

Constitution

Thunderbird Chapter of the National Residence Hall Honorary

The University of British Columbia

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Preamble

We, the members of the Thunderbird Chapter of the National Residence Hall, in order to recognize outstanding members of the residence hall community at the University of British Columbia and to promote higher quality and standard of involvement in the residence hall community, do hereby establish and uphold this constitution.

Definitions

1. The name, “University of British Columbia” shall hereafter be referred to as “UBC”.
2. The name, “National Residence Hall Honorary” shall hereafter be referred to as “NRHH”.
3. The name, “Residence Hall Association” shall hereafter be referred to as “RHA”.
4. The name, “National Communications Coordinator” shall hereafter be referred to as “NCC”.
5. The name, “Associate Director for NRHH” shall hereafter be referred to as “AD-NRHH”.
6. The name, “Student Housing and Community Services” shall hereafter be referred to as “SHCS”.
7. The name, “Of the Month” shall hereafter be referred to as “OTM”.
8. The name, “National Association of College and University Residence Halls” shall hereafter be referred to as “NACURH”.
9. The name, “Pacific Affiliate of College and University Residence Halls” shall hereafter be referred to as “PACURH”.
10. The name, “NACURH Associate for NRHH” shall hereafter be referred to as the “NAN”.
11. The name, “NACURH NRHH Board” shall hereafter be referred to as “NNB”.
12. The name, “NACURH Services and Recognition Office” shall hereafter be referred to as the “NSRO”
13. A simple majority vote consists of 50% plus 1 vote of those who have voted to agree
14. A clear majority vote consists of two-thirds (2/3) of the voters being in agreement.
15. “Academic Year” refers to the period from September to April when UBC Winter Session courses are in session

ARTICLE I - Name

1. The name of this organization shall be the Thunderbird Chapter of the NRHH at UBC.

ARTICLE II - Purpose

1. The purpose of this organization shall be to provide recognition for students, faculty, and staff who have provided outstanding service or exceptional leadership in the residence halls at UBC.
2. Further, this organization shall seek opportunities to serve UBC residence halls and encourage membership participation in service opportunities.
3. In doing this, the organization will hope to encourage further leadership and involvement by members of the residence halls.

ARTICLE III – NRHH Values

1. NRHH is a leadership-based lifelong comprised of exemplary residential students who value recognition and service
2. The two values of the NRHH are:
    a. Service.
    b. Recognition.

ARTICLE IV - Membership

Section I: Induction Criteria for Members

1. Maintain a cumulative GPA of at least 65% or 2.6 GPA or a minimum letter grade of C on the UBC grading scale.
2. Living in the residence halls during the entire academic year of induction.
3. Demonstrate outstanding leadership and service to the residence hall system as determined by the current NRHH Thunderbird Chapter executive board.

Section II: Member for Life

1. Once an individual has shown dedication and commitment to NRHH according to their chapter's standards, they will become an NRHH member for life.

Section III: Types of Membership

1. Candidate Membership:
    a. The Candidate Member is a pre-membership status in which the student has shown interest through intent to become an NRHH member.
    b. Membership Intent:

i. Candidate members must submit a formal intent of pre-membership to the chapter.
ii. Chapters must confirm the status of pre-membership to candidates.

c. Student Requirement:
i. A Candidate Member seeking induction must be a student of the college or university with which the chapter is affiliated.
ii. "Student" shall be defined by the chapter's host institution.
iii. Students pursuing undergraduate, graduate, or professional degrees are all eligible for induction.

d. Academic Standards:
i. 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.
ii. In the event an institution does not operate on a 4.0 GPA scale, a representative from the affiliating institution will work with the current ADNRHH of the institution's region to determine a grade equivalent to the NACURH GPA standard.

e. Member Education:
i. NRHH chapters must educate candidate members on topics including but not limited to
1. NRHH History
2. OTMs
3. Membership Qualifications
4. Membership Selection Processes

f. Membership Selection:
i. The selection process is determined at the discretion of the chapter.

g. On-Campus Living Requirement:
i. The Candidate member must be living in institutionally owned or contracted housing and has lived in institutionally owned or contracted housing for at least one academic term, as defined by the affiliated institution, upon induction.

h. Positive Contribution:
i. The Candidate Member must have positively contributed to the residence hall system through engagement with the values of service and recognition.

i. Inductions:
i. Once a candidate member has met all NACURH and chapter requirements, they will be eligible for induction.

