Constitution of the Red Dragon Chapter
National Residence Hall Honorary

Preamble
We, the members of the Red Dragon chapter of the National Residence Hall Honorary at SUNY Cortland, in recognition of the need of a democratic system that will maintain and improve our chapter, do hereby establish this constitution.

Article I: Name
The name of the organization shall be the Red Dragon chapter of the National Residence Hall Honorary (NRHH) at SUNY Cortland.

Article II: Purpose
Section 1: To recognize outstanding members of the residence hall community at SUNY Cortland through:
   A. leadership and role modeling on campus
   B. service to campus and Cortland community
   C. positive involvement in the residence halls
   D. academically successful and motivated
Section 2: Provide a means for member to enhance their own personal development.
Section 3: To assist the needs of the Cortland community through quality service.

Article III: Membership
Section 1: Membership shall be limited to 30 active members or 1% of the Residence Hall population per year, whichever is greater.

Section 2: Membership qualifications include:
   A. Residing in a residence hall at SUNY Cortland for 1 year or 1 semester if a transfer student.
   B. Having a cumulative GPA of 2.96 or greater.
   C. Exhibiting leadership and service on campus.
   D. Demonstrating involvement in residence hall life.

Section 3: Membership shall be divided into four categories: Active, Alumni, Honorary, and Early Alumni. Once inducted into the National Residence Hall Honorary, the inductee is a member for life.
   A. Active
      1. Lives on campus and attending classes
      2. Receives one vote when present on all voting matters.
      3. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 4).
   B. Alumni
      1. Lives off campus.
      2. Lives on campus, but is not attending school.
      3. Receives one vote except in the selection of new members.
      4. Voting privileges to be lost if they do not maintain the responsibilities of active membership (see section 4).
   C. Honorary
      1. Lives on or off campus.
      2. Does not vote.
      3. Appointed by Executive Board.
      4. The number of honorary members a chapter shall be able to induct per academic year will not exceed ten percent of the chapter’s membership cap.
   D. Early Alumni
1. Lives on campus.
2. Does not maintain the responsibilities of active membership (see section 4).
3. Does not vote.
4. Does not count into 1% membership cap.
5. Must apply through regional office.

Section 4: Responsibilities of Active Membership
A. To remain active, members are allowed no more than three absences per semester of which no more than two can be unexcused. Once a member misses their second unexcused absence, they will meet with the executive board and be given a written warning. After their next unexcused missed meeting, that member will lose voting privileges.
B. They must write no fewer than two OTMs per semester (fall and spring) in any category.
C. Each member shall maintain a 2.96 cumulative GPA each semester according to SUNY Cortland's GPA scale.
D. Each member shall exhibit leadership, character qualities appropriate for representing NRHH and SUNY CORTLAND in a consistent, willing and positive manner.
E. Active participation in all projects volunteered for or assigned.
F. An Active member of a chapter, who permanently leaves the residence hall system, shall become an alumni member. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When a member leaves the residence hall system, they must submit a letter to the chapter as to whether the leave is temporary or permanent. When a member submits a notice of temporary leave, they must indicate the duration of their leave to the executive board through a formal letter. Upon receipt of this request, the executive board will review the request and determine whether or not the leave shall be granted. If a member who has submitted a notice of permanent leave returns to the residence halls and the chapter membership cap has been reached, the chapter shall contact the NRHH National Office Director to request a temporary increase in their capacity until the next membership drive. At which time the chapter size must return to its correct membership capacity. In this case the returning member will not receive voting rights until a position becomes available within the chapter.
G. A non-voting member cannot hold an executive position.

Article IV: Selection and Induction
Section 1: Nominee Requirements
A. Nominees must currently reside on campus.
B. Nominees must have resided in Residence Halls for at least a two semesters (including the present semester), or one semester if a transfer student.
C. Nominees must have a cumulative G.P.A. of at least 2.96 on the SUNY CORTLAND scale.
D. Nomination must be given to the Vice President by the deadline set each semester.
E. All NRHH members, faculty, staff and residents can make nominations.

Section 2: Voting Procedure
A. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
B. Nominees must receive 50% plus one vote of those active members present at the voting meeting and with voting rights to be inducted.

Section 3: Voting Members for the selection shall consist of active members with voting rights.

Section 4: Induction Oath
A. The Induction Oath is as follows:
   “I, (state your name), agree to uphold and honor all the principles, values, and beliefs of the Red Dragon Chapter of the National Residence Hall Honorary at SUNY Cortland. I promise to continue
the tradition of recognition and service. In my efforts to serve this chapter, I will uphold the NRHH constitution to the best of my abilities.”

