



# **The Titan Chapter of the National Residence Hall Honorary Bylaws**

## **ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1. The name of this organization shall be** the Titan Chapter of National Residence Hall Honorary (NRHH) at California State University, Fullerton.

**Section 2. The purpose of this organization** is to recognize outstanding contributions within the CSUF Housing, to encourage service and personal growth through community service projects, and to assist in the development and continued commitment to leadership within the areas of recognition, community service, and scholastics on the local, regional, and national levels. As an integral component of the National Association of College and University Residence Halls, Incorporated (NACURH), NRHH strives to recognize students living in college and University housing at NACURH member schools.

## **ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1.** Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section 2.** Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

**Section 3.** A student organization must have a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class. Please note that enrollment through Extended Education does not count as matriculated enrollment. Because student organizations exist to support the educational mission of the university, all members must be enrolled CSU students. Additionally, only students enrolled at the CSU Fullerton campus are eligible to vote on matters concerning the student organization. When an educational need is demonstrated, the Office of Student Life and Leadership may grant a waiver to the membership provisions for student organizations. In such cases, non-CSU members may not comprise more than 20% of the organization's total membership.

**Section 4.** There shall be three types of membership in the organization: On-Campus, Off-Campus, and Lifelong Memberships.

**NRHH Membership:** Once an individual has shown dedication and commitment to NRHH according to our NRHH chapter's standards, they will become an NRHH member for life.

All voting members, on-campus and off-campus members, shall complete a minimum of 10 hours of community service per academic year to any non-profit cause(s) of their choice. In addition to their service hours, each member shall write and submit at least two of the Of The Month (OTM) nominations to the OTM Database per academic year. Irregular and/or extenuating circumstances shall be reviewed and approved by the active members at a regularly scheduled meeting.

**Clause 1.** On-Campus Membership includes students that are full-time, enrolled undergraduate students inducted into NRHH during an academic year and currently live on campus at CSUF.

On-Campus Members shall:

- a. Continuously make a positive contribution to the residence hall system through engagement with the values of service and recognition.
- b. Act as voting member of NRHH.
  - a. Prospective On-Campus members, who are in the process of fulfilling the requirements for On-Campus Membership standing, however, will not share voting privileges until induction.
  - c. Count towards the membership cap.
  - d. Be allowed to run for office within NRHH.
  - e. Total no more than one percent of the on-campus resident population or 20 persons (whichever is greater).

**Clause 2.** Off-Campus Membership includes students who are full-time, enrolled undergraduate students and have been a former on-campus resident previously inducted into NRHH and currently live off-campus.

Off-Campus members shall:

- a. Continuously make a positive contribution to the residence hall system through engagement with the values of service and recognition.
- b. Be able to act as a voting member of NRHH.
- c. Off-Campus members may act as a voting member at the discretion of the NRHH Director (president)
- d. Voting Off-Campus Members will be counted towards the membership cap.
- e. Non-Voting-Campus Members will not be counted towards the membership cap but will still maintain all other membership privileges.
- f. Total no more than ten percent or 5 persons (whichever is greater) of the NRHH membership overall total, if they are a voting member.

**Clause 3.** Lifelong Membership includes individuals that are no longer affiliated with their host institution as a student due to graduation or discontinuation of education. A lifelong member is any member who leaves the chapter and institution in institutional good standing and meets the chapters requirements for membership for life.

Lifelong Members shall:

- a. Uphold the lifelong commitment to the NRHH values of recognition and service.
- b. Not act as a voting member of NRHH.
- c. Remain eligible to participate in chapter-specific activities

**COVID-19 Clause.** During times of pandemic or school closures, NRHH will continue to function via virtual meetings and events, despite reduced populations, health regulations, or any matters that occur.

- a. Program and budget voting during closures will take place within Executive Board meetings.
- b. Events and programs will be modified given the circumstances. If health regulations call for social distancing, then all events and meetings will be virtual and modified to fit the health codes of limited social interaction.
- c. Regarding school closures, all events will be online and accessible to students. Our goal is to make NRHH accessible to all students while still helping our community.
- d. Induction and member requirements will be modified for ease and accessibility. The requirements to be eligible for induction, shall be up to the discretion of the executive board and the advisors.
- e. All members will still follow through with scheduled meetings, unless changed for flexibility of the executive board.
- f. The amount of community service events possible within the semester may be adjusted according to the executive board.

**Section 5. Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.**

**Section 6.** Any eligible CSU Fullerton student who joins the organization roster on TitanLink shall be a voting member upon acceptance of membership by the organization. Any **approved non-CSU Fullerton student** who completes a membership form shall be an associate member upon submitting a membership form with the organization.

**Section 7. If any member of the Student Organization's leadership becomes aware of a member's actions and/or behaviors that violates the organization's mission, purpose, and/or procedures, then organization leadership is encouraged to contact the Office of Student Life and Leadership. Prior to any disciplinary measures being taken by the organization, leadership (or board members) must remember that decisions regarding membership should not be made unilaterally and must be reported to Student Life and Leadership for guidance and support.**

**a. Student Life & Leadership (SLL) Reporting TitanLink Form:**

<https://fullerton.campuslabs.com/engage/submitter/form/start/638805>. Once submitted, a professional staff member from SLL will schedule a meeting to discuss the situation.