2. On-Campus Membership:
a. On-campus members are also referred to as General Members
b. Defined as a member who has been inducted into the Chapter and is currently living in on-campus housing managed by SHCS at UBC.
c. The General Member must be a student of UBC.
d. General Members must meet all NACURH and Thunderbird chapter requirements for membership.
e. The General Member must maintain at least a 65% cumulative average.
f. Temporary leaves from on-campus housing such as, but not limited to, co-ops, internships, student exchange, or study abroad, will not affect the individual's

active status of the NRHH.

g. In the case of temporary leave, the NRHH member should notify the Chapter president in writing detailing the reason for and duration of the temporary leave.
h. To maintain Active Membership status, members must attend at least 70% of meetings per term. If a member does not meet this requirement, they must submit a written leave of absence to the President.
i. If attendance at meetings conflicts with a regularly scheduled event (i.e. class or work) that member can maintain active membership status through voting on campus OTM's every single month as well as contributing to NRHH programs in residence.
j. Maintenance of General Membership is at the discretion of the NRHH executive board.
k. General Members continue to make a positive contribution to the residence hall system through engagement with the values of service and recognition.

3. Off-campus Membership:
    a. An Off-Campus member of an NRHH Chapter is a member who does not live in institutionally owned or contracted housing and meets the chapter and NACURH membership qualifications:
        i. The Off-Campus Member must be a student of UBC.
        ii. The Off-Campus member must maintain at least a 2.5 GPA on a 4.0 scale, or its equivalent.
        iii. Off-campus Members continue to make a positive contribution to their community through engagement with the values of service and recognition.
        iv. 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 who participates with no voting rights does not count towards the membership cap.
4. Lifelong Membership:
    a. A Lifelong Member is a member of NRHH who is no longer affiliated with UBC as a student due to either graduation or a discontinuation of education.
    b. Anyone who leaves the chapter and UBC in good standing and meets the Thunderbird chapter's requirements for membership for life will become a Lifelong Member.
    c. By becoming a Lifelong Member, a member would have to uphold the lifelong commitment to the NRHH Values of recognition and service
    d. Lifelong Members are eligible to participate in chapter-specific and NACURH activities at the discretion of NACURH Leadership and their chapter, respectively

Section IV: Membership Capacity

1. The general membership of a chapter may include up to, but not more than, one

percent of the total residence hall population that year, or 20 members, whichever is larger.
2. The total one percent membership cap only includes active membership.
3. The total 1% membership does not include honorary or lifelong members.
4. Definition of on-campus housing units that contribute to the membership cap.

Section V: NRHH Member Removal Policy

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

Section VI: NRHH Member Transfer Policy

1. NRHH members who are transferring schools at any educational level, including incoming graduate students and incoming doctoral students, can apply to have their NRHH membership transferred from their outgoing institution to their incoming institution.
2. Each NRHH chapter can accept or reject transfer members at their discretion.
3. If accepted, these members shall become active members of the new chapter.
4. The Membership Transfer Policy must be outlined according to the following
    a. The student applying to transfer their membership must be fully matriculated at the new institution.
    b. 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 their previous chapter and residence hall

system, and how they hope to be involved in the new chapter.
    c. Each chapter can come up with its procedures detailing how letters will be evaluated.
5. If approved, the student and/or new chapter must complete the membership transfer application
6. The membership transfer application may be obtained from the Region's AD-NRHH.
7. 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.
8. The completed application shall be submitted to the region's AD-NRHH for approval.
9. It is the right of each region's AD-NRHH to deny requests for reasons including, but not limited to
    a. The application form is incomplete.
    b. Adding new member(s) puts the chapter over its member cap.
10. If the member and/or chapter wishes to appeal the decision of the region's AD-NRHH, they may appeal to the entire NNB.
11. The decision of the NNB shall be final.
12. In the event of an appeal to the NNB,
    a. Each AD-NRHH shall have one vote.
    b. A simple majority shall be necessary, with a tie-breaking vote when necessary

