Constitution

St. Joan of Arc Chapter of the
National Residence Hall Honorary
at Marquette University

Ratified February 2006

Preamble

This constitution will provide structure and guidance for the St. Joan of Arc Chapter of the National Residence Hall Honorary at Marquette University (NRHH).

Article I: Name

The name of this organization shall be the St. Joan of Arc Chapter of the National Residence Hall Honorary at Marquette University, hereafter referred to as the Organization.

Article II: Purpose

The purpose of this organization shall be to provide recognition for students, staff, administrators and faculty living, working or serving in residence halls and University apartments or who have been of outstanding service and who have provided important leadership in the advancement of the residence life system at Marquette University.

It shall also be the purpose of this organization to promote activities, which encourage leadership qualities in residents, and to provide recognition to residence life programs, students, staff, administrators, and faculty who assist in the development of the residence life community.

NRHH shall strive to recognize and induct the top 1% of leaders within the residence life system.

Article III: Membership

Section 1: Types of Membership

A. Members shall be classified as Active so long as they reside in a Marquette University residence hall or apartment building and are classified by the university as students. The number of active members may not exceed 1% of the on-campus population published by the Office of Residence Life.

B. Members shall be classified as Alumni once they no longer live in the residence halls or University-owned apartments or are no longer students at Marquette University.
C. Members shall be classified as Honorary if they do not meet the criteria for Active membership at the time of induction. Honorary members can never become Active. The number of honorary members that the Chapter may induct per academic year may not exceed 10% of the chapter’s 1% active membership cap.

Section 2: **Qualifications for Induction**

To be qualified for induction into the Organization, a person:

A. Shall have exhibited outstanding leadership and service in the Marquette residence life system.

B. Shall have resided on campus for one full academic year before induction may take place. On campus is defined as any Marquette residence hall or any Marquette apartment building.

C. Shall currently be living in a Marquette residence hall or apartment building.

D. Shall have a minimum cumulative QPA of 2.50 and be a student in good standing with the University and the Office of Residence Life.

Section 3: **Nomination**

A. In order to be considered for induction, a candidate shall first be nominated. Nomination is understood to be recognition of a candidate’s leadership in the Marquette residence life system and support of their candidacy for induction.

B. The Executive Board shall determine when nominations will take place and the procedure for nominations.

C. Nominations may be made by:
   1. Active, Alumni and Honorary NRHH Members;
   2. Professional Staff of Residence Life;
   3. Residence Hall Directors;
   4. Assistant Hall Directors;
   5. Facilities Managers and Apartment Managers;
   6. Resident Assistants.

Section 4: **Selection**

A. Following nomination, a candidate shall complete an application blank, provide a written essay and be interviewed.

B. The organization will meet to select new members in a timely manner after the applications and essay responses have been submitted and interviews completed. No more than two selection cycles may take place in an academic year.

C. Final approval of new members requires a majority vote of the members present at selection.

D. The number of candidates selected must not cause the number of Active members to exceed 1% of the on-campus population published by the Office of Residence Life.

Section 5: **Non-discrimination Clause**
Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran’s status, sex, national origin, sexual orientation or disability in its selection of members, programs or activities.

Section 7: **Dues**

A. The St. Joan of Arc Chapter of the National Residence Hall Honorary at Marquette University will pay yearly dues to the National Residence Hall Honorary of the National Association of College and University Residence Halls, Incorporated, in order to retain the chapter’s membership and affiliation.

B. Each new member must pay a one-time initiation fee prior to induction. This fee will cover the cost of the member’s NRHH pin and certificate. The amount of the fee will be determined by the Executive Board and will be based on the retail cost assessed for pin and certificate.

**Article IV: Officers**

Section 1: **Officers**
The officers of the organization shall be President, Vice President, Secretary and Treasurer. Officers are considered active, ex-officio, non-voting members of the organization and the Executive Board.

Section 2: **Advisor**
The advisor to the organization shall be the Coordinator for Residence Life Programs, a full-time professional from the Office of Residence Life. The advisor shall be considered an ex-officio, non-voting member of the organization and the Executive Board. The advisor need not be an Active, Alumni or Honorary member.

Section 3: **Election**
Election of officers shall occur every spring by the last chapter meeting. The current Executive Board shall determine the procedure. Officers of NRHH shall be elected by a majority vote of the present active NRHH members. In order to be elected, officers must be active members of NRHH who will live in a residence hall or University-owned apartment throughout their term.

Section 4: **Term of Office**
The term for all elected officers is one calendar year and begins the Monday following undergraduate final examination week.

