with the application and selection processes occurring during those two months.
 - b. The application will open on the last Monday in October at 8:00 AM EDT and remain open for two weeks, closing at 11:59 PM EST that day. Then, after review of applications, either the President or the Chapter Advisor(s) will let prospective members know of either their “acceptance” or “rejection” status no later than the first Monday in December.
 - c. The remainder of the academic year will be used by the Executive Board, including the advisor(s) as a time for the Executive Board to gauge interest of new members in NRHH through attendance, participation in meetings and events, contributions in meetings and events, and submission of nominations for of-the-month awards, among other factors determined by the Executive Board, including the advisor(s). If, at the end of the spring semester, new members that have consistently demonstrated a high degree of involvement in NRHH will be formally inducted (at the end of the spring semester) and encouraged to run for a position on the Executive Board if space is available. The spring semester will also serve as a time for New Member Education Sessions and service events. If, at the end of the spring semester, new members that have not consistently demonstrated a high degree of involvement in NRHH will only be inducted at the discretion of the Executive Board, including the advisor(s).
 - ii. Members of the 4400 Society, American University chapter of the NRHH can nominate faculty and staff for honorary membership by the established deadline.
 1. Honorary Membership is a title of recognition, but does not infer any of the privileges or responsibilities of membership in the NRHH.
 2. The executive board will review all nominations.
 3. An individual must receive a 4/5 vote of approval from the executive board to be selected for honorary membership.
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Article IV: Executive Board

Section I: Executive Structure

- a) The Executive Board of the NRHH is composed of five members:
 - i) President
 - ii) Vice President of Administration and Leadership Development
 - iii) Vice President of Selection and Induction
 - iv) Vice President of Recognition
 - v) Vice President of Community Service and Outreach.
- b) A Residence Life staff member will be assigned as the organization advisor.

Section II: Executive Board and Advisor Duties

- a) Positional Duties:
 - i) The President shall:
 - 1) Serve as Presiding officer for Executive Board and Chapter Meetings.
 - 2) Perform their duties as outlined in the constitution and bylaws.
 - ii) The Vice-president for Recognition shall:
 - 1) Serve as the Chief Recognition Officer for the Chapter
 - 2) Perform their duties as outlined in the bylaws
 - iii) The Vice-president for Selection and Induction shall:
 - 1) Serve as the Chief Officer for member selection and induction processes for the chapter
 - 2) Perform their duties as outlined in the constitution and bylaws.
 - iv) The Vice-president of Administration and Leadership Development
 - 1) Serve as the Chief Officer for Leadership Development within the chapter
 - 2) Perform their duties as outlined in the constitution and bylaws
 - v) The Vice-president for Community Service and Outreach shall
 - 1) Serves as the Chief Officer for community service coordination and communications below conference levels for the chapter
 - 2) Perform their duties as outlined in the constitution and bylaws
 - vi) The NRHH Advisor shall:
 - 1) Act as a liaison to Housing and Dining Programs.
 - 2) Facilitate the election and removal of officers as necessary.
 - 3) Attend all general and Executive Board meetings, unless otherwise determined in conjunction with the Executive Board.

Section III: Elections

A. Qualifications

- a) All candidates must be a member meeting chapter expectations for the year in which they intend to hold office.
- b) Candidates for President must have been an Active member for at least one semester prior to their candidacy.

B. Election Procedure

- a) Elections shall be held each spring after the selection of new members.