ARTICLE V – Selection of Members

Section I: Nominee Requirements

1. Nominees must be a student of the college or university with which the chapter is affiliated, with a student defined by UBC, including, but not limited to:
    a. Students pursuing undergraduate, graduate or professional degrees.
2. Nominees must currently reside on campus in housing managed by UBC SHCS
3. Nominees must have an average of 65% or 2.6 GPA (a minimum letter grade of C) on the UBC grading scale.
4. All NRHH members, housing staff and residents can make nominations including self-nominations.

Section II: Nomination Process

1. Nominees must complete a nomination form, available from the Chapter President
2. Nomination forms must be submitted to the Chapter President at least two (2) weeks prior to an induction ceremony

Section III: Voting Procedure

1. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
2. Nominees must receive a simple majority of those active members present with voting

rights to be inducted.
3. Voting Members for the selection shall consist of active members with voting rights.
4. The Executives can waive the voting if no dissent for the nominees is voiced.
5. Under extenuating circumstances, the executive board can select members at its discretion in consultation with the NRHH advisor.

Section IV: Induction Ceremony

1. The Thunderbird Chapter of NRHH shall hold induction ceremonies two (2) times per academic year.
2. The first induction ceremony shall be held within the first four months of the start of each academic year.
3. The second induction ceremony shall be held within the final four months of each academic year.

Section V: Induction Oath

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

ARTICLE VI – Roles and Responsibilities

Section I: President

1. The President shall:
    a. Preside over all chapter meetings and executive board Meetings.
    b. Create special committees, as needed.
    c. Maintain correspondence with the PACURH AD-NRHH and NACURH Offices.
    d. Attend NRHH regional chats, NACURH, PACURH Leadership, and PACURH Business Annual conferences during the year of appointment or send a proxy in their place. Assist the RHA NCC with the yearly affiliation process.
    e. Act as a liaison between RHA and NRHH by attending all executive board and cabinet meetings.
    f. Participate in weekly one-on-ones with the Chapter Advisor.
    g. Be responsible for soliciting suggestions for membership candidates.
    h. Create and distribute membership application packages.
    i. Receive and prepare membership applications for members to vote on.
    j. Facilitate the overall selection and induction process with Executives.
    k. Plan and organize induction receptions each term with Executives.
    l. Plan and facilitate the annual recognition event, more often referred to as the RHA & NRHH End of Year Banquet.

m. Oversee the duties and responsibilities of the Vice Presidents.
n. Designate the VP Finance and Administration to perform duties if unable.

Section II: VP Finance and Administration

1. The VP Finance and Administration shall:
    a. Perform duties of the President in their absence.
    b. Co-chair a committee alongside one of the other Vice Presidents .
    c. Prepare a budget request to be presented to the NRHH Advisor at the beginning of the academic year.
    d. Liaise with the RHA and Residence Life staff regarding NRHH initiatives and for training.
    e. Submit UBC NRHH financial statements to the RHA as needed and liaison with the RHA VP Finance and Administration.
    f. Complete and organize UBC NRHH financial records, files and property, and keep accurate records of all money spent each term.
    g. Sign all NRHH purchase requests and keep copies of purchase orders.
    h. Take minutes at all NRHH chapter and executive board meetings.
    i. Maintain files on all chapter activities including, but not limited to membership, alumni and chapter resources.
    j. Send emails notifying candidates of membership status.
    k. Assist in planning and facilitating induction receptions each term where members are welcomed in through a ceremonial process and recite the Induction Oath found in Section V.
    l. Perform other duties as directed by the President.
    m. Create a transition report for the incoming VP Finance and Administration at the time of office change.