Section 5: Officers shall not be on academic, university, or Residence Life probation at the time of their elections or throughout their terms of office. Any officer who is placed on these types of probation will be removed from office.
Section 6: The duties and responsibilities of the specific Executive Board officers shall be as follows:

A. President
   1. Responsible for conducting organization business.
   2. Responsible for conducting and presiding over the chapter meetings and Executive Board meetings.
   3. Shall act as the OTM Coordinator and serve as the executive liaison to the OTM Committee.
   4. Shall serve as the Chapter representative to all State, Regional, and National business meetings.

B. Vice President
   1. Shall annually review the constitution and by-laws of the organization.
   2. Shall preside as President and conduct organization business in the absence of the President.
   3. Shall be responsible for determining 1% membership cap based on data published by the Office of Residence Life.
   4. Shall serve as executive liaison to one of the standing committees.
   5. Shall coordinate a member of the Executive Board to serve as Liaison to the Marquette University Residence Hall Association, who will attend meetings once per month. If no executive Board member is available, the Vice President may seek volunteers from the active general members.

C. Secretary
   1. Shall record minutes and attendance at every meeting and distribute the minutes to members.
   2. Shall maintain accurate records of the membership (active, alumni, and honorary members) of NRHH.
   3. Shall preside as President and conduct business in the absence of the President and Vice President.
   4. Shall serve as executive liaison to one of the standing committees.

D. Treasurer
   1. Responsible for establishing and updating a financial budget, tracking transactions and auditing records.
   2. Shall present a budget proposal to the organization at the beginning of each academic year.
   3. Shall approve all financial records and be accountable for all money.
   4. Shall keep accurate and up to date records of all monetary transactions of the organization on the RHA ledger.
   5. Shall serve as executive liaison to one of the standing committees.
Article V: Removal of Officers

Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the organization.

Section 2: The removal of an officer requires a 2/3 vote of active members following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

Article VI: Replacement of Officers

Section 1: In the case where the presidential office is vacant, the Vice President will immediately fill the position, permanently or until replaced by election.

Section 2: All other executive board positions found to be vacant shall be filled by election immediately.

Article VII: Meetings

Section 1: A regularly scheduled general meeting shall be held at least ten times per semester. The officers may call additional meetings when the need arises.

Section 2: A quorum shall consist of 50% of the active members with voting rights.

Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include selection of members, elections of officers, ratifying changes to the Constitution, setting of dues and any other major decisions effecting the organization.

Section 4: Parliamentary procedure will be used to conduct official business and at other instances designated by the Executive Board.

Section 5: All active members achieving 50% attendance as defined by the Executive Board shall have voting rights for official business. Those members not achieving 50% attendance as defined by the Executive Board shall have their voting rights for official business suspended until such time that they regain 50% attendance as defined by the Executive Board.

Article VIII: Affiliation

This organization shall be affiliated with the National Residence Hall Honorary of the National Association of College and University Residence Halls, Incorporated, (NACURH-NRHH) and
shall abide by its constitution and by-laws in all cases where there is not conflict between their constitution and by-laws and this constitution, by-laws, rules, regulations, or policies of Marquette University. In instances of conflict, this constitution, and the rules, regulations or policies of Marquette University shall take precedence over the constitution or by-laws of NACURH-NRHH.

**Article IX: Amendments**

Section 1: All amendments to this constitution require notice of one week prior to being discussed and voted upon.

Section 2: All amendments require a 2/3 vote of a quorum for adoption.

Section 3: Amendments become effective only after approval by both the Office of Student Development and the Student Senate of the Marquette University Student Government (MUSG).

**Article X: Enactment**

When the constitution has been revised, the active members will be notified and a vote of approval will be taken at the next meeting. At that time, the constitution will go into effect after a 2/3 vote of the active NRHH members present. After such changes, a copy of the revised constitution will be given to the Office of Student Development for their approval to later be forwarded to the Student Senate of the Marquette University Student Government (MUSG).

**Article XI: By-Laws**

Section 1 The organization shall have the power to adopt by-laws by a two-thirds majority vote of the organization.

Section 2 By-laws shall be considered binding until suspended, amended, or repealed by a two-thirds majority vote of the organization.

Section 3 This constitution shall contain an appendix listing all by-laws.

Originally Approved by NRHH - February 7, 2002

Amended by NRHH - April 4, 2002
Amended by NRHH – September 19, 2002
Amended by NRHH – November 21, 2002
Amended by NRHH – September 25, 2003
By-Law I: Distribution of Monies

Section 1: Approval of the budget shall constitute members’ approval to spend money in the budget for items designated in the budget.

Section 2: When a case requiring spending not provided for in the budget comes about, the organization must approve this spending by a 51% majority vote if the expense is over $100. Unforeseen spending under $100 will be approved by the Executive Board.