**Section 5: Transfer Members**

A. If an NRHH member transfers to SUNY Cortland they may submit a letter to the chapter to become affiliated with the Red Dragon Chapter. The Executive Board shall review the letter and shall determine the acceptance of the member. The member shall be placed in the appropriate membership category.

**Section 6:** If members fail to maintain the qualifications of active membership, please refer to Article V of the Bylaws.

**Article V: Duties of Officers**

**Section 1:** The President shall:

A. Preside over all chapter meetings.
B. Preside over all Executive Board Meetings.
C. Create special committees, as needed.
D. Maintain correspondence with the NEACURH Regional Board of Directors (RBD) and the NACURH National Board of Directors (NBD).
E. Maintain correspondence with the NRHH National Office.
F. Assist with yearly affiliation process.
G. Be responsible for monthly recognition projects.
H. Perform all other tasks normally associated with the position of the President as defined by the modified *Robert’s Rules of Order*.

**Section 2:** The Vice-President shall:

A. Oversee the promotion of the organization to the campus and community.
B. Assume the President’s duties in the absence of the President.
C. Oversee the Selection and Induction Processes
D. Perform all other tasks normally associated with the position of the Vice President as defined by the modified *Robert’s Rules of Order*.

**Section 3:** The Secretary shall:

A. Take minutes of all chapter or Executive Board meetings.
B. Have presentable copies of minutes emailed to all active members within three business days of the general body meeting.
C. Keep records of excused and unexcused absences by tracking attendance of members at all meetings and NRHH events.
D. Create a timeline consisting of all dates and deadlines of each committee and the organization as a whole and distribute to members.
E. Responsible for philanthropic events.
F. Perform all other tasks normally associated with the position of Secretary as defined by the modified *Robert’s Rules of Order*.

**Section 4:** The Treasurer shall:

A. Prepare a budget request to be approved by the Director of Residence Life and Housing at the beginning of each academic year. The Residence Life and Housing office provides all funding for NRHH.
B. Keep accurate records of all moneys spent on a semester basis.
C. Be responsible for any fundraising events.
D. Perform all other tasks normally associated with the position of Treasurer as defined by the modified *Robert’s Rules of Order*. 
Article VI: Election Code

Section 1: Requirements for Candidacy
A. All candidates must have been an active member with voting rights for the semester prior to which they will hold office.
B. All candidates must be an active member for the year in which they intend to hold office.

Section 2: Election Procedure
A. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
B. Each candidate must declare intentions two weeks prior to elections by submitting a letter of intent to the President. If the President wishes to run for an office, they must submit their letter of intent to the Advisor.
C. The day of elections, each candidate will receive five minutes in which to speak to the chapter.
D. A three-minute question and answer period will follow each candidate’s speech.
E. Winners will receive 50% plus one of the votes cast in the election of the office.
F. In the event of a tie, an immediate run-off election shall be held between the top two vote receivers.
G. Each officer shall be elected to a one-year term.
H. Officers shall take office at the conclusion of the Spring Semester
I. Newly elected officers will go through a transition period and may facilitate the final meeting of the year.

Section 3: Officer Oath
A. The Officer Oath is as follows:
   “I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Red Dragon Chapter of the National Residence Hall Honorary at SUNY Cortland. I solemnly swear, as an executive officer, to serve the Red Dragon Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, and the NRHH National Office, as well as, the well-being of the chapter.”

Article VII: Vacancy of Office

Section 1: Should the office of President become vacant, the Vice-President shall assume the office of the President.

Section 2: Presidential Appointments
A. In the event that an Officer leaves office, the President shall appoint an Active member with voting rights to finish that office’s term.
B. This appointment shall be made at the meeting following the office’s vacancy.
C. Approval of this appointment shall be made by the membership, with a vote of 50% plus one of the members present with voting rights.
D. In the event that the approval is not granted, the floor shall be opened for nominations, and an election shall be held.
E. This election shall be governed by the election code in Article V.

Article VIII: Removal of Officers

Section 1: If an officer is not performing their designated duties or they do not meet all requirements in the constitution they may be removed from office.

Section 2: Removal Procedures
A. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
B. The NRHH advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal.
C. The NRHH advisor will then select a committee of 2 officers and 5 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, then the NRHH chapter will be presented the situation by the committee.
F. This presentation will take place at the next scheduled NRHH chapter meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes.
G. A three-minute question and answer period for both shall follow with no discussion afterwards.
H. An officer shall be removed for office if two thirds of members present with voting rights vote in favor of removal.

Article IX: Amendments and Ratification
Amendments to this Constitution and its by-laws may be made by a two-thirds vote of present active and alumni members during any chapter meeting.

Article X: Officers
The elected officers of this organization shall be President, Vice-President, Secretary, Treasurer and NCC.

Article XI: Advisor
Residence Life and Housing shall appoint this organization’s advisor at the beginning of each year.