Section III: VP Communications and Outreach

1. The VP Communications and Outreach shall:
    a. Sit on a regional or NACURH committee or task force, preferably related to NRHH.
    b. Attend NRHH Regional chats in the absence of the President.
    c. Co-chair a committee alongside one of the other Vice Presidents
    d. Assist in the planning and facilitating of induction receptions each term alongside the other executives.
    e. Create and publish one chapter newsletter each term to be distributed to NRHH alumni, active members, RHA councils, Residence Life Staff and other relevant stakeholders.
    f. Organize at least one chapter social and one executive social each term month.
    g. Create all marketing materials for the Chapter for the purpose of promoting service and volunteer opportunities put on by our NRHH chapter.
    h. Actively manage the UBC NRHH website and all social media in the UBC NRHH Thunderbird Chapter name
    i. Publish OTM winners to the website and social media platforms.

j. Perform other duties as directed by the President and work alongside a committee if needed.
n. Create a transitionary report for the incoming VP Communications and Outreach at the time of office change.

Section IV: VP Recognition

1. The VP Recognition shall:
    a. Chair the Recognition Committee meetings.
    b. Manage the conduction of OTM awards and assist residents with submissions each month.
    c. Notify OTM award winners at all award levels and update OTM standings each month.
    d. Solicit OTM bid recommendations and pin nominations from residence leaders.
    e. Update the OTM board regularly at the Programme Resource Centre.
    f. Assist in the financial and logistical planning of the annual recognition event, more often referred to as the RHA & NRHH End of Year Banquet.
    g. Develop new recognition initiatives as seen fit.
    h. Perform other duties as directed by the President.
    i. Create a transitionary report for the incoming VP Recognition at the time of office change.

Section V: VP Service

2. The VP Service shall:
    a. Chair the Service Committee meetings.
    b. Lead the implementation of at least two (2) short-term and long-term service projects alongside the President and develop reports for each initiative.
    c. Assist in the financial and logistical planning of the annual events.
    d. Collaborate with external groups to run engaging service projects.
    e. Develop new service initiatives as seen fit.
    f. Perform other duties as directed by the President.
    g. Create a transitionary report for the incoming VP Service at the time of office change.

Section VI: The Advisor

1. The Advisor shall:
    a. Attend all meetings, either those of the Chapter or those of the executive board.
    b. Ensure that all actions are consistent with UBC SHCS policies and procedures.
    c. Liaise with UBC SHCS.
    d. Review and approve all financial transactions.

Section VII: On-Campus Members

1. Each General Member shall be a member of the Recognition or Service Committee while maintaining active membership pertinent to the guidelines outlined in Article V, I (4).

a. A General Member of the Recognition Committee shall perform the following functions
    i. Attend all weekly NRHH Chapter meetings and Recognition Committee meetings.
    ii. Contribute to Residence Life through engagement with the value of recognition by bringing a unique perspective to the NRHH.
    iii. Contribute to OTMs, the annual recognition event, and other recognition initiatives as directed by the executive board.
    iv. Brainstorm ideas for new recognition initiatives as seen fit.
    v. Perform other duties as directed by the executive board.
    vi. Submit at least one (1) OTM nomination per month.
b. A General Member of the Service Committee shall perform the following functions
    i. Attend all weekly NRHH Chapter meetings and Service Committee meetings.
    ii. Contribute to Residence Life through engagement with the value of service by bringing a unique perspective to the NRHH
    iii. Contribute to service/philanthropic initiatives as directed by the executive board.
    iv. Brainstorm ideas for new service initiatives as seen fit.
    v. Perform other duties as directed by the executive board.
    vi. Submit at least one (1) OTM nomination per month.