Section 3: When a profit is realized from any project, the profit or surplus shall be put directly to the contingency fund of the organization’s budget to be dealt with on a case-by-case basis before the organization.

Section 4: The Treasurer shall prepare cash reimbursement vouchers for all purchases under $100, which will be signed by the organization’s advisor.

Section 5: All purchases over $100 may only be made in conjunction with the advisor, who will determine the procedure for such a purchase.

Section 6: All funds and transactions of the organization shall be the sole responsibility of the Treasurer.

By-Law II: Directory

Every year the Secretary shall publish a directory, which is to contain the organization’s executive board, the organization, and committee membership. The Secretary shall also be responsible for maintaining the Chapter ListServe of all active members.

By-Law III: Elections

Section 1: Requirements for Candidacy
1. Each candidate shall submit a letter of intent to the President by noon on the day before the elections are to be held.
2. All requirements contained within the organization’s constitution governing candidacy requirements must also be fulfilled.
3. A candidate shall not be considered should the candidate knowingly be unable to complete the term or fulfill the responsibilities of office.

Section 2: Letter of Intent Requirements
1. The letter of intent shall be no more than three pages, with a page being defined as one side of one sheet of paper. The font shall be not larger than 12 and not smaller than 10. Margins shall be one inch on all sides.
2. The letter of intent shall include the candidate’s name, email address, phone number, and the position sought on the first page.

Section 3: Process
1. Elections shall be held during a regularly scheduled organization meeting. All candidates shall be made aware of the date, time, and location of this meeting no less than 24 hours before it is scheduled to begin.
2. The order of Elections shall be based upon the number of candidates bidding for each office. The office with the most candidates shall be considered first, and the office with the least shall be considered last.
   a. Should there be multiple offices with the same number of candidates, the order for those offices shall be determined by the order of succession as determined by the organization’s constitution.
3. The order of candidates shall be determined alphabetically by last name.
4. While the candidate waits at the designated area, the President of the organization, or the President’s designee, shall read the letter of intent.
5. Each candidate shall give a speech that shall not exceed five minutes in length.
6. Immediately following the speech, the candidate shall be subjected to a period of three minutes in which the organization may question the candidate.
   a. This period shall be extended by a simple majority vote of the organization. The total period of question and answer shall not exceed six minutes.
7. The candidate shall return to the designated waiting area following the period of question and answer, during which the organization shall engage in a period of pro/con debate. This period shall expire after three rounds of pro/con elapse without any members rising to speak.
8. When this process has been applied to all candidates running for a given office, the organization shall enter a period of discussion. This period shall be ended only by a 2/3-majority in favor of voting.
9. Once voting has been completed, the President shall make the candidates aware of the results.

Section 4: Voting
1. The President shall explain all voting procedures prior to the commencement of voting.
2. Voting shall be done by secret ballot.
3. All active members with voting rights shall be able to cast one vote.
4. Votes shall indicate either a preference for one candidate, no confidence in any candidates, or an abstention.
5. The President and the organization’s advisor shall individually count the ballots.
6. Once all ballots are counted, the President shall record the number of votes for each candidate, and the results shall be immediately reported to the organization.
Section 5: **Determining the Winner**
1. The candidate whose acquired votes exceed fifty percent of all ballots cast shall be declared the winner.
2. Should no candidate receive the required amount, the candidate with the fewest votes shall be dropped from contention and a second vote shall be held, following the procedures outlined in Section 4.
3. Should no confidence votes exceed fifty percent of votes cast, all candidates shall be dropped from contention.
4. Should an office be uncontested, those candidates who unsuccessfully run for another office may seek election for the uncontested office. This election shall be held the same night as the rest of the elections. In such a case, no additional letter of intent shall be required, though the remainder of the process shall be followed.
5. Should an office remain vacant following all elections, organization members shall nominate candidates to be voted at the following regularly scheduled meeting.
   a. All candidates who accept nomination will bring a letter of intent and prepare a short presentation for the following meeting. Volunteers will still be accepted.
   b. The process of voting shall follow the procedures set forth in Section 4.

Section 6: Should any part of this by-law conflict with the organization’s constitution, that part alone shall be considered invalid.

**By-Law IV: Officer Inauguration**

Section 1: Newly elected officers must take the oath of office on or before the first day of their term. Officers elected to a consecutive term will renew their oath of office annually.

Section 2: **Administration**

Oath of office will be administered by the outgoing Chapter President. If the current chapter president has been re-elected, oath of office will be administered by the highest-ranking outgoing member of the executive board. If all members of the executive board have been re-elected, the Advisor will administer the oath of office.

The oath of office will be administered in a public manner, such as at a Chapter General Meeting or the Residence Life Leadership Awards.