**b. If a member violates the university's Code of Conduct (click [here](#) to review university policies), then please report the situation to the Office of Student Conduct. Student Conduct Online Reporting: [https://cm.maxient.com/reportingform.php?CSUFullerton&layout\\_id=2](https://cm.maxient.com/reportingform.php?CSUFullerton&layout_id=2).**

**c. If a member violates policies related to Title IX (Click [here](#) for more information about Title IX), then please report the situation to the Office for Civil Rights and Equity. Civil Rights and Equity Reporting Form: [https://cm.maxient.com/reportingform.php?CSUFullerton&layout\\_id=18](https://cm.maxient.com/reportingform.php?CSUFullerton&layout_id=18)**

**Once the offense has been properly vetted through the appropriate channels, and further action is not required from Student Life and Leadership, Office for Civil Rights and Equity, and/or Student Conduct, the violation can be resolved within the club/organization.**

## **ARTICLE III. OFFICERS**

**Section 1. The elected officers of the organization shall be the Director (President), Administration and Finance Chair (Treasurer), Recognition Chair, Marketing Chair, Community Service Chair and other officers as necessary. The term of office will be one year beginning July 1st.**

**Section 2. Powers and Duties of Officers:**

**Clause 1. The Director (President) shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large.**

The NRHH Director (President) shall:

- a. Be elected.
- b. Attend or designate an attendee to vote at all PACURH/NACURH conferences where NRHH meetings will be held (provided funding is available).
- c. Attend weekly RSA general body meetings.
- d. Facilitate weekly NRHH general body meetings and Executive Board meetings
- e. Attend weekly one-on-one meetings with the NRHH Advisor.
- f. Select Bronze Pins Award recipients, along with the RSA President.
- g. Lead the formal NRHH induction ceremony alongside the rest of the executive board officers.
- h. Coordinate inductions of new NRHH members, including but not limited to: distributing new NRHH member applications and planning new NRHH member selection meetings.
- i. Serve as the official representative and voice of NRHH.
- j. Maintain correspondence with the NACURH NRHH RBD and the NRHH National Office.
- k. Be responsible for all day-to-day operations of NRHH.
- l. Shall complete a minimum of 3 office hours per week that will be dedicated for NRHH and positional tasks.
- m. Attend weekly NRHH and RSA general council and executive board meetings.
- n. Write, maintain, and update a Director (President) transition manual, as well as transition the next Director (President) of NRHH.

**Clause 2. The Administration and Finance Chair (Treasurer) handles all financial affairs and budgeting of the organization. The Treasurer handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Administration and Finance Chair, Director and advisor.**

They maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. In addition, they are responsible for the minutes at all meetings of the organization, files minutes and submits required copies to all organization members. They are responsible for all organization correspondence and keep copies of all correspondence on file. They act as historian and maintain all records of the organization.

The Administration and Finance Chair (Treasurer) shall:

- a. Be elected.
- b. Keep and report minutes at all meetings including attendance.
- c. Conduct all financial affairs of NRHH and give weekly updates on the present budget. Hold one-on-one with the Treasurer of RSA at least once per month or as needed. In the case of vacancy in the position of NRHH Director (President), the Administration Chair (Treasurer) shall act as Director (President) until an election can be arranged.
- d. Assist in the coordination of the NRHH induction ceremony.
- e. Shall complete a minimum of 3 office hours per week that will be dedicated for NRHH and positional tasks.
- f. Attend weekly NRHH general body meetings, NRHH Executive Board meetings, and NRHH new member selection meetings.
- g. Write, maintain, and update an Administrative and Finance Chair (Treasurer) transition manual.
- h. Carry out additional duties assigned by the Director (President).

**Clause 3.** The Recognition Chair shall coordinate the induction of new members of the organization and uphold the Recognition pillar of NRHH.

The Recognition Chair shall:

- a. Be elected.
- b. Organize, coordinate, and hold at least one large scale recognition program.
- c. Be in charge of the submissions of OTMs
- d. Alert members of the OTM deadlines, printing recognition certificates, and hosting at least one OTM writing program.
- e. Serve as lead contact person for any OTM related issues such as emailing reminders to nominate, emailing reminders to vote on OTMs to all NRHH members, and announcing OTM winners.
- f. Be responsible for the promotion, evaluation and submission of OTMs to the regional level.
- g. Coordinate recognition process for all winning OTMs including the preparing and distribution of certificates.
- h. Coordinate NRHH graduation cord eligibility and distribute NRHH graduation cords to members who have fulfilled all appropriate guidelines.
- i. Assist in the coordination of the NRHH induction ceremony.
- j. Shall complete a minimum of 3 office hours per week that will be dedicated for NRHH and positional tasks.
- k. Attend weekly NRHH general body meetings, NRHH Executive Board meetings, and NRHH new member selection meetings.
- l. Write, maintain, and update a Recognition Chair transition manual.
- m. Carry out additional duties assigned by the Director (President).