ARTICLE VIII – NRHH Committees

Section I: Committee Structure

1. The VP Service and Recognition is responsible for chairing the Recognition and Service Committees.
2. The VP Communications and Outreach is responsible for co-chairing the Recognition Committee and the VP Finance and Recognition is responsible for co-chairing the Service Committee.
3. The size of the committee shall be determined annually by the Executive Board.
4. Each Councilor shall be a member of either committee while maintaining an active membership status according to the following guidelines
    a. While applying for membership to the NRHH, each candidate shall choose to be a member of either committee.
    b. Should a member wish to change their committee affiliation, they can do so by submitting a request to the executive board.
    c. Councilors maintain their committee affiliations at the discretion of the Executive board.
5. If the chapter membership consists of less than 5 Councilors, the Executive Board can decide not to assign committee affiliations to each member. In such an event, all Councilors can perform the functions of both committees.

Section II: Recognition Committee

1. The recognition chair shall, with the assistance of the co-chair, perform the following duties:
    a. Create and chair a committee to achieve recognition goals.
    b. Notify OTM winners at all award levels.
    c. Manage and update OTM standings.
    d. Liaise with RHA Councils and Residence Life Staff regarding recognition initiatives along with the President.
2. The recognition committee shall:
    a. Advertise and assist residents with monthly OTM submissions.
    b. Solicit bid recommendations and pin nominations from residence leaders when appropriate.
    c. Facilitate OTMs, the annual recognition event and other recognition initiatives as directed by the chair, co-chair or executive board.
    d. Brainstorm ideas for new recognition initiatives as seen fit.
    e. Perform other duties as directed by the chair, co-chair or executive board.

Section III: Service Committee

1. The service chair shall, with the assistance of the co-chair, perform the following duties:
    a. Create a committee to achieve service goals.
    b. Develop detailed transition reports for each service project undertaken by UBC NRHH.
    c. Liaise with RHA councils and Residence Life Staff regarding service initiatives along with the President.
2. The service committee shall:
    a. Initiate and organize one long-term service project per term.
    b. Facilitate one short-term initiative or event per month.
    c. Contribute to service/philanthropic initiatives as directed by the chair, co-chair or executive board.
    d. Brainstorm ideas for new service initiatives as seen fit.
    e. Perform other duties as directed by the chair, co-chair or executive board.

ARTICLE IX– Removal of Executives

Section I: Requirements for Removal

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

Section II: Removal Procedures

1. Any NRHH member must make a written complaint and turn it in to the NRHH advisor.
2. The NRHH advisor will let the officer know of the formal complaint and allow the

officer to file his or her rebuttal.
3. The NRHH advisor will then select a committee of 2 officers and 3 members to review the case.
4. If there is not a majority vote from the committee to remove the officer, then the officer is excused from the charges and maintains their position.
5. If there is a majority vote from the committee to remove the officer, then the NRHH chapter will be presented with the situation by the committee.
6. 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.
7. A three-minute question and answer period for both shall follow with no discussion afterward.
8. An officer shall be removed from office if a clear majority of members present with voting rights vote in favor of removal.

ARTICLE X – Election Code

Section I: Requirements for Candidacy

1. All candidates must be Active members for the year in which they intend to hold office.
2. All candidates must be eligible to live in a residence managed by SHCS
3. All candidates must currently hold or have been offered a year-round or winter session contract by a date specified by the NRHH Advisor

Section II: Election Procedure

1. Elections shall be held each spring at a regularly scheduled meeting before the selection of new members.
2. If any executive position is vacant at the start of the academic year, an election shall be completed according to this procedure within the first month of the academic year. .
3. An application form shall be opened and circulated among residents of UBC Housing and nominations for individuals wishing to run can be submitted at a time specified by the Elections Officer before the expected election date through an application form circulated no later than 2 weeks before the election.
4. The NRHH President shall appoint an Elections Officer 1 month prior to the date of the vote.
5. Each candidate is required to submit an application package that must include but is not limited to the application form and a resume.
6. Each candidate is required to make a 5-minute presentation to the NRHH executive board meeting the week of the election.
7. A question-and-answer period of a duration determined by the elections officer will follow each candidate’s speech.
8. Under extenuating circumstances, or If two or more executive positions are vacant and if there are fewer than 5 general members, the President and the executive board can appoint candidates at their discretion according to the following procedure