Section 3: **Oath of Office**

The oath of office newly elected officers take is:
I (name) pledge to uphold and honor all the principles, values and beliefs of the Saint Joan of Arc Chapter of the National Residence Hall Honorary at Marquette
University. I solemnly swear as (office) to serve the Saint Joan of Arc Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution and by-laws, WURHA, GLACURH, NACURH and the NRHH National Office as well as the well-being of the chapter.

By-Law V: Induction

Section 1: Newly selected active members must participate in an induction ceremony to begin their membership. If a new member is unable to attend the scheduled induction ceremony, the NRHH executive board will induct the member at the following chapter meeting. To become an active member, a selected person must make the Oath of Membership and receive the national pin. Honorary members need not take the oath of membership.

Section 2: Administration
Induction is a private ceremony at which newly selected candidates become active or honorary members. Induction shall, at minimum, consist of the candidates taking the Oath of Membership and receiving the national pin. Active candidates become active members once they have taken the Oath of Membership. Honorary candidates become honorary members once they receive their national pin.

Section 3: Oath of Membership
The oath of membership newly selected members take is:
We, as members of the Saint Joan of Arc Chapter of the National Residence Hall Honorary at Marquette University, promise to uphold the purposes of NRHH, to take an active role in NRHH, to encourage and promote student leadership and service through recognition, to support the Residence Life mission, and to model academic and personal excellence all in the spirit of our NRHH community.

By-Law VI: Committees

Section 1: Committee Responsibilities
There shall be four standing committees in the organization. Each has responsibilities designed to support the organization’s mission.

A. Appreciation Committee

The Appreciation Committee shall strive to recognize all employees of Marquette University that support the Residence Halls and University Apartments. These employees include, but are not limited to:

1. Desk Receptionists,
2. Apartment Managers,
3. Facilities Managers,
4. Resident Assistants,
5. Assistant Hall Directors,  
6. Program Assistants,  
7. Hall Secretaries,  
8. Residence Life and University Apartment Staff,  
9. Hall Store Managers and Clerks,  
10. Residence Hall Directors,  
11. Hall Ministers,  
12. Sodexo student managers and workers,  
13. Departments that support resident students,  
14. Safety Services Officers,  
15. Hall and Apartment Councils  
16. WIRED Technicians  
17. Jesuits and Hall Ministers  

This committee shall also create and distribute the criteria for the Council of the Year, as well as choose how to perform selection for it. This committee will also plan the Residence Life Leadership Awards near the end of Spring semester each academic year.

B. Leadership Development Committee

The Leadership Development Committee shall provide and facilitate all organization leadership opportunities for the residence halls and apartments. The committee shall recognize leadership in all aspects of the Residence Life system including faculty, staff and students. To this end, the committee will be responsible for presenting the Marquette University Leadership conference at the beginning of each semester and coordinating the Faculty Excellence Award Reception. This committee shall also be responsible for providing leadership opportunities for the members of the organization.

C. Of the Month (OTM) Committee

The OTM committee will make efforts to publicize "Of The Month" awards in the Marquette community, including informing the community of what an OTM is and how to write and submit an OTM. The committee will submit campus winners to the state and regional levels and orchestrate recognition of all nominees and OTM winners and on each level. The OTM committee is also responsible for developing mechanisms to recognize members within the chapter.

D. Membership Committee

The membership committee shall strive to understand and respond to the needs of organization members; facilitate the nomination, application, selection and induction of new members; coordinate chapter apparel; maintain the chapter website, coordinate Commencement Honor Cord distribution and
improve the caliber of organization members and the quality of their experience with the organization.

Section 2: Membership
Each active member will select a committee to serve. Each committee will consist of one chairperson, one officer and at least 20% of active members.

Section 3: Committee Reports
The committee chair or designee will make a report on the activities of their committee to the membership at all scheduled general meetings.

By-Law VII: Committee Chairs

Section 1: Purpose
Each committee will be chaired by one active member who is not currently an officer. The committee chair position gives responsibility to members and provides opportunities for personal and organizational growth.

Section 2: Officer Involvement
Each officer will be assigned to one committee to participate in and supervise the activities of the committee. The officer on each committee is to be used primarily as a resource; the responsibility for the committee’s activities is entirely the Chair’s responsibility.

Section 3: Term of Chair
The term for all committee chairs is one academic year and begins on the first meeting of the new academic year in the Fall.

Section 4: Selection
When a committee chair position is open, the executive board will solicit nominations from among all active members. Candidates who wish to apply must notify the executive board liaison for that committee. The final decision is made by the executive board, though the executive board may wish to poll the members of the committee whose chair is in question in cases where more than one member is interested in a chair position.