**Clause 4.** The Community Service Chair shall uphold the Service pillar of NRHH by coordinating community service events.

The Community Service Chair shall:

- a. Be elected.
- b. Organize, coordinate, and hold both large scale and small scale community service projects throughout the academic year for all members of NRHH.
- c. Track community service volunteer hours of all members.

- d. Assist in the coordination of the NRHH induction ceremony.
- e. Shall complete a minimum of 3 office hours per week that will be dedicated for NRHH and positional tasks.
- f. Attend weekly NRHH general body meetings, NRHH Executive Board meetings, and NRHH new member selection meetings.
- g. Write, maintain, and update a Community Service Chair transition manual.
- h. Carry out additional duties assigned by the Director (President).

**Clause 5.** The Marketing Chair shall uphold the image of NRHH throughout the housing community through promotional items and event advertisements. The Marketing Chair shall uphold the Outreach pillar of NRHH.

The Marketing Chair shall:

- a. Be elected.
- b. Take photos of NRHH sponsored events and maintain an up to date social media presence.
- c. Maintain, or update if need be, promotional items and uphold branding standards (for HRE and NRHH).
- d. Create advertisements of recognition and service events.
- e. Organize, coordinate, and plan events centered on promotion and retention of NRHH.
- f. Assist in the coordination of the NRHH induction ceremony.
- g. Shall complete a minimum of 3 office hours per week that will be dedicated for NRHH and positional tasks.
- h. Attend weekly NRHH general body meetings, NRHH Executive Board meetings, and NRHH new member selection meetings.
- i. Write, maintain, and update a Marketing Chair transition manual.
- j. Carry out additional duties assigned by the Director (President).

**Clause 6.** The Advisor is Assistant Director for Housing and Residential Engagement.

The Advisor shall:

- a. Serve a term of one academic year and is selected at the same time as the officers of the organization.
- b. Shall complete a minimum of 1 office hour per week that will be dedicated for NRHH and advisor tasks.
- c. Hold a one-on-one meeting with each NRHH executive board officer at least once per week.
- d. Be subject to removal by a 2/3 vote of the membership at a regularly scheduled organization meeting.
- e. Attend weekly NRHH general body meetings, NRHH Executive Board meetings, and NRHH new member selection meetings.

### **Section 3. Officer qualifications (President and Treasurer only):**

**Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.**

- a. **Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**

- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c. Officers must be in good standing and must not be on probation of any kind.
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

**Section 4. In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election."** Any eligible member, including those already holding office, can be nominated for a vacated officer position.

## **ARTICLE IV. MEETINGS**

**Section 1. Regular meetings are scheduled at 7:30PM weekly on Wednesdays**

**Section 2. Special meetings are called by** any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

**Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.**

## **ARTICLE V. ELECTIONS**

**Section 1. Officers are elected** once an academic year. **Elections are held** at the end of each academic year for the following year's term.

**Section 2. At least one week's notice will be provided for any meeting at which an election is held.**

**Section 3. The voting period will be open for at least one meeting.**

**Section 4. Votes will be cast** by secret ballot or via the TitanLink elections feature **and counted** by an unbiased committee.

**Section 5. Results of elections must be noted in the minutes and made available to the student organization members no later than 1 week post-election.**

**Section 6. A candidate must receive a majority of the votes or if necessary run-off elections will be held.**

**Section 7. Petition** by 1/3 of the total number of members **is cause for a recall election.** The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". **Recall requires an affirmative vote of 2/3 of the total voting membership.**

**Section 8. The election process is subject to change in cases of closure/pandemic.** A president and treasurer must be found before summer

## **ARTICLE VI. ADVISORS**

**Section 1. Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office which includes trainings assigned by the Office of Student Life & Leadership**

**Section 2. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.**

**Section 3. The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.**

**Section 4. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting or at the discretion of the University.**

**Section 5. A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) and the organization.**

## **ARTICLE VII. DUES**

**Section 1. This organization can assess membership fees. Assessments are determined each semester or each academic year by a quorum of the membership at its regularly scheduled organization meeting.**

**Section 2. All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account.**

## **ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION**

**Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.**

**Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.**

**Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.**

**Section 4. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.**

## **ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1. In the event the National Residence Hall Honorary **should become defunct for a period of more than 2 years, all assets will be turned over** to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.**

## **ARTICLE X. STATEMENT OF AFFILIATION**

**Section 1. This organization is affiliated with National Residence Hall Honorary.**

**Section 2. A copy of any constitution/by-laws/agreements with the University of the National Residence Hall Honorary **must be filed in the Office of Student Life & Leadership at CSU Fullerton.****

## **ARTICLE XI. RULES OF ORDER**

**Section 1. The Titan Chapter of the National Residence Hall Honorary accepts Robert's Rules of Order as its Rules of Order.**

**Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order.**