a. The executive board shall open and circulate an application form for candidates.
b. The executive board shall review all applications and select the most qualified candidates for an interview in consultation with the NRHH advisor.
c. Candidates who are successful after the interview process shall be selected.
d. Selected candidates shall be presented at the next chapter meeting and general members shall be allowed to voice their dissent.
e. Should there be any dissenting members, the selection procedure shall be repeated.
f. Should the extenuating circumstances lapse, or should the criteria for the number of executive and general members required for the standard election process outlined in Article IX, II (1-6) be met, the election procedure shall be conducted according to Article IX, II (1-6).

9. In the event that more than half of the executive members were elected at a by-election (see below), the next regular election cycle will skip one spring period and resume the spring of the following year, provided the elected executives are fulfilling all responsibilities outlined in Article VI. This is to allow the executive time to fulfill their duties and plan the next election.

Section III: Duties of the Elections Officer

1. The duties of the elections officer include the following:
    a. Creating the application and circulating application information to residents of UBC Housing.
    b. Field all inquiries and comments regarding NRHH election processes and procedures from the time the application is available to the time at which new officers are elected.
    c. Collect all submitted applications by the deadline specified by the Elections Officer.
    d. Contact all candidates with details regarding the date, time, location, and procedures of the election.
    e. Perform duties as outlined in the by-election procedure section in the event of a by-election.
    f. In the case that the Elections Officer is unable to perform their duties, the Chapter President shall appoint a new Elections Officer to take over at their discretion.

Section IV: By-election Procedure

1. In the event that a position is not filled at the election, a by-election will be held no later than the end of the current academic term
2. The Elections Officer shall release an application for the by-election no later than two (2) weeks prior to the by-election
3. Nominations shall be open for at least one (1) week
4. Nominations for individuals wishing to run must be submitted no later than the time specified by the Elections Officer.
5. In the event that a position is not filled at the by-election, a second by-election shall be held no later than the end of the first month of the next academic year
6. In the event that the position is still vacant after two (2) by-elections, the procedure outlined in Article X shall be followed.

Section V: Voting

1. Election is done by closed ballot if more than one candidate runs, otherwise by a Yes/No vote.
2. Voting shall be done using the Single Transferable Vote Method.
3. All abstentions shall be counted towards the vote total.
4. A vote is passed when a Candidate receives a simple majority vote.
5. The Elections Office and the NRHH Advisor will count votes immediately after votes have been cast. If a clear majority is not reached, a re-vote will take place until a result has been achieved.

Section VI: Duration of Office

1. Each officer shall be elected to a one-year term.
2. Officers shall take office immediately after induction as the position-elect until the last day of the semester during which they were elected.
3. Officers shall assume the position fully as of one day following the last day of the academic term prior to the academic term for which they are elected.
4. Officer terms end on the final day of the academic term for which they are elected.

Section VI: Officer Oath

1. Upon election, the elected officer must state the Officer's Oath
2. The Officer Oath is as follows:
    a. "I, (state your name), pledge to uphold and honor all the principles, values, and beliefs, of the Thunderbird Chapter of the National Residence Hall lifelong at the University of British Columbia. I solemnly swear, as an executive officer, to serve the Thunderbird Chapter to the best of my ability, to serve and protect all the guidelines and status of the constitution, NACURH, NRHH, as well as the well-being of the chapter."

ARTICLE XI – Vacancy of Office

Section I: Vacancy of Presidential Office

1. Should the office of the President become vacant, the VP Communications shall assume the office of the President.

Section II: Executive Board Appointments

1. In the event that a Vice President leaves office, the President shall appoint an Active member with voting rights to finish that office's term.
2. This appointment shall be made at the meeting following the office's vacancy.
3. Approval of this appointment shall be made by the membership, with a vote simple majority of the members present with voting rights.
4. In the event that the approval is not granted or should no member accept this appointment, the floor shall be opened for nominations, and an election shall be held.