By-Law VIII: Distinguished Service Award

Section 1: Purpose
The Distinguished Service award was created as a way to recognize an outstanding student leader who has served the Marquette University residence life community over several years.
Section 2: **Criteria**
This recipient should exhibit dedication, service, and leadership in a variety of areas including, but not limited to: hall/apartment councils, Residence Hall Association, NRHH, Marquette University Student Government, Resident Assistant, Facilities Manager, Apartment Manager, Programming Assistant, Desk Receptionist, Hall Secretary, or Residence Life administrative assistant. The services provided by this student should clearly improve the lives of the Marquette residents, as he or she goes well above and beyond expectations.

Section 3: **Selection**
The Distinguished Service Award is to be given out with the consent of the entire executive board, chaired by the President, with the consultation of the advisor. All discussions will be confidential. This award was not designed to be given out annually, but as a way to recognize those truly exceptional students.

Section 4: **Presentation**
The Distinguished Service Award may only be given once per academic year, and shall be presented at the end of the year awards reception by the chapter president.

Section 5: **Committee Responsibility**
No committee shall be responsible for the selection or nomination of individuals for this award, as it is entirely to the discretion of the Executive Board.

**By-Law IX: Bronze Pin**

Section 1: **Purpose**
The Bronze Pin is the highest honor an individual can receive. They are given out across the nation to those who work for the betterment of Residence Life.

Section 2: **Criteria**
Bronze Pins are given to individuals who have supported the president of NRHH or the president of RHA and the Marquette University residents through their leadership and service to Residence Life organizations.

Section 3: **Selection**
Bronze Pins are given out by the RHA and NRHH presidents. A maximum of eight bronze pins can be given out each year; the president of each organization may award a maximum of four.

Section 4: **Presentation**
The recipients of the Bronze Pin will be announced at the Residence Life Leadership Awards.
Section 5: **Committee Responsibility**  
No committee shall be responsible for the selection or nomination of individuals for this award, as it is entirely to the discretion of the RHA and NRHH presidents.

**By-Law X: Service and Leadership Pin**

Section 1: **Purpose**  
The Service and Leadership Pin is given out to recognize those who have shown outstanding service and leadership qualities within the Residence Halls and University Apartments.

Section 2: **Criteria**  
The recipient of the Service and Leadership pin is an individual who exemplifies outstanding dedication, service, and leadership to Hall or Apartment Council, RHA, NRHH and Residence Life.

Section 3: **Selection**  
The recipients of the Service and Leadership Pin are chosen by the NRHH president. A maximum of eight Service and Leadership Pins can be given out each year.

Section 4: **Presentation**  
The recipients of the Service and Leadership Pin will be announced at the Residence Life Leadership Awards.

Section 5: **Committee Responsibility**  
No committee shall be responsible for the selection or nomination of individuals for this award, as it is entirely to the discretion of the NRHH president.

**By-Law XI: NRHH Member of the Year**

Section 1: **Purpose**  
The NRHH Member of the Year award was created to recognize the dedication of one active NRHH member who has contributed positively to the mission of the Chapter.

Section 2: **Criteria**  
Any active NRHH Member who has demonstrated outstanding leadership to the Chapter and the residence life community over the academic year, going above and beyond the normal duties required of membership and committee work.

Section 3: **Selection**
The NRHH Executive Board will discuss potential candidates, under consultation by the Advisor. The Executive Board shall come to a consensus on one active Chapter member to receive the award. All discussions will be confidential.

Section 4: **Presentation**
The winner will be presented with a plaque at the Residence Life Leadership Awards by the NRHH chapter president.

Section 5: **Committee Responsibility**
No committee shall be responsible for the nomination or selection of this award, as it pertains to Chapter members. All decisions will be made by the Executive Board.

**By-Law XII: Commencement Honor Cords**

Section 1: **Purpose**
The Commencement Honor Cords were created as a way to recognize NRHH members at May Commencement and December Graduation for their work in the residence life community during their time at Marquette.

Section 2: **Criteria**
This recipient must be an active or alumni member who had at least one semester of service to the organization. For this award, service to the organization is determined by regular attendance at and participation in chapter and committee meetings, and noticeable effort to work toward the goals of the organization.

Section 3: **Selection**
The Secretary will review induction records to confirm membership status and attendance records to confirm service to the organization. The findings of these inquiries will be presented at an executive board meeting at least one month before commencement and the executive board will determine if the criteria have satisfactorily been met. Consent of the executive board constitutes awarding of honor cords.

Section 4: **Presentation**
Commencement Honor Cords will be presented as a gift from the organization to awardees at least one week before commencement.