- b) Incoming members who have been approved for induction shall have the opportunity to participate in elections regardless of whether elections occur before or after induction.
 - c) If elections are held at a general meeting, each candidate will receive five minutes in which to speak to the chapter, followed by a question- and -answer period.
 - d) If elections are held electronically, each candidate shall submit a statement not to exceed 500 words to be distributed to the general membership. Candidates shall also make their email addresses available to the members for questions.
 - e) In order to win, a candidate must receive a majority of the votes cast.
 - f) In the event of a tie, an immediate run-off election shall be held between the top two vote receivers.
 - g) Each officer shall be elected to a one- year term.
 - h) Elected officers shall be sworn in at the NRHH Executive Board Induction and introduced at the RHA transition luncheon preceding the election.
 - i) At the discretion of the Executive Board, including the Chapter Advisor(s), they may appoint themselves to their roles again during the following academic year and keep elections closed (only Executive Board votes on candidates) (i.e., during the COVID-19 pandemic).
- C. Officer Oath
- a) The Officer Oath is as follows:
 - i) “I, (name), pledge to uphold and honor all the principles, values, and beliefs of the American Eagles Chapter of the National Residence Hall Honorary at American University. I solemnly swear, as an executive officer, to serve the Chapter to the best of my ability, and to protect and uphold the dignity of our constitution, ` NRHH, and the well-being of this chapter.”

Section IV: Removal from Office

A. Terms

- a) If an officer is not performing their designated duties or they do not meet all Executive Board expectations in the constitution they may be removed from office.

B. Removal Procedures

- a) Any NRHH member may submit a written complaint to the NRHH advisor.
- b) The NRHH advisor will advise the officer of the formal complaint and allow the officer to file a formal response.
- c) The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
- d) If there is not a majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position.
- e) If there is a majority vote from the committee to remove the officer, the committee will make a five minute presentation on the situation at the next general meeting. The officer may then present a five minute rebuttal. Members shall be permitted to ask questions following these presentations.
- f) An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

Section V: Vacancy

A. Presidential Vacancy

- a) Should the office of President become vacant, the position will be filled according to the following line of succession:
 - i) Vice President for Administration and Leadership Development
 - ii) Vice President for Selection and Induction
 - iii) Vice President for Recognition
 - iv) Vice President for Community Service and Outreach

B. Executive Board Vacancy

- a) In the event that an Officer leaves the board, the President shall appoint a member meeting member expectation to finish that office's term.
- b) Approval of this appointment shall be made by a majority vote of the executive board at the earliest possible executive board meeting following the vacancy.

Section VI: Attendance and Meetings

A. Meetings for the E-Board of NRHH will occur weekly throughout the fall and spring semesters on Wednesdays at 9:00 P.M. (EST and EDT) from Week 1 of classes through Week 14 of classes (excluding Thanksgiving and Spring Break), unless determined otherwise by all Executive Board members, including the advisor(s).

- a. Additional Executive Board meetings may occur at any point before, during, and after both semesters at the sole discretion of (only) the advisor(s).

B. All Executive Board and General Body meetings are mandatory.

- a. This clause cannot be changed unless there is unanimous consent by all active NRHH members, including the Executive Board and advisor(s), at an in person General Body meeting.

C. General body NRHH meetings will occur biweekly on Wednesdays at 9:30 P.M. (EST and EDT) throughout the fall and spring semesters from Week 2 of classes through Week 14 of classes, unless determined unanimously by the Executive Board, including the advisor(s), and the simple majority of the General Body members.

D. For both the Executive Board and General Body, there are only three reasons that an absence could be marked as "excused": illness, class, a doctor's appointment, and a valid emergency.

- a. There are no exceptions to this policy. However, for resident assistants only, a fourth reason may be permitted: RA-specific responsibilities, including attending RA meetings and being on-duty.

E. Members of both the Executive Board and General Body must provide notice of absence from meetings at least twenty-four hours in advance by either sending a message to the Vice President for Administration and Leadership Development or to the NRHH e-mail address, americannrhh@gmail.com.