5. This election shall be governed by the election code in Article Article IX, II.

ARTICLE XII - Meetings

Section I: Parliamentary Procedure

1. This organization shall follow Robert's Rules of Order in chapter and executive board meetings unless otherwise stipulated by the Presiding Officer and/or the executive board.

Section II: Meeting Location

1. Regular weekly meetings and their location shall be set by the executive board at the beginning of each semester.

Section III: Exception to Regular Meetings

1. Additional meetings shall be called by the executive board as necessary.
2. The executive board shall have the authority to cancel meetings if there is insufficient business to warrant a meeting.

Section IV: Meeting Attendees

1. All regularly scheduled meetings of the Thunderbird Chapter of the NRHH shall be open to all members of the RHA executive board and area council members.
2. The annual general meeting of the RHA shall be open to all residents of UBC Housing.

Section V: Agenda

1. Each chapter and executive board meeting shall consist of an agenda distributed by the President or executive board no less than 24 hours prior to the meeting.
2. Each chapter and executive board meeting shall commence with the approval of the agenda.
3. Any crucial issues presented to the council during a meeting shall not be voted on until the following regular meeting. These include
    a. Elections
    b. Approval of service initiative reports
    c. Amendments to the Constitution
    d. Any other issue deemed appropriate by the executive board.
4. The VP Finance and Administration shall record the minutes of each chapter and executive board meeting on the agenda document.

ARTICLE XIII - Absences

1. Absences may be excused by the President and Advisor in the following manner: a. A reason for the absence must be submitted to the President and/or advisor twenty- four (24) hours prior to the meeting.
    a. Absences may be considered unexcused by the President and Advisor if the reason is not justifiable.
    b. In case of emergencies including but not limited to illness, injury, death of a friend or family member etc., a member can be absent without submitting a reason for absence.
2. The member may appeal the decision of the unexcused absence in writing to the President.
3. An active member will lose their voting rights if they have had more than four unexcused absences per year.

ARTICLE XIV - Affiliations

Section I: RHA Meetings

1. The President shall regularly attend RHA executive and cabinet meetings.
2. In the event that the President is unable to attend these meetings, an executive shall attend them on behalf of the President.

Section II: Good Standing

1. This chapter shall remain in good standing with UBC SHCS, NACURH and the NRHH.

ARTICLE XV – Chapter Award Procedures

Section I: Membership Pin

1. The requirement for the membership pin is membership induction into the Thunderbird chapter.
2. Membership pins shall only be awarded during the first induction ceremony of the academic year
3. Members inducted during the second induction ceremony of the academic year shall receive their pins at the following induction ceremony

Section II: Iron Pin of Leadership

1. The requirement for the Iron Pin Leadership is a prominent display of leadership ability here at UBC (as assessed by the current NRHH executive board)

2. Award winners must be eligible for an OTM to be eligible for this pin.
3. A pin shall be awarded for each of the following awards
    a. RHA Councilor of the Year (x2)
    b. RHA President of the Year
    c. NRHH Councilor of the Year
    d. At the discretion of the NRHH executive board or chapter (with consultation with the RHA executive board)

Section III: Bronze Pins

1. The requirements for the eight "bronze" pins are at the discretion of the NRHH and President. These pins are to recognize individuals who have demonstrated outstanding service to RHA, NRHH, PACURH and NACURH. UBC can only give eight bronze pins a year.
2. Award winners must be eligible for an OTM to be eligible for this pin
3. Award winners will have contributed positively to the visibility of the RHA, NRHH, PACURH and/or NACURH within their residence community.
4. Outstanding service can include but is not limited to
    a. Developing a successful new initiative.
    b. Engaging residents and encouraging residents' involvement in the community.
    c. Continued exemplary programming throughout their service to the residence hall.
    d. Recognition through OTM awards.
    e. Going above and beyond expectations of their role.
5. In the instance that an award nominee does not meet those criteria, it is at the discretion of the NRHH council to override these criteria.