Section 5: **Committee Responsibility**
The Membership Committee shall be responsible for contacting matriculating active and alumni members to inform them of the Commencement Honor Cords, determine if they are interested in being considered, and passing the names of those interested to the Secretary six weeks before commencement. The membership committee will also be responsible for ordering and distributing the cords.
By-Law XIII: Council of the Year Award

Section 1: Purpose
The Council of the Year Award was created to recognize the accomplishments of one residence hall or apartment council that has consistently worked towards the betterment of life within university housing.

Section 2: Criteria
The Council of the Year Award will be a council that has demonstrated involvement with NRHH, participation in community service, the addressing of housing issues and making improvements, the variety of programming, the quality of programming, leadership advancement of members, management of the budget, utilization of campus and building resources, and overall ability to function as an organization. In order to demonstrate these criteria, the bidding council must submit a written bid, as well as give a presentation.

A. Written Bid
Each council’s written bid must include their annual budget, council roster (including executive board, representatives, and advisors), a list and description of all committees, a list and description of all activities/programs, one letter of support from the council president, one letter of support from one council advisor, and page numbers. The bid must be submitted before the deadline set by the Appreciation Committee.

B. Presentation
These presentations must take place on the day and at the time designated by the Appreciation Committee. Presentations cannot exceed five minutes. Advisors are not permitted to participate in the presentation. After the presentation has finished, or the five minutes have passed, there will be a five minute question and answer session.

Section 3: Selection
At the designated presentation meeting, the Council of the Year will be selected. After each presentation and question and answer session, the members will do a pro/con debate for that council. After all councils have finished, the chapter will begin discussion. When discussion is complete, there will be a secret ballot to determine the winner by simple majority.

Section 4: Presentation
The winner will be kept secret until the annual Residence Life Leadership Awards, where the traveling plaque will be given out by the NRHH executive board. The President of the winning council or his/her designee will accept the award.
**Section 5: Committee Responsibility**
The Appreciation Committee will be responsible for the distribution of criteria to the hall and apartment councils, solicitation of bids, and the facilitation of the award selection by the NRHH Chapter.

**By-Law XIV: Council Member of the Year Award**

Section 1: **Purpose**
The campus-wide Council Member of the Year Award was created to recognize the exceptional work and continuous dedication of one hall or apartment council member.

Section 2: **Criteria**
The criteria for the Council Member of the Year Award is that they have gone above and beyond the duties of a council member, have taken leadership roles within the council, has positively portrayed the council they are involved in, and has worked towards the betterment of residence life. Nominees may be either council members or council executive board members. Nominations for this award can only come from the council advisors. There can only be one nomination from each council. Nominations should be kept secret.

Section 3: **Selection**
Written nominations will be solicited from council advisors. Submitted nominations will be reviewed at a general Chapter session and a winner will be selected by secret ballot after discussion has been completed. A simple majority of those active members present will determine the winner. The winner will be kept secret.

Section 4: **Presentation**
The winner will be announced at the Residence Life Leadership Awards. A plaque will be issued to the Council Member of the Year by the NRHH executive board.

Section 5: **Committee Responsibility**
The Appreciation Committee will be responsible for the distribution of criteria, solicitation of nominations and the facilitation of the award selection by the NRHH Chapter.

**By-Law XV: Program of the Year Award**

Section 1: **Purpose**
The campus-wide Program of the Year Award was created to recognize an outstanding program planned by a hall or apartment council, hall or apartment residents, or Residence Life staff members.
Section 2:  **Criteria**  
The Program of the Year Award will be a program that is open to a wide range of students, incorporates participation from a diverse population, develops a sense of community, and successfully meets the needs of residents.

Section 3:  **Selection**  
Written nominations will be solicited from the hall and apartment councils, NRHH members and Residence Life staff. Programs need not have been previously recognized (via OTM, etc) to be considered. Nominations will be reviewed at a general Chapter session and a winner will be selected by written ballot after discussion has been completed. A simple majority of active members present will determine the winner. The winner will be kept secret.

Section 4:  **Presentation**  
The winner will be announced at the Residence Life Leadership Awards. A plaque will be presented by the NRHH executive board to the organizer or organizers of the program. One plaque per winning program, regardless of the number of program organizers.

Section 5:  **Committee Responsibility**  
The Appreciation Committee will be responsible for the distribution of criteria and the facilitation of the award selection by the NRHH Chapter.

**By-Law XVI: Council-Specific Awards**

Section 1:  **Purpose**  
There are four annual council-specific awards: executive board member of the year, wing/floor/apartment representative of the year, council program of the year, and Resident Assistant/Apartment staff program of the year. The purpose of the four awards is to facilitate recognition of council members and outstanding programs by each individual council and staff.