- a. All absences that are not associated with such a notice, or such a notice is provided less than twenty-four hours in advance, must be marked as "unexcused," even if the notice of absence includes a reason that would otherwise be counted as "excused." There are no exceptions to this policy, except if a valid emergency arises, in which case the Executive Board would be tasked with validating the emergency through an investigation and a unanimous vote before allowing that reason to be applied to notice of absence provided less than twenty-four hours

- in advance. If such an investigation cannot be thoroughly completed, then the energy must still be listed as an “unexcused absence.”
- b. Exceptions to this policy may be considered only by the Executive Board on a case by case basis voted on unanimously by the Executive Board, including the advisor(s), each time. For instance, a virtual meeting modality may be offered only to members who cannot attend in person meetings but provide a notice of absence at least twenty-four hours in advance.
- F. For each semester, there is a maximum of two unexcused absences for General Body members for General Body meetings, with no exceptions. If a member obtains more than two unexcused absences within a given semester, then that individual will lose their active status in NRHH for that particular semester, with no exceptions.
- a. Members who obtain more than four unexcused absences from General Body meetings within a particular academic year qualify for removal from NRHH, with no exceptions, but permanent status determined by the Executive Board, including the advisor(s).
 - b. Likewise, there is a maximum of two unexcused absences for Executive Board members for Executive Board meetings, with no exceptions. If an Executive Board member obtains more than two unexcused absences within a given semester, then that individual will be eligible to be forced to resign from their position, as well as, permanent removal from NRHH, with no exceptions.
- G. Only active members do not need to reapply to join NRHH, but inactive members do need to reapply to join NRHH.
- a. If a member has two or more semesters where their status is “inactive,” then they may not reapply to join NRHH under any circumstances.
 - b. If a member loses their active status during the semester in which they graduate from American University, then they may not receive a cord at graduation.
 - c. If a member loses their active status during the spring semester, then they will need to indicate sincere interest in continuing with NRHH on the continuing interest form, which is a mandatory Google Form sent out to all members at the weekly e-mail update sent to all members, including the Executive Board and advisor(s), on the last Monday in March.
 - i. If a member does not indicate sincere interest in continuing with NRHH on the continuing interest form, then the Executive Board, including the advisor(s), will determine the fate of that member (staying in or kicked out) with a unanimous vote at the last regularly scheduled Executive Board meeting in April.
 - ii. The President will send an e-mail to that member regarding their fate within twenty-four hours from the start of that Executive Board meeting.
 - d. If a member loses their active status during the fall semester, then they may not help with any planning of spring semester activities and lessons that occurs during the fall semester.
- H. Members are expected to attend meetings as outlined in the Constitution and the Bylaws, including reading the weekly e-mail update sent to all members, including the Executive Board and advisor(s), every Monday by the President.
- a. The weekly e-mail update is a required action item for the President and contains information on upcoming meetings, events, and other items of relevance to members.
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Article V: Partnerships and Affiliations

Section I: Residence Hall Association

- A. The Residence Hall Association (RHA) and NRHH are partner organizations, which collaborate and share funds, resources and office space.
 - a) The total amount of money budgeted for the Chapter shall be overseen and determined by the Vice President of Administration and Finance of RHA in conjunction with NRHH President and NRHH Vice Presidents
 - b) At least one NRHH member shall attend RHA General Assembly Meetings.
 - i This member shall not be a member of the American University RHA Executive Board, Administrative Board, or a member of a Hall Council.

Section II: CAACURH and NACURH

- A. This chapter shall remain in good standing with NACURH and CAACURH.
 - a. If an NRHH member is elected to a regional or national position, NRHH and RHA will financially support that student in their participation.

Article VI: Amendments and Bylaws

- A. The Constitution may be amended at a general chapter meeting by a simple majority vote of all active NRHH Members.
- B. The Bylaws may be amended at a general chapter meeting by a simple majority vote of the active NRHH members at a General Body meeting, unless determined otherwise by the Executive Board, including the advisor(s).
- C. Should a majority of the general chapter not be present at two consecutive chapter meetings during which a constitutional amendment has been proposed, and all members of the chapter have been made aware of the proposed constitutional changes, then the members of the executive board shall then be given the right to cast votes on the amendment(s) at the following general chapter meeting if a quorum of members is not reached.

Article VII: Enactment

- A. This Constitution shall be enacted upon an approval of at least seventy percent by the active NRHH members of the General Body at an in person General Body meeting.
- B. Ratification date: February 23, 2022