Section IV: Samuel Yellin Excellence in Leadership Award

1. Purpose:
    a. The Samuel Yellin Excellence in Leadership Award is designed to provide recognition to an individual NRHH member in good standing with UBC that has shown a long-term commitment to all the values of the NRHH
2. Context:
    a. Samuel Yellin was one of the founding members of the NRHH Thunderbird Chapter and was involved on the campus, regional, and international levels during his 6 years at UBC.
    b. Samuel exemplified a true commitment to the chapter by establishing the chapter's Constitution, increasing UBC's visibility at the PACURH and NACURH levels, and creating a well-rounded council.
    c. Samuel always maintained an outstanding academic average and has served in multiple positions in Residence Life and NRHH
    d. During his time at UBC, Samuel was recognized for his tireless contributions to the chapter and the University including winning the prestigious Windi Sasaki Cornerstone Award, the Carl Cooper Award, the Student Leadership Conference "Faces of Today" award, and the Silver, Bronze, and Outstanding Leadership Pins
3. Eligibility:

   a. This award will be given yearly at the discretion of the current NRHH executive board according to these requirements
   b. Inducted member of the Thunderbird Chapter of the NRHH
   c. Member of the residence community at UBC for a minimum of two academic years
   d. In good standing with the UBC as defined by UBC SHCS
4. Award:
   a. The Award shall consist of a small-engraved trophy. This award shall be announced at the annual NRHH and RHA Year-End Recognition Ceremony.
   b. A maximum of one award per year may be given.
5. Criteria:
   a. Award winners will have contributed positively to the visibility of the NRHH, PACURH, and/or NACURH within their residence community
   b. Should have demonstrated excellence in leadership as defined by the values of the NRHH.
   c. Excellence in leadership can include but is not limited to
      i. Developing a service project for the NRHH
      ii. Engaging residents, students and professional staff to get involved with the NRHH
      iii. Recognition through OTM Awards
      iv. Involvement in increasing the number of OTMs
      v. Going above and beyond the expectation of their role through diverse programming efforts in all of the values and continual attendance to meetings
   d. In the instance that an award nominee does not meet these criteria, it is at the discretion of the NRHH executive board to override these criteria.

ARTICLE XVI - Finances

1. The Thunderbird Chapter of the NRHH receives a portion of the UBC RHA annual budget.
2. The NRHH executive board will review and vote on all monetary requests pertaining to the NRHH programming needs.
3. All budget proposals must be approved at the beginning of the year by a clear majority vote of the chapter.
4. All expenditures shall be approved by the President or VP Finance and Administration.

ARTICLE XVII - Amendments

1. Following Robert's Rules of Order, amendments to the Constitution and Bylaws of the NRHH can be made:
   a. The Constitution and Bylaws may be amended at a quorum general meeting of the NRHH
   b. Proposed amendments must be presented to the Council at least seven (7) days prior to the meeting at which they will be voted upon

    c. At the meeting, the approval of a simple majority of the voting members present is required to effect a change in the Constitution or Bylaws of the NRHH.
2. Under extenuating circumstances, the council has the option to vote to override the amendment process and vote on changes.

ARTICLE XVIII – Rules of Order

1. Any procedure not clearly outlined in this constitution shall, with the approval of the council, by a simple majority vote, be governed by the prior precedent of the organization in the form of previous minutes.
2. The executive board can also propose a procedure to be followed in the event of such ambiguity and this procedure shall be voted on by a simple majority of the voting members present.
    a. Should such a procedure be approved, an amendment to the constitution shall be made with immediate effect.
    b. Should the need for an amendment not arise, the procedure shall be documented.

ARTICLE XIV - Quorum

1. A quorum consists of fifty percent (50%) of the total active chapter membership