Section 2:  **Criteria**  
A.  **Executive Board Member**  
   This should be an executive board member of a hall or apartment council who has gone above and beyond the required duties of the position in service to the residence hall or apartment community.

B.  **Wing/Floor/Apartment Representative**  
   This should be a representative who has taken an active role in service and leadership to the council, going above and beyond the expectations of a wing, floor, or apartment representative.
C. Council Program
This should be one program planned by the hall or apartment council that
has not only met the needs of the residents, and was deemed exceptionally
successful by the council.

D. Resident Assistant/Apartment Staff Program
This should be one program planned and implemented by the Resident
Assistant staff of the building or by the University Apartments
Programming Team (where applicable), that has served the residents of
the hall or apartment community, and was above and beyond expectations.

Section 3: Selection
One council meeting prior to a vote, each council will determine a list of
programs and members to be considered. Each individual council member,
including executive board members, vote by secret ballot for their choice for each
award (four votes total). The council executive board will determine the process
for nomination and voting procedure, but secret ballots must be cast. The ballots
will be counted by the council advisors and the results forwarded to the NRHH
Appreciation Committee Chair.

Section 4: Presentation
A plaque will be presented to the winners will be announced at the annual
Residence Life Leadership Awards by either the RHA or NRHH executive boards
or the advisors for each specific council, as determined by the appreciation
committee.

Section 5: Committee Responsibility
The Appreciation Committee is responsible for distributing the ballots to the
council presidents and for the collection of those ballots after the vote. The
committee will also designate a presenter of the award to each council.

By-Law XVII: Faculty Star Award

Section 1: Purpose
The Faculty Star Award was created as a way to recognize the faculty members
who have had an impact on the lives of students living in Marquette residence
halls and university apartments.

Section 2: Criteria
Any professor, associate/assistant professor, or teaching assistant who embodies
the TEACH paradigm meets the criteria for the Faculty Star Award. The TEACH
paradigm encompasses the following characteristics: Total Dedication,
Enthusiasm, Admirable, Cura Personalis, Helping Hand.
Section 3: **Selection**
Faculty must be nominated by a student, Resident Assistant, Residence Hall Director or other administrator for the Faculty Star Award and will receive a certificate for their contribution to the lives of students. In addition, they are also automatically considered for the Faculty Excellence Award.

Section 4: **Presentation**
Faculty Star Awards will be announced at the annual Faculty Excellence Award Reception.

Section 5: **Committee Responsibility**
The Leadership Committee will be responsible for the distribution of nomination forms, the facilitation of the award selection by the NRHH Chapter and organizing the Faculty Excellence Award Reception.

**By-Law XVIII: Faculty Hall Star Award**

Section 1: **Purpose**
The Faculty Hall Star Award was created as a way to recognize the faculty members who have impacted the students living in Marquette residence halls and university apartments by bringing scholarship into students’ place of residence or strengthening the relationship between students and faculty.

Section 2: **Criteria**
Any Marquette professor, associate/assistant professor, or teaching assistant who has done a program in the residence halls or university apartments meets the criteria for the Faculty Hall Star Award.

Section 3: **Selection**
Faculty must be nominated by a student, Resident Assistant, Residence Hall Director or other administrator for the Faculty Hall Star Award and will receive a certificate for their contribution to the residence halls and university apartments. In addition, they are also automatically considered for the Faculty Excellence Award.

Section 4: **Presentation**
Faculty Hall Star Awards will be announced at the annual Faculty Excellence Award Reception.

Section 5: **Committee Responsibility**
The Leadership Committee will be responsible for the distribution of nomination forms, the facilitation of the award selection by the NRHH Chapter and the organization of the Faculty Excellence Award Reception.
By-Law XIX: Faculty Excellence Award

Section 1: Purpose
The Faculty Excellence Award was created as a way to recognize one faculty member who has had an exceptional impact on the lives of students living in Marquette residence halls and university apartments.

Section 2: Criteria
The recipient must be a Marquette University professor, associate/assistant professor, or teaching assistant for either the fall or spring semester during the current academic year and will be chosen for outstanding performance in the classroom and the positive or lasting affect upon lives of students who reside in the residence halls or university apartments.

Section 3: Selection
Faculty must be nominated by a student, Resident Assistant, Residence Hall Director or other administrator for either the Faculty Star Award or Faculty Hall Star Award. Nominations will be reviewed by the Leadership Committee and narrowed down to the top faculty members (no more than five) for discussion at a general Chapter session. The winner will be selected by written ballot after discussion has been completed.

Section 4: Presentation
The winner will be presented with an individual achievement plaque and a traveling plaque for display in their department office at the annual Faculty Excellence Award Reception.

Section 5: Committee Responsibility
The Leadership Committee will be responsible for the distribution of nomination forms and the facilitation of the award selection by the NRHH Chapter.

By-Law XX: Residence Hall Association Awards

Section 1: In addition to the awards regularly awarded by the organization, the Residence Hall Association also gives annual awards at the joint Residence Life Leadership Awards to recognize their membership. Those awards are:

A. Christopher Burant Award

1. Purpose
This award is named after Christopher Burant who was a member of RHA and whose outstanding contributions to improve the quality of student life in university housing were very much “behind the scenes.” Chris’ commitment and dedication to RHA and to service in housing
are to be honored annually through the presentation of this award and a $500 scholarship.

2. **Criteria**
   a. Must be an RHA Representative during the current academic year
   b. Must be considered a role model by fellow representatives
   c. Must demonstrate exceptional spirit and commitment to the organization and university housing during the current academic year
   d. Must embrace the spirit of the award via their “behind the scenes” contributions

3. **Selection**
   Nomination forms are made available in the Office of Residence Life by the RHA Executive Board and should be submitted by the date set by the executive board. The selection committee should be comprised of two RHA executive board members, the RHA Advisor, one Central Staff administrator, and one Residence Hall Director. They will meet and discuss the merits of each student nominated and through a consensus select a recipient.

4. **Presentation**
   A $500 scholarship from the Burant family will be presented to the winner by the RHA president at the Residence Life Leadership Awards. The winner’s name will be inscribed onto an RHA display plaque.

B. RHA Program of the Year

1. **Purpose**
   This award is designed to recognize an outstanding program presented by RHA during the current academic year.

2. **Criteria**
   The winner is an RHA program that is open to a wide range of students living in the residence halls and University Apartments. It should have successfully incorporated participation from a diverse population (hall/apartment council members, RHA members, residents, etc.) as well as utilized university resources. This program must have met the needs of residents and evolved throughout time or developed in new ways.

3. **Selection**
   Presentation of this award is determined through voting by RHA representatives through secret ballot. Specific yearly procedure is determined by the RHA executive board.
4. **Presentation**  
The title of the winning program will be inscribed into an RHA plaque. The program presenters will be recognized at the Residence Life Leadership Awards by the RHA executive board.

C. **RHA Spirit Award**

1. **Purpose**  
   This award is designed to recognize an RHA member who has actively shown support, enthusiasm and pride for RHA and the residence life community.

2. **Criteria**  
   This award is presented once annually and can be earned by either executive board members of RHA and RHA Representatives. The criteria for selection are:
   a. Must have demonstrated consistent RHA support throughout the year.
   b. Must have shown excitement in a positive manner.
   c. Must have worked towards the betterment of others and the encouragement of the RHA group in general.
   d. Must have maintained a positive attitude and is willing to participate in a variety of ways.
   e. Must have demonstrated a willingness to volunteer in any manner and promote RHA events.
   f. Must have positively portrayed RHA, RHA events and is always working towards the betterment of RHA.

3. **Selection**  
   Presentation of this award is determined through voting by RHA representatives through written secret ballot. Specific yearly procedure is determined by the RHA executive board.

4. **Presentation**  
   The RHA executive board recognizes the winner at the Residence Life Leadership Awards Reception and the winner’s name is inscribed onto the RHA Plaque.

D. **RHA Representative of the Year**

1. **Purpose**  
   This award is designed to recognize the exceptional effort and leadership of an RHA Representative.
2. **Criteria**
   This award is presented once annually to one current RHA Representative. The criteria for selection are:
   a. Must have gone above and beyond in the duties required of an RHA representative.
   b. Must have stepped up into multiple leadership roles (chairing a committee, large program, event, etc.).
   c. Must have facilitated leadership in a variety of ways both in and out of RHA meetings.
   d. Must have demonstrated leadership through volunteering, consistent attendance, etc.
   e. Must have positively portrayed RHA, RHA events and is always working towards the betterment of RHA.

3. **Selection**
   This award is presented annually and can be earned by RHA Representatives. Presentation of this award is determined by RHA representatives through voting with a written secret ballot, in a manner determined annually by the RHA executive board.

4. **Presentation**
   The RHA executive board recognizes the winner at the Residence Life Leadership Awards and the winner’s name is inscribed onto the RHA Plaque.

Section 2: **Changes to RHA Awards**
Because the awards specified in this by-law are defacto functions of the Residence Hall Association and not the National Residence Hall Honorary, the specifications for the awards are subject to change by the Residence Hall Association. When RHA makes changes to these awards, this by-law will be updated to reflect the changes.

Section 3: **Committee Responsibility**
It will be the responsibility of the Appreciation Committee to annually review RHA’s awards and recommend updates to this by-law to the NRHH executive board.

By-laws adopted February 16, 2006